

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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** : Ayanda Mbanga Response Management, PO Box 833, Green Point, 8051, or hand-delivered to, PGWC, Response Management Job Application Box, 4 Dorp Street, Foyer entrance, Ground Floor, Cape Town, Please note: Hand-delivered applications must be placed in a sealed envelope for the attention of Ayanda Mbanga Response Management. Please do not send registered mail to the hand-delivery address.
- FOR ATTENTION** : Ms Judy Johnstone (Tel) 021 413 7700
- CLOSING DATE** : 15 February 2010
- 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 documentation (ID, scholastic, driver's license, as well as highest educational qualification). 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. Any previous government service and reason for leaving must be declared. Candidates will be subjected to competency assessment as well as security clearance. It can be expected of candidates to perform a presentation and/or a practical during the interview.

OTHER POSTS

- POST 05/108** : **DEPUTY DIRECTOR: ARCHIVES REFERENCE NO: CLA/2010/01**
Western Cape Archives and Records Services
- CENTRE** : Cape Town
- SALARY** : Salary of R378 456 per annum (The all-inclusive remuneration package may in accordance with the applicable rules, be structured according to the individual's needs).
- REQUIREMENTS** : The formal qualification for this position is an appropriate recognized Bachelor's degree with History or Cultural History as majors (or an equivalent degree) as well as a postgraduate diploma in Archival Studies or a qualification in Knowledge Management, as well as a minimum of 10 years of management experience at, either, a national or a provincial archives or relevant field plus a valid driver's licence. The following will serve as recommended competencies/skills: Extensive appropriate experience in archives and records management services at senior level • Experience of strategic planning principles and project management • Expertise in the field of financial management and budget control • Knowledge of the relevant national and provincial archives and records management legislation and policies • Knowledge of automated storage and retrieval systems • Knowledge and understanding of the NAAIRS, document and records management systems (e-filing) and digitalization of archival records • Knowledge and experience in service delivery innovation • Knowledge and experience in the promotion, preservation and use of archival heritage •

- computer literacy • good communication skills in at least two of the three official languages of the Western Cape Province.
- DUTIES** : The successful candidate will head the Western Cape Archives and Records Service. Duties attached to the post include the overall management of the archives and records management service, strategic and financial management including management of capital projects, facilities and corporate services of the archives and records management components • managing of human resource and development • developing and implement service delivery standards for all units • overseeing and approve the implementation of records management practices by municipalities, government departments and organs of state in the province • overseeing the promotion, preservation and use of our archival heritage.
- ENQUIRIES** : Ms N Dingayo (021) 483-2273

DEPARTMENT OF COMMUNITY SAFETY

*This Department is an affirmative action/equal opportunity employer. **Disabled employees are especially invited to present their candidature.***

- APPLICATIONS** : The Director: Human Resource Management and Administration, The Department of Community Safety, PO Box 5346/ 2nd Floor, 35 Wale Street, CAPE TOWN, 8000
- FOR ATTENTION** : Ms C Barnardo
- CLOSING DATE** : 22 February 2010 at 16:00 (Applications received after the closing date and faxed applications will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostatted copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

MANAGEMENT ECHELON

- POST 05/109** : **CHIEF DIRECTOR: TRAFFIC SAFETY PROMOTION**
Chief Directorate: Traffic Safety Promotion
- SALARY** : R 746 181 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate, recognised three-year Degree/Diploma with appropriate senior management experience in the traffic law enforcement environment. Registration as an authorised Traffic Officer in terms of the National Road Safety Act 29/1989 and appointed as Peace Officer in terms of the Criminal Procedure Act 51/1977 will serve as a strong recommendation. Advanced knowledge of Traffic Management and legislation at National and Provincial level. Advanced knowledge of, public policy analysis and public policy development processes. Advanced knowledge of modern systems of governance and administration, monitoring, review and reporting requirements and mechanisms. Advanced knowledge of public communication, public education, public engagement and public discourse management processes. Advance knowledge of IGR processes

and the legal framework applicable. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the Provincial Government Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of communication, media management, public relations, public participation and public education. Knowledge of human resource management processes. Knowledge of financial management processes. Strong conceptual and formulation skills. Proven leadership and managerial skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills. Outstanding planning, organising and people management skills. Computer literacy skills. A highly developed interpretive and conceptualisation / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. The ability to persuade and influence. The ability to lead and direct teams of professionals and service providers.

