


**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Please for  your application(s) to: Western Cape Education Department Recruitment and Selection Centre, Private Bag X 9183, Cape Town, 8000 Or hand deliver to the WCED CLIENT SERVICES Grand Central Towers, Cape Town, 2nd Floor and place in the Post Box marked: Recruitment and Selection Centre. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office.
- CLOSING DATE** : Please submit your application before the closing date of WEDNESDAY, 3 February 2010
- NOTE** : General Information: NB: Please read the instructions carefully before applying: All these vacant posts are Public Service positions and are based at Head Office, Cape Town. The appointments will be subject to security clearance. Furthermore, appointments are subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Your application(s) on form Z 83 must be accompanied by a detailed up to date CV with an exposition of your qualifications, training, experience, competencies and previous employment record together with the applicant's identity document number as well as the names and telephone numbers of three persons willing to act as referees. The application form Z 83 is obtainable from any Public Service Department. The application form Z 83 must be signed and dated to ensure your application is a legitimate application. Non-RSA citizens/Permanent resident permit holders must attach a copy of his/her Permanent Resident Permit to his/her application. Communication will be limited to those applicants who would be identified for further selection processes and short-listed candidates must please note that they will be required to submit certified copies of original certificates of qualifications, driver's licence, ID before the interviewing process. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is also expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment, Successful candidates will be appointed on a probationary period of 12 months, The WCED reserves the right not to make an appointment to any of the advertised posts. Kindly note that excess personnel will receive preference, if they meet the post requirements, Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Kindly note that copies of supporting documents will not be returned, The advert number, reference number and name of the post applied for must be indicated on your application form. Please note that a separate application must be submitted if you apply for more than one post, Closing date for applications: WEDNESDAY, 3 FEBRUARY 2010 at 16:00. Applications will not be accepted after the closing date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED before the closing date. The WCED cannot be held responsible for postal delays. Enquiries to be addressed to the persons indicated at each advertisement. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified -, late -, e-mail -, and/or fax applications will not be considered. Failure to submit the requested documents/information will also result in the application/s not being considered. The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Candidates with disabilities, that are short-listed, is to provide information on how the selection process can be adapted to suit their needs for purposes of

reasonable accommodation. Kindly indicate disability status to facilitate the process.

OTHER POSTS

<u>POST 02/60</u>	:	<u>SAFE SCHOOLS CALL CENTRE CONSULTANT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 – R153 636 per annum plus benefits (Salary level 7) Safe Schools Call Centre, Head Office, Cape Town Senior Certificate with 3-5 years appropriate experience; basic counselling or debriefing skills and must be computer literate. Competencies: Knowledge of Microsoft Office (Word, Excel and/or Access and GroupWise); knowledge and experience of the education environment; basic knowledge of school dynamics. Skills: excellent communication skills in at least two of the official languages of the Western Cape Province; good customer service skills; good interpersonal skills; good documentation skills. Personal attributes: Professional telephone manner; active listener and analytical thinker; ability to stay calm in an emergency and under pressure; commitment to ongoing knowledge and skills development; must be able to work in a team and must be polite, reliable and self-motivated.
<u>DUTIES</u>	:	Key performance areas: Providing a rational safety risk analysis; providing a first line of support to victims of abuse, violence and crime; managing different categories of victims using psychological management plans to prevent post-traumatic stress disorders; assessing the situation and identifying, addressing and facilitating the counselling and referral on concurrent issues, using a multi-modal approach; Plan crisis interventions for different categories of crime; provision of rapid response support with regard to gang presence on school premises, and gang intimidation, threats, shootings and killings; provision of immediate support and advice to schools in instances of vandalism and property damage, physical assault, stabbing and general fighting/ warfare; act as referral agency for all calls registered; provision of an information service to learners, educators, parents, support staff, governing bodies, with regard to issues such as rules, regulations and legislation when it comes to rights, responsibilities/ obligations; rendering support and advice, or referring calls dealing with safety-related phenomena, including HIV/AIDS, substance abuse, trauma, teenage pregnancies, abortion and general queries; serving as a crisis management team when required; Psycho-education of client and relevant family members; collect and analyse data; utilising the Safety Management budget.
<u>ENQUIRIES</u>	:	Ms N Khan at (021) 467 2970
<u>POST 02/61</u>	:	<u>PROJECT MANAGER ICT (GOVERNANCE)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 – R232 590 per annum plus benefits (Salary Level 9) Head Office, Cape Town A relevant, recognised 3-year post matric qualification with 3 - 5 years experience in ICT or project management. Competencies: Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; Budgeting and cash flow; Supply Chain Management; E-Government and enterprise ICT programmes/projects; applicable legislation such as the PFMA, Educators Act; Public Service Act and Regulations; SITA Act and Regulations; Access to Information Act; Telecommunications Act; Electronic Communications and Transactions Act etc. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; well-developed innovative problem solving skills; well-developed analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organising and planning skills; sound interpersonal skills; computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service provider and be a team player.
<u>DUTIES</u>	:	Key performance areas: The key result areas for this position are the following: Develop, interpret and apply policy practice and procedure with regard to project management for Information systems and ICT solutions, i.e. provide inputs to Provincial ICT project management policy, framework and standards; ensure

