

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

The Department reserves the right not to fill any position advertised. It is our intention to promote equity according to our Equity Plan with the filling of these posts. Kindly indicate race, gender, and disability status to facilitate this process.

- APPLICATIONS** : Please submit your application, stating the reference number of the post you are applying for, to the Director: Human Resource Management and Support Services, Department of Economic Development and Tourism, 80 St Georges Mall, Waldorf Building, Cape Town 8000
- FOR ATTENTION** : Ms V Hurling
- CLOSING DATE** : 17 July 2009
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service department, and should be accompanied by a comprehensive curriculum vitae (CVs will not be returned), certified copies of your identity document, qualifications, driver's licence and the names of three contactable work references. Candidates will be expected to be available for selection interviews on a date and time as determined by the Department. Candidates may be subjected to competency-based assessment and a security clearance. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 24/132** : **DEPUTY DIRECTOR: STRATEGIC COORDINATION REFERENCE NUMBER: Y5/09/36**
Directorate: Strategic Support
- SALARY** : All-inclusive salary package: R407 745 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : The formal qualification required for this position is an appropriate B-degree or equivalent (a qualification in strategic management or economics will be an advantage) plus 3 - 5 years management experience in an economic environment/government service. The following will serve as recommendations:
• in-depth knowledge of provincial policies on economic development, Micro Economic Development Strategy, Provincial and national; strategies to address local economic development • ability to interpret legislation • report writing and presentation skills • knowledge of a government environment • computer literacy (MS Word, Excel, PowerPoint, GroupWise, Internet) • valid Code 08 driver's licence • good written verbal communication skills in at least two of the official languages of the Western Cape • sound communication skills, project management, facilitation and strategic operational skills.
- DUTIES** : entail the following: • manage and coordinate the strategic agenda of the Department • develop departmental strategic, transversal and integrated plans • develop strategic directives • participate in planning and execution of the strategic agenda of the department • develop mechanisms for effective access by stakeholders • provide technical expertise in the alignment of departmental programmes and projects • analyse relevant strategic and operational policies that impact on programmes • participate in strategic management by aligning operational processes with operational processes within the Department.
- ENQUIRIES** : Mr B Dayimani at (021) 483-9248.
- POST 24/133** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REFERENCE NUMBER: Y5/09/37**
- SALARY** : All-inclusive salary package: R407 745 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : The formal qualifications required for this position are an appropriate B-degree and a postgraduate will be an added advantage plus extensive experience in planning, monitoring and evaluating and management of impact evaluation programmes. The following will serve as recommendations: • in-depth knowledge of Government Wide Monitoring and Evaluation Framework, Provincial Wide Monitoring and Evaluation Framework, Provincial Growth and Development Strategy, Micro-Economic Development Strategy • strong research background coupled with statistical data management and analysis • planning and organising skills • analytical skills • ability to interpret and apply policies • ability to align Departmental Monitoring and Evaluation Systems to PGDS • ability to meet tight deadlines • operational leadership capabilities • valid Code 08 driver's licence • proven track record on programme and project evaluation.

DUTIES : entail the following: • develop, implement, and maintain an integrated departmental planning, monitoring, and evaluation system based on the Departmental Strategic Plan • facilitate the impact evaluation of Departmental Programmes and projects • provide expert support to all programmes and sub-programmes in their monitoring and evaluation initiatives • develop data management systems for evaluation • serve as a liaison between the Department and the provincial monitoring and evaluation learning network • initiate and direct research and analysis of all aspects of departmental monitoring and evaluation • act as secretariat at performance monitoring meetings • human capital management; financial management; participation in strategic management.

ENQUIRIES : Mr B Dayimani at (021) 483-9248.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. If a representative appointment cannot be made, the candidature of any applicants that comply will be considered.

