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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2023
DATE ISSUED 25 AUGUST 2023

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 15 September 2023
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 30/226** : **DEPUTY DIRECTOR: PEOPLE EMPOWERMENT SERVICES REF NO: 214**
Directorate: Strategic People Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3-Years relevant experience. A valid (Code B or higher) drivers' licence. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation
Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Other, Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving Decision. Making, Facilitation and Presentation skills, Conflict resolution, Organizing.
- DUTIES** : Plan, organise, control and manage the development of the Workplace Skills Plan (WSP). Plan, organise, control, implement and coordinate HRD functions (Bursaries, Inductions, and Internships). Plan, organise, control, implement and coordinate all Leadership and Development Interventions. Manage and coordinate all people empowerment related programmes for the department. Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Financial Management.
- ENQUIRIES** : Mr M Cronje: Tel No: (021) 467 2080
- POST 30/227** : **DEPUTY DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 226**
Directorate: Strategic People Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3 - Years relevant experience. A valid (Code B or higher) drivers' licence. Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organizing.
<u>DUTIES</u>	:	Plan, organise, control and manage the development, monitoring, moderation and evaluation of public service employees (SL 1-12) performance management systems. Manage the compilation process of performance agreements (PAs) (Public Service Act). Oversee probation processes (SL 1-12 and educators) and administer grade/pay progressions (educators and public service employees). Manage compliance with the administration and reporting on the Ethics Framework (E-Disclosures, Remunerative Work Outside of Public Service (RWOPS)). Oversee the performance management systems (PERMIS). Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.
<u>ENQUIRIES</u>	:	Mr M Cronje Tel No: (021) 467 2080
<u>POST 30/228</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: 235</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Head Office, Cape Town
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. 6 Years' experience post qualification experience. A valid (Code B or higher) drivers' licence Computer literate. Additional Requirements: An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Six years post qualification and relevant experience working on a construction site for a major Contractor, Government Dept or Municipality and dealing with Programme, Quality, Budget and Time Management would be preferential. Experience in managing stakeholders on various levels from inception through to completion of projects. Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Skills: Must have strong verbal and written communication skills and experience to support this. Must have strong report writing skills. Must be comfortable operating independently and in a team environment.
<u>DUTIES</u>	:	Manage District inputs for infrastructure planning. Manage implementation of all building projects in Districts. Undertaking and compiling Condition Assessments of school facilities including NEIMS (National Education Infrastructure Management System) assessments. Manage School Maintenance and disaster management plans. Manage people and finances.
<u>ENQUIRIES</u>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 30/229</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT: LEASES REF NO: 211</u> Directorate: Physical Resource Planning and Property Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Head Office, Cape Town
	:	Qualifications and Experience, Diploma in Real Estate or related Property Management fields. A valid (Code B or higher) drivers' licence. Computer

literate. Three years relevant experience. Knowledge: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, -indicators & service plan and how that links with infrastructure Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.

DUTIES : Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal Accounts and Expenditure: Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities: Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by facilities. People management: Undertake human resources and other related administrative functions.

ENQUIRIES : Mr G Coetzee Tel No: (021) 467 9261

POST 30/230 : **ASSISTANT DIRECTOR: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 208**

Directorate: Institutional Resource Support (In Lib Serv)

SALARY CENTRE : R424 104 per annum (Level 09)

REQUIREMENTS : Head Office, Cape Town
A recognised 3-year qualification (Degree or National Diploma); a minimum of 3 years supervisory experience in a supply chain management environment; a valid (Code B or higher) drivers' licence. Computer literacy in MS Word, Excel, Access and Outlook (or similar email tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills; strategic planning; presentation skills.