compliance with national and provincial ICT project management policy, framework and standards; develop policy/ guidelines for project management requirements for the Department in compliance with National and provincial ICT project management policy, framework and standards. Plan, organize and control activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects, i.e. Regular, accurate and timely reporting within agreed project management standards; appropriate communication and escalation of project plan, definition, status etc; organize and lead project definition workshops and all related project meetings; provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; where appropriate, develop project definition reports and high-level project plans; ensure focus for resources on project milestones and delivery according to plan; co-ordinate projects and liaise with resources to ensure timely delivery of milestones; participate in the process of programme/project allocation within the E-government and ICT environment.

ENQUIRIES

: Mr MJ Siziba at (021) 467-2380

POST 02/62

PROJECT MANAGER ICT (TELECOMS)

SALARY

: R192 540 – R232 590 per annum plus benefits (Salary Level 9)

CENTRE

: Directorate: Knowledge Management

REQUIREMENTS

: A relevant, recognised 3-year post matric qualification with 3 - 5 years experience in ICT or project management. Competencies: Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; budgeting and cash flow; Supply Chain Management; E-government and enterprise ICT programmes/projects; Applicable legislation; WAN (Wireless Area Network) and LAN (Local Area Network) knowledge. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.

DUTIES

: Key performance areas: Develop, interpret and apply policy practice and procedure; ensure compliance with national and provincial ICT project management policy, framework and standards; develop policy/ guidelines for project management; plan, organize and control activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects; appropriate communication and escalation of project plan, definition, status etc; organize and lead project workshops; provide professional advice and assistance; develop project definition reports and high-level project plans; ensure focus for resources on project milestones and delivery according to plan; co-ordinate projects; participate in the process of programme/project allocation.

ENQUIRIES

: Mr. M.J. Siziba at (021) 467-2380

POST 02/63

INFORMATION ASSISTANT 3 POSTS

SALARY

: R130 425 – R153 636 per annum plus benefits (Salary Level 7)

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: Senior Certificate plus 3 to 5 years' relevant experience. Competencies: Knowledge: Understanding of the capabilities and limitations of information technology; knowledge of online, databases, Understanding of school administration and management systems; Business management reporting. Experience: Excellent computer skills preferably with experience with database and web based applications; Experience in systems development and implementation; Project Management; Data query, analysis and reporting. Skills: Good oral and written communication skills; strong Analytical and conceptual skills; numeracy; presentation skills; decision-making; computer literacy; problem

solving; research skills; facilitation; communication skills in two of the official languages of the Western Cape Province. Personal attributes: Ability to work under pressure and meet deadlines; responsible; self-motivated/ disciplined; creative; team player; innovative and a strong organizer.