APPLICATIONS : The Head of Department, Department of Environmental Affairs and Development Planning, Private Bag X9086, Cape Town, 8000

FOR ATTENTION : Mr NJ Smit

CLOSING DATE : 26 June 2009 at 16h00 (4pm)

NOTE : These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of all qualifications, ID and driver's license. The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Candidates will be subjected to competency assessment as well as security clearance. Any previous government service and reason for leaving must be declared.

OTHER POSTS

POST 24/134 : **DEPUTY DIRECTOR WASTE MANAGEMENT REFERENCE NO: C/09/001**
Directorate: Directorate: Waste Management

SALARY : R 407 745 per annum This is an all inclusive remuneration package that may in accordance with applicable rules be structured according to the individual needs.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification for this position is an appropriate, recognized LLB or 4-year B. degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification) with not less than 3-5 years management experience. The incumbent will be required to have: • appropriate and extensive working experience in the environmental field, especially related to waste management • sound interpersonal and communication (written and verbal) with the ability to communicate in at least two of the three official languages of the Western Cape (i.e. English, Afrikaans and Xhosa) • proven managerial and administrative experience, that include human resource management, financial management, project management and business planning • computer literacy (Microsoft software) • a valid code 08 (EB) driver's license and willingness to travel • a wide ranging knowledge of and experience in working with environmental legislation, policies and regulations that includes pollution and waste management. The following will serve as recommendations: • experience in policy formulation and knowledge of monitoring and evaluation of policy implementation • experience in waste planning and minimisation • experience in compliance monitoring, enforcement and knowledge of auditing • experience in environmental impact management • conflict management and negotiation skills • knowledge of international

		multilateral environmental agreements • knowledge of and experience in information management and statistical analysis • experience in awareness and capacity building w.r.t. waste management.
<u>DUTIES</u>	:	develop, manage and facilitate the effective and efficient implementation of policies, legislation, strategies and action plans, guidelines, norms and standards w.r.t. integrated waste management • facilitate, develop and assess integrated waste management plans • provide and coordinate advice to organs of state and other stakeholders regarding waste management • be responsible for the overall management of the projects, activities and personnel in the sub-directorate that comprises human resource development and management, financial management, business planning, project management and administration • facilitate and coordinate the monitoring, auditing and support the enforcement of environmental legislation i.t.o. our statutory obligations w.r.t. waste management. • facilitate environmental educational and awareness and capacity building i.r.o. waste management • represent the Department on relevant committees and forums, with particular reference to the Department's strategic objectives • provide technical advice on government policies and legislation, international agreements and technical reports, including environmental impact assessment reports.
<u>ENQUIRIES</u>	:	Mr Gottlieb Arendse, Tel (021) 483 5109 / 2705
<u>POST 24/135</u>	:	<u>ASSISTANT MANAGER REFERENCE NO: D/09/008</u> Directorate: Pollution Policy and Prevention
<u>SALARY</u>	:	R344 052 per annum Note: This is an all inclusive remuneration package that may in accordance with applicable rules be structured according to the individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	The formal qualification for this position is an appropriate recognised 4-year tertiary qualification in Natural or Physical Sciences (a major in Chemistry or Biochemistry is preferred), Environmental Sciences or Engineering (or an appropriate equivalent qualification) with extensive appropriate working experience. An appropriate 3-year tertiary qualification in the aforementioned disciplines with extensive appropriate experience in information and chemicals management would be considered. Minimum 6 years experience. The following will serve as requirements: • sound interpersonal and communication skills (verbal and written) • proven supervisory and mentoring experience • computer literacy (Ms Word, Excel and PowerPoint) • report writing skills • knowledge and experience of environmental management, in particularly pollution management • knowledge of policy formulation and implementation • knowledge and experience of environmental legislation, policies, and regulations • experience in planning and organising • office management, budgeting and administrative abilities • project management skills • a valid code 08(EB) driver's licence. The following will serve as recommendations: • a willingness to travel • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape • conflict management skills • statistical analysis and information management.
<u>DUTIES</u>	:	The incumbent will • Promote cleaner product and integrated pollution management initiatives that will ensure the minimization and prevention of pollution • Conceptualization and manage programs and projects that promote production and pollution prevention • Represent the Department on relevant committees and forums • Liaise at local, provincial and national level with stakeholders with the view to develop policy, legislation, guidelines and sectoral procedures w.r.t pollution prevention • Comment on technical reports, Environmental Impact Assessment, draft legislation, policies, guidelines, norms and standards related to pollution and management • Provide technical advice • Handle enquiries pertaining to pollution management • Supervise and mentor staff • Assist with compilation of budgets and expenditure control • Assist with human resources and financial management and administration within the component • Monitor compliance and assist in enforcing relevant statutory provisions (e.g. NEMA, Act 107 of 1998 and the ECA, Act 73 of 1989, Noise Control Regulations P.N. 627/1998)
<u>ENQUIRIES</u>	:	Ms C Bill Tel (021) 483 2760
<u>POST 24/136</u>	:	<u>ENVIRONMENTAL LAW ENFORCEMENT OFFICER REFERENCE NO: E/09/015</u> Directorate: Law Enforcement and Administration