DUTIES : Assist with development of Learner Teacher Support Material (LTSM) policies and procedures. Assist with developing operational and process plans relating to LTSM. Interpret, implement and ensure compliance with legislated Department of Basic Education (DBE), Supply Chain Management (SCM), Public Finance Management Act (PFMA) and LOGIS regulations, processes and documents. Implement, monitor and evaluate work processes and registers of teams. Provide development, guidance and training in LOGIS processes. Vice-Chairperson of LTSM Quotation Committee. Develop and implement a strategic sourcing strategy for LTSM goods and services. Determine specifications for sourcing of LTSM goods and services. Facilitate the contracting of the sourcing strategy for LTSM goods and services. Facilitate and report on the procurement and delivery of LTSM to schools and Directorates. Monitor commitments and budgets of LTSM. Authorising payments and orders. Reporting of SCM processes, LTSM activities and budgets. Respond to audit enquiries. Provide inputs for AFS. Supervision of officials.

ENQUIRIES : Mr P Swart Tel No: (021) 467 2025

POST 30/231 : **ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 213 (X2 POSTS)**

Directorate: Business Strategy & Stakeholder Management

SALARY : R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town : Relevant Degree or National Diploma (NQF 6). At least 3 year's relevant experience in project management. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<u>DUTIES</u>	: Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.
<u>ENQUIRIES</u>	: Ms W Conrad Tel No: (021) 467 2053
<u>POST 30/232</u>	: <u>ASSISTANT DIRECTOR: ASSURANCE REF NO: 210</u> Directorate: Internal Control
<u>SALARY</u>	: R424 104 per annum (Level 09)
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Five years of relevant work experience in an accounting/internal control/auditing/procurement and governance environment. A valid (Code B or higher) drivers' licence. Knowledge: Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting and internal control management. Knowledge of risk management. Knowledge of Human Resource Management. Extensive knowledge of Compliance, Supply Chain Management and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills. Computer literacy (including MS Word & MS Excel). Interpersonal relations; communication; formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.
<u>DUTIES</u>	: Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental Components/Districts in accordance with a pre-determined program to detect matters of non-compliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified non-compliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including complete follow ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on

the network) of all issued departmental/financial instructions and standard operating procedures. Prepare presentations and present at senior management meetings relating to audit related matters. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance management, and attendance management.

- ENQUIRIES** : Ms W Salie Tel No: (021) 467 2680
- POST 30/233** : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 228**
Directorate: Strategic People Management
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years' relevant experience in a human resources or people management environment. A valid (Code B or higher) drivers' licence. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint)
- DUTIES** : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.
- ENQUIRIES** : Ms T Florence Tel No: (021) 467 2169
- POST 30/234** : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 232**
District Office: Metro Central Education District Office
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Maitland
REQUIREMENTS : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.
- DUTIES** : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
- ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

- POST 30/235** : **E-LEARNING PROJECTS FACILITATOR REF NO: 224**
District Office: Westcoast Education District Office
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Paarl
- REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid (Code B or higher) drivers' licence. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
- DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the eLearning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.
- ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the Minimum educational requirements and the closing date for the post of 27/391: Deputy Director: HR (People Management Compliance and Training), Directorate: People Strategy, Head Office, Cape Town, Based at Bellville Health Park, advertised in the Public Service Vacancy 27 dated 04 August 2023 with Ref No: Post 27/391, the minimum educational requirements have been amended to an appropriate National Diploma/ Degree (NQF 6) and Kindly note that the Minimum educational requirements and the closing date for the post of 27/389: Deputy Director: Organisation Dynamics and Remuneration, Directorate: People Strategy, Head Office, Cape Town, advertised in the Public Service Vacancy 27 dated 04 August 2023 with reference number: Post 27/389, the minimum educational requirements have

been amended to An appropriate National Diploma/ Degree (NQF 6) and closing date extended as follows Closing Date: 8 September 2023.