DUTIES : Key performance areas: Assist with the development of corporate knowledge management strategy; identifying and developing various techniques to facilitate knowledge and information transfer; knowledge of information management design, development, implementation, ongoing support and maintenance. Monitor and evaluate knowledge and information sharing programmes. Disseminate information about the organisation's knowledge to internal and external clients. Specific duties: Process online and written requests; validate survey data; maintain the network links with system administration officials; design surveys; design and apply verification checks; office administration and management of resources; supervisory duties.

ENQUIRIES : Mr A Noordien at (021) 467-9255

POST 02/64 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**
Directorate: Knowledge Management

SALARY : R192 540 – R232 590 per annum plus benefits (Salary level 9).
CENTRE : Head Office, Cape Town
REQUIREMENTS : A relevant, recognised 3-year post-matric qualification with 3 to 5 years' record management experience. Competencies: Experience: In order to execute the duties effectively, the person should have the following experience: basic understanding of business systems analysis and process mapping; basic understanding of process data and how information systems are designed; thorough understanding of metadata systems; planning and time management; project management; human capital management; performance management. Knowledge of: The government environment; Information management; Specialist knowledge of records management practices, as determined by the National and Provincial Archives Acts and regulations; The PFMA and National and Provincial Treasury Instructions; Understanding of transaction processing systems, data management systems, management information systems, electronic document management systems, electronic records management systems and data warehouses (Knowledge of ECM solution implementation will be an advantage); The relevant standards and the statutory and regulatory framework within departmental functions; Sense of the demographics of WCED. Skills: Good written and spoken communication skills in at least two of the three official languages of the province; Presentation skills; Good ICT skills or Computer literacy in MS Word and MS Excel. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Creative; Innovative; Self-motivated/disciplined; Strong organizer; ability to work in a team.

DUTIES : Key performance areas: To determine what the current recordkeeping and records management situation is and to ensure that relevant information is available regarding the recordkeeping and records management practices of the WCED. The person would be responsible for the following tasks: information contained in records is managed effectively throughout the office by drafting and implementing a records management policy; that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively; that information can be identified and retrieved when required by providing well-structured records classification systems and recordkeeping systems; that all records are kept in safe custody; that there is a systematic disposal programme in place; that all micrographic projects are managed according to the requirements of the National Archives and Records Service and good governance; that all audio-visual records are managed according to the requirements of the National Archives; that all electronic records are managed according to the requirements of the National Archives and Records Service and good governance; that there are evaluation criteria in place to monitor compliance with sound records management practices.

ENQUIRES : Mr ENS Sylvester at (021) 467 2766

POST 02/65 : **SECRETARY**

SALARY : R87 978 – R103 635 per annum plus benefits (Salary Level 5).
CENTRE : Office of the Deputy Director-General: Institution Development and Coordination.

- REQUIREMENTS** : Senior Certificate or equivalent qualification; Typing as a passed subject or any other training course that will enable the person to perform his/her tasks fully effectively. Recommendation: Being in possession of a secretarial certificate will serve as a recommendation. Personal attributes: A high level of reliability; good interpersonal skills; ability to act with tact and discretion; good grooming and presentation skills. Competencies: Language skills with the ability to communicate well verbally with people at different levels and from different backgrounds; good telephone etiquette; excellent computer skills in MS Word, Excel, PowerPoint, Internet and e-mail facilities; sound organisational skills; basic written communication skills.
- DUTIES** : Key performance areas: Secretarial/receptionist support service: receive telephone calls and refer calls to the correct role-players; record appointments and events in the diary of the manager; type documents for the manager; operate office equipment for example the fax machine and photocopier; Clerical support: liaise with travel agencies to make travel arrangements; arrange meetings and events for the manager and the staff in the unit; process the travel and subsistence claims for the unit; process all invoices; filing and record management; responsible for administrative matters within the office; procurement of stationery, refreshments etc.; Personal support to the manager and ensure efficient and effective support to the Branch Head and his/her office.
- ENQUIRIES** : Ms D Lewis at (021) 467 2908.