<u>SALARY</u>	:	R174 243 per annum Note: In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidy.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this position is an appropriate, recognized degree in Law, Social, Natural, Physical Sciences or Environmental Sciences (or relevant equivalent qualification) with a minimum of 3 years appropriate working experience. The following will serve as requirements: • sound interpersonal and communication skills (verbal and written) • report writing skills • computer literacy (particularly in MS Word, Excel, and PowerPoint) • ability to communicate in at least two of the three official languages (English, Afrikaans, and Xhosa) of the Western Cape • a valid code 08 (EB) driver's license and a willingness to travel. The following will serve as recommendations: • successful completion of the EMI Training or designation as an EMI (Environmental Management Inspector) • Knowledge of applicable policies, legislation, guidelines, standards and procedures relating to environmental and land use management applicable in the Western Cape • experience in the interpretation of legislation, policies, norms and guidelines • Knowledge of environmental inspections, inspection procedures criminal investigations and methodologies • A basic understanding of civil procedure, criminal procedure, constitutional law and administrative law.
<u>DUTIES</u>	:	The incumbent will ensure the implementation of and compliance with relevant environmental and planning legislation • ensure the effective and efficient implementation of law enforcement measures and compliance monitoring systems • assist with general capacity building with regard to compliance monitoring and law enforcement • assist municipalities, officials of the Department and other departmental stakeholders on the application and implementation of environmental and planning legislation • draft notices and directives, and various other submissions relating to the functions of the sub-directorate • undertake site visits, inspections and manage investigations • undertake research • provide an effective and efficient service to the public in accordance with the principles of Batho Pele • assist with and contribute to the implementation of strategic plans, business plans and operational plans for the directorate.
<u>ENQUIRIES</u>	:	Mr S Green, Tel (021) 483 4140
<u>POST 24/137</u>	:	<u>PRINCIPAL ENVIRONMENTAL OFFICER REFERENCE NO: E/09/016</u> Directorate: Integrated Environmental Management
<u>SALARY</u>	:	R174 243 per annum Note: In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidy.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this position is a recognized tertiary qualification in the Natural, Physical or Environmental sciences plus knowledge of and a minimum of 3 years experience in integrated environmental management. • Strong report writing skills as well as the ability to work with people • Computer literacy (MS suite; GIS) • A valid code 08 (B) driver's license. The following will serve as recommendations: • sound interpersonal skills • good communication (written and verbal) skills in at least two of the three official languages of the Western Cape • Good knowledge and experience of integrated environmental management and international environmental commitments, applicable legislation and the application thereof, environmental impact assessments, environmental management plans, systems and environmental monitoring and auditing. • Knowledge of the practical implementation of environmental legislation, policies, norms and guidelines.
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Reviewing of applications in terms of the relevant national and provincial environmental and related legislation and providing recommendations on such applications, as well as conducting site visits • Commenting on land development processes, spatial development frameworks and environmental management programme reports • Providing technical advice to officers and management in the Directorate • Liaison with stakeholders on the implementation of environmental legislation and related policies • Ensuring that the planning and implementation of all development in the Western Cape take environmental considerations into account • Representing the Directorate: Environment and Land Management on relevant committees, forums, etc. • Provision of specialist biophysical advice to government bodies, local authorities and developers regarding development applications and spatial planning, including integrated development plans •