MANAGEMENT ECHELON

- POST 30/236** : **DIRECTOR: DISTRICT HEALTH SERVICES (RURAL HEALTH SERVICES)**
Chief Directorate: Rural Health Services
- SALARY** : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Overberg District (Stationed in Caledon)
: Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems (District Health Services). Knowledge of financial and people management policies applicable to the public service. Proven experience in the provision and management of health services.
- DUTIES** : Manage the implementation of the full package of health services (inclusive of district hospital, primary health care, home and community-based services and Specialized Hospitals) within the relevant district, in line with Departmental policies. Ensure the implementation of health service priorities within the district. Ensure quality management in the relevant District to improve patient experience and a safe working environment in line with the relevant prescripts. Manage the corporate services of the district. This includes Finance, Supply Chain, Support Services and People Management. Co-ordinate the rendering of professional support services (including information management) within the district. Collaborate with key stakeholders within the district, such as other government departments, community structures, non-profit organisations (NPOs), local government, and private sector to promote WOSA principles.
- ENQUIRIES APPLICATIONS** : Dr L Phillips Tel No: (044) 695-0047
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

OTHER POSTS

- POST 30/237** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (INTERNAL MEDICINE AND ONCOLOGY)**
Chief Directorate: Rural Health Services
- SALARY** : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : George Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as a Specialist in Internal Medicine. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid Code B drivers' licence. Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Be able to work commuted overtime in the Internal Medicine Department. Competencies (knowledge/skills): Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under

and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature, as well as focus on sub-speciality requirements. Financial and Resource Management. Additional experience in Management or Supervision will be an added advantage.

- DUTIES** : Manage overall performance of a 24/7 Internal Medicine service, including being part of the after-hours call roster and the outreach program of the department. Manage overall performance of the Oncology division of Groote Schuur Hospital at George Hospital. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District. Represent George Hospital at Provincial and local Pharmacy and Therapeutics Committees. Corporate governance of the Internal Medicine Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in the Internal Medicine Department.
- ENQUIRIES** : Dr T Koen Tel No: (044) 802-4535
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

OTHER POSTS

- POST 30/238** : **ASSISTANT MANAGER: MEDICAL PHYSICS**
- SALARY** : R1 018 047 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as a Medical Physicist. Registration with professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Experience: At least 3 years' appropriate experience after registration as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist with specific focus on Nuclear Medicine and Radiology, as well as knowledge of the statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of the physics of nuclear medicine, diagnostic radiology and radiotherapy equipment, including computers and software, and radioisotopes. Good communication and interpersonal relationship skills, with the potential to develop management skills. Teaching, training, research and development skills.
- DUTIES** : Responsible for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics at Groote Schuur Hospital in the Departments of Nuclear Medicine and Radiology, with support to Radiation Oncology; as well as to the Imaging Department at Red Cross War Memorial Children's Hospital. Coordinate and supply physics support and active participation in the routine execution of clinically related medical physics tasks in the Nuclear Medicine and Radiology Department, with support to Radiation Oncology as required. Active participation and assistance with the management of the Medical Physics teaching and training programme, with reference to formal and informal lecturing, and experiential training for medical physics interns. Active participation and assistance with the management of the research and development programme of the Medical Physics Division. Assistance with the management of staff, management of Medical Physics internship programme, departmental administration, and equipment planning, including equipment specifications and tender preparation, and commissioning. Assistance in the Quality Control and audit of Medical Physics functions related to radiation safety, incident management, equipment quality management and licensing.
- ENQUIRIES** : Ms N Joubert Tel No: (021) 404-6240/6266. Email: nanette.joubert@uct.co.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023

POST 30/239 : **PHARMACY SUPERVISOR: GRADE 1**

SALARY : R906 540 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Inherent requirement of the job: Ability to cope with pressure and maintain a high standard of professionalism. Experience with hospital pharmacy processes. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Computer literacy. Ability to communicate fluently in two of the three official languages of the western cape.

DUTIES : Manage and supervise the workflow in an area within the Pharmacy department. -Management and training of staff including the completion of performance appraisals. Monitor and facilitate effective Medicine Supply Management in the Pharmacy department. Manage resources within the Pharmacy department including equipment. Participate in Continuous Quality Improvement Initiatives. Pharmacist duties in line with the Pharmacist's scope of Practice.