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 02/66** : **CHIEF ADMINISTRATION CLERK (PATIENT RECEPTION SERVICES)**
- SALARY** : R130 425 per annum.
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum education qualification: Senior (or equivalent) Certificate with experience in Patient Administration. Inherent requirement of the job: Willingness to work flexi-time/weekends. Competencies (knowledge/skills): Computer literacy: MS Word and Excel. Ability to effectively communicate in at least two official languages of the Western Cape. Knowledge of UPFS and HIS (Eg: Clinicom and Delta 9). Knowledge of Chapter 18 of procedural manual. Analytical and problem-solving skills. Knowledge of HR policies and prescriptions. Knowledge and ability to apply the Disciplinary procedure. Recommendation: Mathematics or Accountancy as a passed subject.
- DUTIES** : Key result areas/outputs: Visit workstations, attend meetings, handle patient enquiries. Perform account investigations, cash inspections as well as controlling of accounts. Safekeeping of valuables. Compile reports and statistics. Training of staff. Manage SPMS. Manage leave of staff. Record-keeping of leave. Handle salary advices. Applying the Disciplinary procedures. Support to management.
- ENQUIRIES** : Mr R James, tel. no. (021) 938-5627
APPLICATIONS : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 5 February 2010
- POST 02/67** : **CHIEF PROVISIONING ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT/MAIN STORES)**
- SALARY** : R130 425 per annum
CENTRE : Groote Schuur Hospital, Observatory, Cape Town
REQUIREMENTS : Grade 12 (or equivalent) Certificate. Working experience and knowledge of materials management system especially Syspro will be highly recommended.

Ability to work under pressure and in a team. Competencies (Knowledge/skills): Basic knowledge of hospital stores: Engineering sundries, Hardware and Haberdashery items, Medical and Surgical items, Stationery items. Computer literate: Microsoft Office and Materials Management Systems. Neat handwriting. Good communication skills both written and verbally in at least two of the three official languages of the Western Cape. Good numeric skills. Recommendation: Working experience in a laboratory.

- DUTIES** : Key result areas/outputs: Render comprehensive service to the unit. Conduct regular meetings with staff/identify problem areas. Ensure budgetary constraints are met. Take Disciplinary action with regards to misconduct. Assisting with stock-taking/planning and organizing. Liaise with departments regarding supplier problems and other queries. Assess training needs for staff. Report writing (SPMS). Provide information or stats as required.
- ENQUIRIES** : Mr D Smit, tel. no. (021) 404-5180
- APPLICATIONS** : The Chief Executive Officer, Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935
- FOR ATTENTION** : Ms F Safodien
- CLOSING DATE** : 12 February 2010

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment.

- APPLICATIONS** : The Director: Human Resource Management and Administration, Department of Local Government and Housing, Private Bag X9083, Cape Town, 8000
- FOR ATTENTION** : Ms LG Van Der Merwe
- CLOSING DATE** : 29 January 2010
- NOTE** : Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees (not older than three months), copies of all qualifications and identity document as well as driver's license (if required for the post). Failure to submit the requested documents will result in the application not being considered. (Also applicable to internal candidates). Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Any previous government service and reason for leaving must be declared. Correspondence will be limited to short-listed candidates only.