Using and update information systems for all developments in the Western Cape
 • Mentoring and supervising environmental officers • Assisting with compliance monitoring • Rendering assistance with the development of effective environmental management guidelines and processes to evaluate the potential environmental impacts of developments (e.g. resource economics, biophysical, aquatic, social, industrial, cultural, and heritage) to the Chief Directorate • Project management • Frequent travelling.

ENQUIRIES : Mr Y Atwaru, Tel (044) 8058700

DEPARTMENT OF HEALTH

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. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

OTHER POSTS

POST 24/138 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
 (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R174 243 per annum
CENTRE : George Hospital
REQUIREMENTS : Senior (or equivalent) Certificate. Experience: Appropriate experience in all aspects of personnel management, labour relations and staff development. PERSAL experience. Inherent requirements of the job: Valid driver's licence: Competences (knowledge/skills): Good interpersonal, communication and conflict resolution skills. Leadership and managerial skills. Presentation skills. Computer literacy (MS Word, Excel, and PowerPoint) Ability to work under pressure, meet deadlines and solve complex problems. Knowledge of Human Resource Management policies and appropriate acts.

DUTIES : Key result areas/outputs: Ensure effective human resource management and planning. Ensure effective HRD and training. Ensure efficient and effective labour relations. Manage the personnel, labour relations and staff development offices. Oversee the correct application of policies, procedures and prescripts with regard to personnel, labour relations and staff development matters.

ENQUIRIES : Mr NT Lotter, tel.no. (044) 802-4531
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms A Brits
CLOSING DATE : 10 July 2009

POST 24/139 : **SENIOR ADMINISTRATIVE OFFICER: NURSING SERVICES**
 Directorate: Nursing Services

SALARY : R145 920 per annum.
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum education qualification: Diploma or appropriate degree. Experience: Appropriate experience in conducting research and assimilation of statistics and reports as well as the field of Finance administration, Supply Chain Management and Support Services. Knowledge and experience of PERSAL, BAS, LOGIS or any other computerised system. Inherent requirements of the job: Must be prepared to travel within the District. Computer literacy (MS Office: MS Word, Excel, Access & PowerPoint). Competencies (Knowledge/skills): Ability to work under pressure and meet deadlines. Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. The ability to use effectively all relevant computer applications independently, and with ease. Ability to analyse and provide solutions to problems. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing relevant graphic summaries and displays. Note: Shortlisted candidates will undergo a practical test.

DUTIES : Key result areas/outputs: Provide effective and efficient support services with respect to nursing related research and development projects. Maintain the nursing database (Education & Training) at Provincial level. Provide effective and efficient support services with respect to the monitoring and evaluation of nursing practices within the Department. Assist with the identification of

Departmental needs for nurse training and nursing care. Develop monitoring tools to measure effectiveness and quality of nursing education & training at institutional level as well as whether nursing care meets requirements at all levels of service. Assist with the analysis and interpreting of nursing information to evaluate the quality and cost effectiveness of nursing education and training practices. Analyse nurse training data to influence decision-making. Provide effective and efficient support services with respect to the improvement and Maintenance of Competencies (IMOCOMP) Project for Nurses. Manage provisioning and procurement functions and HR support functions to the Directorate: Nursing Services.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

CLOSING DATE

- : Ms F Africa, tel. no. (021) 483-5454.
- : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
- : Mr G Limby
- : 3 July 2009