ENQUIRIES : Ms V Naicker Tel No: (021) 404-3216

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 15 September 2023

POST 30/240 : **PHARMACY SUPERVISOR: GRADE 1**
Cape Winelands Health District

SALARY : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Community Day Clinic (Breede Valley Sub-district)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Language proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws.

DUTIES : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational drug use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.

ENQUIRIES : Ms A Theron Tel No: (023) 348-8115

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 15 September 2023

- POST 30/241** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS AND LITIGATION)**
 Directorate: Employee Relations (Stationed on the premises of Stikland Hospital)
- SALARY** : R811 560 per annum, (A portion of the package can be structured according to the individual.)
- CENTRE REQUIREMENTS** : Head Office, Cape Town
 : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Law (LLB) or appropriate three-year qualification in Labour Law. Experience: Appropriate experience in dealing with labour disputes (conciliation and arbitration) and labour court litigations. Appropriate managerial experience Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.
- DUTIES** : Providing formal legal advice and guidance pertaining to Labour disputes and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting advice to management of decisions based on case law and investigation outcomes. Managing labour disputes and labour court litigation matters instituted against the Department. Ensure uniform action and conduct for all institutions in the Department in respect of labour relations matters. Provide Training in labour disputes and labour court matters. Attend and participate in Labour Relations Officers Form, LR Liaison Officers meeting and other forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation.
- ENQUIRIES APPLICATIONS** : Adv W Small Tel No: (021) 831-5852
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who previously applied don't need to re-apply.
- CLOSING DATE** : 08 September 2023
- POST 30/242** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
 Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R687 879 per annum
 Grade B: R783 693 per annum
 Grade C: R881 121 per annum
 (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Head Office, Cape Town
 : Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with SACQSP. Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of

1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information. management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Ms L Spieringshoek Martins, email: Lynn.Spieringshoek@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 September 2023

POST 30/243 : **COUNSELLOR: GRADE 1 TO 3 (X8 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Northern/Tygerberg Sub-structure (X2 Posts)
Southern/Western Sub-structure (X2 Posts)
Klipfontein/Mitchell's Plain Sub-structure (X2 Posts)
Khayelitsha/Eastern Sub-structure (X2 Posts)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Adaptable and innovative in a high-pressured environment. Competencies' (knowledge/skills): Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges, know when to refer for more specialized mental health interventions. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Knowledge and experience in providing mentoring and supervision of other lay health workers. Knowledge and application of regulations, policies, and procedures relevant to health programs. Able to work independently and in a team; ability to work in a diverse, multi-cultural and inclusive environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers.

ENQUIRIES : Enquiries: Northern/Tygerberg Sub-structure: Mr A Patientia Tel No: (021) 815 8894/ alfonso.patientia@westerncape.gov.za
 Southern/Western Sub-structure: Ms L Appolis Tel No: (021) 202-0933/ louise.appolis@westerncape.gov.za
 Klipfontein/Mitchell's Plain Sub-structure: Ms NF Bell-Mandla Tel No: (021) 370-5000/ nomtha.bell-mandla@westerncape.gov.za
 Khayelitsha/Eastern Sub-structure: Ms N Peton Tel No: (021) 360-4633/ Neshaan.Peton@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 15 September 2023

POST 30/244 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE COMPLEX AND CSSD)**
 Chief Directorate: Metro Health Services

SALARY : R627 474 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification (i.e. diploma/degree) or equivalent that allows registration with the South African Nursing Council as Professional Nurse. Post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC in the relevant specialty. Registration with SANC as a Professional Nurse: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution. Good organisational skills and the ability to function under pressure. Computer literacy.

DUTIES : Coordination and rendering of optimal, holistic and quality Obstetric Theatre Services within set standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control. Exercise overall control of the Central Sterilisation Unit. Execute the duties of a surgical scrub sister to ensure a high standard of patient care.