OTHER POST

- POST 02/68** : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REFERENCE NUMBER: L001/10**
Component: Municipal Support and Capacity Building

- SALARY** : R192 540 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : lification Requirement: Applications are invited from persons in possession of an appropriate B. degree (or equivalent qualification) plus appropriate experience • a valid Code B (manual) driver's licence will serve as a further job requirement. knowledge and understanding of legislation and policy frameworks applicable to Local Government • knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape • knowledge of the five key performance areas of Local Government, monitoring and reporting procedures • knowledge and experience of project management • computer literacy in MS Office and e-mail • the ability to work under pressure • sound interpersonal skills • must be assertive, an analytical thinker and have problem

solving skills •good verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES : Assist with the development and implementation of the Municipal Support Plan • support municipalities to develop, establish and strengthen municipal systems • enhance the capacity of municipalities in terms of scarce skills • assist with the implementation of the Local Government Strategic Agenda • promote the enhancement of the professionalism and leadership capacity within municipalities • administer and manage the budget allocation to the designated region • support initiatives with all relevant role-players pertaining to institutional and governance stability of municipalities in the designated district.

ENQUIRIES : Mr D Jansen at telephone number (021) 483-3161
NOTE : In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment and invite applications from all race groups.

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

APPLICATIONS : Applications must be submitted to: The Senior Manager: Human Resource Management, Private Bag X9165, CAPE TOWN 8000 OR hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons
NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of Public Service & Administration, 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, which include security clearance, qualification verification, criminal records, credit records and previous employment.

MANAGEMENT ECHELON

POST 02/69 : **HEAD: GOVERNANCE AND ASSET MANAGEMENT REF NO: WCPT 01/01/10**
Provincial Treasury

SALARY : An all inclusive package starting at R921 054 per annum (Level 15) (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs).

CENTRE : Cape Town
REQUIREMENTS : Minimum qualification requirements and experience: • Applications invited from experienced, knowledgeable and committed individuals that are qualified as a Registered Chartered Accountant or possess a Masters Degree in Business Administration (MBA) or other relevant qualification. Specific qualifying managerial and experience requirements: •Proven and in depth (6 to 10 years) experience in successfully directing and running accounting, asset and liability management, supply chain and systems management services in large organisations •Demonstrable successful experience in enhancing and delivering on good financial/corporate governance, preferably in public sector organisations •Proven experience and ability to implement and drive risk management systems and principles successfully •Proven ability to manage people successfully and

effect cooperative governance. Knowledge requirements: •Good knowledge of financial governance theory and practice •Extensive knowledge of accounting, both GRAP and GAAP standards •Good knowledge of asset and supply management theory and practice •Global and national factors that impact on financial governance, risk profiles and accounting and asset management standards. Specific competencies and skills required: •Strong leadership and financial management skills •Good verbal and written communication skills •Good team building and people management skills •Strong analytical, conceptual and strategic thinking/thought leadership skills •Ability to translate financial governance, accounting and asset management principles and theory into reality •Good presentation skills •High levels of computer literacy

DUTIES

: Key Performance Areas: •Developing and overseeing the deliverance of the provincial accountant general function for the Province and similarly to relay and ensure the implementation of appropriate accounting standards for local government and associated municipal and provincial entities •Ensuring the implementation, communication and reporting on optimum financial and management standards, norms and practices as well as effective risk management practices across the provincial and municipal spheres •Ensuring the effective, efficient and prudent management of immovable (including the built environment and housing), moveable and financial assets across the municipal and provincial spheres •Promoting and delivering Public Private Partnerships and liabilities management in both the provincial and local government •Ensuring effective oversight, enhancement, performance, security and management of interlinked financial systems •Providing administrative, professional and technical guidance both in-house and to clients •Developing and implementing strategy and business plans for the Branch •Overseeing and driving performance management in the Branch •Overall responsibility for financial management of the Branch •Overall responsibility for the full implementation of the PFMA, MFMA, PSA and other labour and financial laws within the Branch.

ENQUIRIES

: Dr JC Stegmann ☎ (021) 483-3749.