DUTIES : Strategic management, guidance and advice in respect of the effective and efficient rendering of the Provincial Traffic Law Enforcement, Traffic Training and Development and Road Safety Management services, Planning of Traffic Law Enforcement operations, Manage the Chief Directorate's strategic and business planning processes, Strategically manage the Chief Directorate's human, financial, physical information and statutory resources, Integrate and co-ordinate the key result areas of the Chief Directorate and the Department, Strategically integrate the key result areas of the Chief Directorate with the Provincial Growth Strategy (PGS).

ENQUIRIES : Dr GA Lawrence, Tel (021) 483-3929

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 Human Resource Practitioner: Recruitment and Selection, 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

CLOSING DATE : 19 February 2010

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.

OTHER POSTS

POST 05/110 : **SYSTEM CONTROLLER: PERSONNEL AND SALARY ADMINISTRATION (PERSAL) - 3 POSTS REF NO.: WCPT 02/03/10**
Chief Directorate Asset and Liability Management
Directorate Supporting and Interlinked Financial Systems

SALARY : R 192 540 per annum +Level 9, Note: In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

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| <u>CENTRE</u> | : | Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum qualification requirements and experience: • An appropriate tertiary qualification in Public Administration or Finance or Human Resource Management • 3 years experience and knowledge of a Personnel and Salary Administration System • Project management experience • Financial Management • Valid drivers licence. Required knowledge, skills and competencies: • Computer literary • Analytical skills • Communication and presentation skills • Planning, organisational and co-ordinating • Problem solving skills • Lecturing skills. Personal attributes: • Self-driven • Innovative • Ability to work under pressure. |
| <u>DUTIES</u> | : | Key duties: • Assess, maintain and roll out of a Personnel and Salary Administration System • Assess the performance of the system • Control the integrity of the system • Render a technical and user support service (help-desk and training) • Provide timely and appropriate provincial management information • Draft and issue policies pertaining the Personnel and Salary Administration System • Plan training interventions • Draft training programme • Develop evaluation methods and norms for training interventions • Identify training needs • Implement policy matters pertaining to the content of the job • Rendering of a system controller function relating to the maintenance of system structures and user account management of Provincial Departments |
| <u>ENQUIRIES</u> | : | Me R Esack ☎ (021) 483 6102 |
| <u>POST 05/111</u> | : | <u>SYSTEM CONTROLLER: LOGISTICAL INFORMATION SYSTEM (LOGIS) - 4 POSTS REF NO: WCPT 02/04/10</u> Chief Directorate Asset and Liability Management Directorate Supporting and Interlinked Financial Systems |
| <u>SALARY</u> | : | R 192 540 per annum Level 9, Note: In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional home owners allowance, pension and medical subsidies. |
| <u>CENTRE</u> | : | Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum qualification requirements and experience: • An appropriate tertiary qualification in Public Administration or Finance. • 3 years experience and knowledge of procurement and provisioning systems • Appropriate management experience • Project management experience • Financial management • Valid drivers licence. Required knowledge, skills and competencies: • Computer literary • Analytical skills • Communication and presentation skills • Planning, organisational and co-ordinating • Problem solving skills • Lecturing skills. Personal attributes: • Self-driven • Innovative • Ability to work under pressure. |
| <u>DUTIES</u> | : | Key duties: • Assess, maintain and roll out of Procurement and Provisioning Systems • Assess Procurement and Provisioning Systems Performance • Control the integrity of Logistical Information System (LOGIS) • Render a technical and user support service (help-desk and training) • Draft and issue policies pertaining to Logistical Information System (LOGIS) • Identify training needs • Implement policy matters pertaining to the content of the job • Rendering of a system controller function relating to the maintenance of system Structures and user account management of Provincial Departments. |
| <u>ENQUIRIES</u> | : | Mr R Mienie ☎ (021) 483-4031 |