ENQUIRIES : Ms M Holland Tel No: (021) 659-5550

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 15 September 2023

POST 30/245 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD UROLOGY)**

SALARY : R497 193 per annum

<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : Minimum educational qualifications: Basic R425 qualification (i.e degree/diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	: The candidate will be responsible for planning, managing, co-ordinating and monitoring an optimal quality Nursing Service as an Operational Manager in the surgical area. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the financial resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms F Baartman Tel No: (021) 938-4055 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 15 September 2023
<u>POST 30/246</u>	<u>CHIEF ARTISAN: GRADE A (BUILDING MAINTENANCE)</u> Directorate: Engineering and Technical Services (Metro West Hub, Retreat)
<u>SALARY CENTRE REQUIREMENTS</u>	: Grade A: R434 787 per annum : Head Office, Cape Town : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post-qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience in a multi-discipline workshop (Building, Plumbing, Carpentry and Painting. Sound SCM and Finance experience. Inherent requirements of the Job: Will have to work overtime and standby should the need arise, day or night. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience.
<u>DUTIES</u>	: Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Reichert Tel No: (021) 830-3768 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 15 September 2023
<u>POST 30/247</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	: Grade 1: R431 265 (PN-B1) per annum : Grade 2: R528 696 (PN-B2) per annum : Diazville CDC : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A

post-basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to effectively communicate in at least two of the three official languages (English/Afrikaans/Xhosa) of the Western Cape and Computer literacy (MS Word, Excel). Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provide clinical services for severe and chronic mental illness within a professional/legal framework. Provide clinical advice and support to CNP's, MO's in managing non-severe Chronic Mental Illness/Diseases (CMD's). Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Management and completion of all administrative tasks related to clinical work. Implementation of prevention programmes for substance abuse in the sub-district.

ENQUIRIES : Ms N Mkhwela Tel No: (022) 709-5067
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

CLOSING DATE : 08 September 2023

POST 30/248 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU))**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R431 265 (PN B1) per annum
 Grade 2: R528 696 (PN B2) per annum

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.

DUTIES : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by

providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Critical Care Nursing: General with the South African Nursing Council.

CLOSING DATE : 15 September 2023

POST 30/249 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
 West Coast District

SALARY : R359 517 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' licence. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Mr R van Staden Tel No: (022) 487-9208
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 September 2023

POST 30/250 : **ADMINISTRATION OFFICER: SUPPORT SERVICES**
 Overberg District

SALARY : R294 321 per annum
CENTRE : Swellendam Hospital

- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) and competencies. Experience: Appropriate working experience within a support services environment and contract management. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, PowerPoint, Excel and emails). Knowledge of Human Resources, Supply Chain, Fleet Management, Waste Management, Maintenance policies and prescripts and Service Level Agreements. Good communication, interpersonal and organising skills, ability to manage and supervise multiple teams and ability to work under pressure.
- DUTIES** : Overall responsibility and effective management of the Support Services for both sub-districts (Transport Services and Fleet Management, Maintenance and Infrastructure, Housekeeping, Laundry Services, Food Services, Grounds, telecommunications). Overall responsibility and effective management of different contracts (i.e. Cleaning Services, Grounds, Security Services, Pest Control, and Waste Management Services). Management and supervision of personnel for different sections situated at both sub-districts (including performance management, applying disciplinary code, training and development, roster and duty planning). Support to supervisor, colleagues and management.
- ENQUIRIES** : Ms N Wege Tel No: (028) 514-8400
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023
- POST 30/251** : **ARTISAN PRODUCTION: GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : Grade A: R220 533 per annum
Grade B: R258 753 per annum
Grade C: R299 361 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Ability to do welding work. Knowledge of repairs and maintenance of Autoclaves. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr DT Samuels Tel No: (021) 830-3772
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 September 2023
- POST 30/252** : **ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : R202 233 per annum
- CENTRE** : Laingsburg Community Clinic
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and reception. Appropriate practical experience of Health Information Systems. Inherent requirements of the job: Ability to communicate in two of the three official languages of the Western Cape. Good interpersonal relationships. Ability to manage the switchboard. Ability to function in a group and work under pressure. Competencies (knowledge/skills): Computer literacy in Microsoft