CLOSING DATE

: 19 March 2010

POST 02/70

: **SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING REF NO.: WCPT 01/02/10**
Chief Directorate Public Finance
Directorate Public Finance Policy Research and Modelling

SALARY

: R 615 633 per annum (Level 13) including basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE

: Cape Town

REQUIREMENTS

: Minimum qualification requirements and experience: • Masters Degree in Economics/Public Finance/Business Administration or Public Policy • 6 Years experience gained in macro and socio-economic research and analysis • 5 Years management experience • Proven knowledge of public sector (national, provincial or local) revenue management and capital markets. Required skills: • Creative and innovative researcher keen on working in an applied economic policy environment • Verbal exchange of highly specialised and complex information requiring difficult explanation as well as tact and diplomacy • Strategic and visionary leader • Ability to apply good people management • Ability to plan and soundly organise • Ability to negotiate and resolute • Ability to work under pressure • Ability to produce good written documents/reports as well as present presentations • Ability to do research and apply econometric skills • Good computer literacy especially. Personal attributes: • Personal commitment to Growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative • Ability to work under pressure.

DUTIES

: • Enhance the evolving of the overall financing envelope for the Western Cape's Medium Term Expenditure Framework • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development

and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation • Evaluate the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluate the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments • Assess and assist to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments • Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue • Research and development of efficiency parameters and ratios that inform least cost analysis • Performance Management of key outputs and deliverables of the component, including staff performance management.

ENQUIRIES : Mr HC Malila, ☎ Tel. (021) 483-6673
CLOSING DATE : 29 January 2009

OTHER POSTS

POST 02/71 : **FINANCIAL MANAGEMENT CO-ORDINATORS LOCAL GOVERNMENT (REF NO: WCPT 01/03/10)**
 Chief Directorate Public Finance
 Directorate Local Government Finance Group 1 and 2

SALARY : All inclusive package of R448 521 (level 12) per annum including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Cape Town
 Minimum qualification requirements and experience: • Tertiary qualification with majors in either Public Finance/Accounting/Economics • at least 5 years experience in financial management, two of which should be at management level • Knowledge of relevant financial management legislation/policies/directives • The ability to manage a team • Experience at local government level will be an advantage • Valid EB Drivers License. Required skills and competencies: • Good communication skills • Strategic and visionary skills • Analytical skills • Organising and planning skills • Computer literacy and application of MS Office package • Able to assess financial data. Personal attributes: • Self-driven • Self-confident and innovative • Ability to work under pressure

DUTIES : To secure sound and sustainable revenue and expenditure budgets and timely financial reporting: • Assessing and advising on application for police services on sub-national government level • Developing frameworks for the transfer of functions between the sub-national spheres of government • Assessing and advising on the transfer of functions between sub-national spheres of government • Gazetting transfers between sub-national spheres of government • Managing adjustments of gazetted transfers between sub-national spheres of government • Monitoring government adjustment budget preparation processes • Assisting, assessing and advising on government revenue and expenditure budgets • Monitoring and reporting on the state of government revenue and expenditure budgets (IYM) • Assisting government in resolving financial problems through intervention mechanisms • Assisting and preparing the Provincial Treasury for the implementation of new legislation and legislative reforms in Government • Ensuring the Provincial Treasury fulfill its role and responsibilities in respect of government revenue and expenditure budgets and timely reporting • Providing technical assistance and training on government financial matters • Staff supervisory functions.

ENQUIRIES : Mr G Pause ☎ (021) 483-6126 Mr M Sigabi ☎ (021) 483-4101
CLOSING DATE : 29 January 2010

POST 02/72 : **ECONOMISTS REF NO: WCPT 01/04/10**
 Chief Directorate Public Finance
 Directorate Public Finance Policy Research and Modelling

SALARY : All all-inclusive package of R448 521 (level 12) includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. This flexible portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Cape Town
: The minimum qualification requirement for this position is a Master's Degree in Economics / Public Finance / Business Administration or in relevant Public Policy Management • 6 – 10 Years experience in macro and socio-economic research and analysis, applied intergovernmental (national, provincial and local government) revenue analysis • Proven knowledge of government (national, provincial or local) revenue and expenditure and government financial systems. Required skills: • Creative and innovative researchers keen on working in an applied economic policy environment. • Strong knowledge of economic theory/ statistical theory / taxation and sampling techniques • Knowledge of economic indicators relative to national, provincial and local government • Verbal exchange of highly specialized and complex information requiring difficult explanation as well as tact and diplomacy. • Ability to plan and soundly organize. • Ability to negotiate and resolute. • Ability to work under pressure • Ability to produce good written documents/reports, gather and analyse economic data as well as to present findings • Ability to do research and apply econometric skills • Good computer literacy especially MS Office. Personal attributes: • Personal commitment to growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative

DUTIES : Determine the overall financing envelope for the Western Cape's • Medium Term Expenditure Framework, resourcing the iKapa PGDS strategy and associate national policies. • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers. • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation. • Evaluating the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluating the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments • Assessing and assisting to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments. • Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue for both provincial and local governments • Research and development of efficiency parameters and ratios that inform least cost analysis in government spent.

ENQUIRIES : Mr H Malila at ☎ 021 483-6673
CLOSING DATE : 29 January 2010

POST 02/73 : **ECONOMIST (LOCAL GOVERNMENT) REF NO: WCPT 01/05/10**
Chief Directorate Public Policy Services
Directorate Budget Management (Local Government)

SALARY : R448 521 per annum (Level 12) Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.

CENTRE REQUIREMENTS : Cape Town
: Minimum qualification requirements and experience: • A Master's degree in Economics/Finance/Public Administration or Policy Analysis • 6 - 10 years experience gained in a similar capacity • knowledge and experience in macro and socio-economics • policy making and project/ financial management methodologies • knowledge of government legislations and best practices (ideal) • a valid driver's licence. Required skills: Skilful in computers (MS Word, Excel, PowerPoint, Access – database management and internet), have an aptitude for problem solving, planning and organising, and you are mindful of building solid

relationships, empowering others, using initiative and taking ownership. Excellent numeracy and communication skills, as well as a sound analytical mind will complete your profile.

DUTIES

- : • Provide guidance and support to the local government budgetary processes
- provide advice on fiscal and other policy matters to municipalities
- evaluate the responsiveness of Municipal Budgets, Integrated Development Plans, Service Delivery and Budget Implementation Plans, Local Economic Development Plans and Spatial Development Frameworks
- analyse, advise and report on socio-economic indicators through in-year and annual report assessments
- ensure compliance with the implementation of the Municipal Finance Management Act at a provincial and local government level
- actively participate in, and give input on project and financial management
- collect and manage information pertaining to the content of the job.

ENQUIRIES

: Mr ML Booysen ☎ (021) 483-3386

CLOSING DATE

: 29 January 2010

POST 02/74

: **ECONOMIST (PROVINCIAL GOVERNMENT) REF NO: WCPT 01/06/10**

Chief Directorate Public Policy Services

Directorate Budget Management (Provincial Government)

SALARY

: R448 521 per annum (Level 12) Including basic salary, state's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured.

CENTRE

: Cape Town

REQUIREMENTS

: Minimum qualification requirements and experience: •A Masters Degree in Economics •6 - 10 years' experience gained in a similar capacity •a clear understanding of economics with proven socio-economic research •knowledge of policy making processes and procedures •exposure to National and Provincial legislation and policies. Required skills: •PC literacy, figure-minded and analytical thinking, excellent communication, presentation and planning skills, as well as an influential and team-oriented approach.

DUTIES

: Promoting effective and optimal financial resource allocation with a specific focus on the implications surrounding budget allocations will entail: •reviewing, analyzing and reporting on socio-economic information •compiling and informing the annual budget policy statement and budgets •assessing provincial departments' budgets and plans •recommending financial resource allocation.

ENQUIRIES

: Ms M Sheraton ☎ (021) 483 9951

CLOSING DATE

: 29 January 2010