		Package (MS Windows, Word and Excel, Outlook). Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Perform effective administrative role as a member of the Health Management Team. Record keeping, filing, and retrieving of folders, tracing of old folders, and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing interprets and analyses data trends. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
<u>ENQUIRIES</u>	:	Ms E Johnson Tel No: (023) 814-2035
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 30/253</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Vanguard CHC (X1 Post) Lotus River CDC (X1 Post) DU Noon CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor.
<u>ENQUIRIES</u>	:	Ms G Jones Tel No: (021) 703-3131 and Mr R Christoffels Tel No: (021) 200-4500
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 30/254</u>	:	<u>TELKOM OPERATOR</u> Garden Route District
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Harry Comay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Excellent telephone etiquette and listening skills. Computer literacy (MS Office: Word and Excel). The ability to operate Switchboard equipment effectively and efficiently. Knowledge of handling alarm systems.

DUTIES : Manage switchboard, answer telephonic queries and deliver messages. Effectively answer of all queries at the front Desk regarding Appointment System. Effective management of Patient flow, scan all patient appointment cards and assist with the PHCIS Waiting room Data. Provide relief for admission department, clerical and administrative support to the supervisor.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr MJF Marthinus Tel No: (044) 814-1100
: The Manager Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 15 September 2023

POST 30/255 : **TELKOM OPERATOR**
Garden Route District

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Mossel Bay Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Excellent telephone etiquette and listening skills. Computer literacy (MS Office: Word and Excel). The ability to operate Switchboard equipment effectively and efficiently. Knowledge of handling alarm systems.

DUTIES : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor telephone accounts and distribute monthly to departments. Report all faults and problems with switchboard. Maintain internal telephone directory. Provide relief for admission department, clerical and administrative support to the supervisor.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr B Caffoen Tel No: (044) 604-6114
: The Manager Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 15 September 2023

POST 30/256 : **LINEN STORES ASSISTANT (X2 POSTS)**
West Coast District

SALARY CENTRE REQUIREMENTS : R125 373 per annum
: Sonstraal Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Must be physically fit. Must be able to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to count accurately.

DUTIES : Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr HL Siegelaar Tel No: (021) 815-8330
: To the Director: West Coast District, Private Bag X15, Malmesbury, 7299.
: Mr D Pekeur
: No payment of any kind is required when applying for this post.

CLOSING DATE : 15 September 2023

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 11 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/257 : **CHIEF ENGINEER (ELECTRICAL) - GRADE A: ENERGY RESILIENCE - MUNICIPAL INFRASTRUCTURE REF NO: LG 36/2023**
(Contract Position Until 31 March 2026)

SALARY : Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Electrical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a Registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high performance culture; Engineering and professional judgement. Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contact documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.

DUTIES : Feasibility of Pilot renewable energy solutions in municipalities; Demand Side Energy Management; To inform the Western Cape municipalities of potential revenue impacts, it is critical to understand the future energy needs of large private sector electricity users in the province; Enable electricity wheeling on municipal grids in the province; Municipal IPP procurement; Making government (WCG / municipal) land available for utility scale energy project usage; Review municipal electricity master plans, Cost of Supply Studies (CoSS) for NERSA Approval, Mini-integrated Resource Plans (IRPs) ; Protecting energy infrastructure from vandalism and theft in the municipal space. Manage resources and provide input for resource utilisation; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to energy. Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856

POST 30/258 : **CHIEF ENGINEER (GRADE A): WATER RESILIENCE - MUNICIPAL REF NO: LG 41/2023**
Infrastructure (contract position until 31 March 2026)

SALARY : Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government : Electrical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a Registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high performance culture; Engineering and professional judgement. Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contract documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	: Feasibility of Pilot renewable energy solutions in municipalities; Demand Side Energy Management; To inform the Western Cape municipalities of potential revenue impacts, it is critical to understand the future energy needs of large private sector electricity users in the province; Enable electricity wheeling on municipal grids in the province; Municipal IPP procurement; Making government (WCG / municipal) land available for utility scale energy project usage; Review municipal electricity master plans, Cost of Supply Studies (CoSS) for NERSA Approval, Mini-integrated Resource Plans (IRPs) ; Protecting energy infrastructure from vandalism and theft in the municipal space. Manage resources and provide input for resource utilisation; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to energy. Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	: Mr M Brand Tel No:(021) 483 2856
<u>POST 30/259</u>	: <u>CONTROL ENGINEERING TECHNOLOGIST (ELECTRICAL) - GRADE A: ENERGY RESILIENCE - MUNICIPAL INFRASTRUCTURE REF NO: LG 37/2023</u> (X2 contract position until 31 March 2026)
<u>SALARY</u>	: Grade A: R831 309 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government : Bachelor of Technology (B Tech) Electrical or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Computer application; Legal compliance; Financial systems; Disciplinary codes and procedures; Monitoring systems; Skills needed: Report writing; Creating a high performance culture; Networking; Written and verbal communication.
<u>DUTIES</u>	: Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Solve broadly defined technological challenges through application of proven techniques and procedures; Research/ literature studies in new technologies. Monitoring and evaluation of technological designs: Assist with feasibility studies of new technology Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro; Manage and supervise technological and related personnel and assets.

Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856

POST 30/260 : **DEPUTY DIRECTOR: WATER RESILIENCE MUNICIPAL INFRASTRUCTURE REF NO: LG 38/2023**
(3 Contract Position Until 31 March 2026)

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment; A minimum of 3 years management level experience in the Built Environment. Recommendation: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; ArcGIS; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.

DUTIES : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels In terms of infrastructure governance and service delivery; Participate in IGR platforms, TIME, IDP, LGMTEC and JDA; Provide input into the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations; Plan the component budget and manage expenditure, through responsible implementation of policies; practices and decisions in order to achieve unit objectives effectively and efficiently. Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856

POST 30/261 : **DEPUTY DIRECTOR: ENERGY RESILIENCE-MUNICIPAL INFRASTRUCTURE REF NO: LG 39/2023**
(3 Contract Positions Positions Until 31 March 2026)

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Electrical engineering; A minimum of 3 years management level experience in Electrical engineering. Recommendation: Appropriate experience in renewable energy. Competencies: Knowledge of the following: Programme and Project Management; ArcGIS; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.

DUTIES : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels In terms of infrastructure governance and service delivery; Participate in IGR platforms, TIME, IDP, LGMTEC and JDA; Provide input into the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations; Plan the component budget and manage expenditure, through responsible implementation of policies; practices and decisions in order to achieve unit objectives effectively and efficiently. Ensure the development, implementation and maintenance of databases on excel and ArcGIS Pro.

ENQUIRIES : Mr M Brand at Tel No: (021) 483 2856

POST 30/262 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): WATER RESILIENCE PROGRAMME (MUNICIPAL INFRASTRUCTURE) REF NO: LG 42/2023**
Contract Position Until 31 March 2026

SALARY : Grade A: R353 013 - R376 806 per annum
Grade B: R398 865- R428 619 per annum
Grade C: R451 578 - R531 117 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE REQUIREMENTS : Department of Local Government, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; ArcGIS skills; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

DUTIES : Render technical services: Maintain databases in MS Word, MS Excel, ArcGIS Pro; Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856

POST 30/263 : **ADMINISTRATION CLERK: MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2023**
(Contract Position Until 31 March 2026)

SALARY : R202 233 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualifications). Competencies: A good understanding of the following: Supply chain management and financial procedures; Document tracking, storage and retrieval; Office administration; Proven computer literacy in MS Office; Written and verbal communication skills.

DUTIES : Taking of minutes; Follow-up and report on action minutes; Daily follow-up and reporting on action deadlines; Update critical milestone/reporting annual calendar; Render general clerical support service to programmes; Monthly update of programme budget; Quality check all programmes submissions/letters/cabinet submissions; Assist with Power Point Presentations.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856