

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



- APPLICATIONS** : Applications are to be submitted: The Directorate: Recruitment and Selection, Western Cape Education Department, Private Bag X9183, Cape Town, 8000 or hand delivered, WCED Client Services, Grand Central Towers, CAPE TOWN, 2nd floor and place in the box marked: Public Service Staff
- CLOSING DATE** : 23 February 2017 @ 16:00
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.
- 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. Applicants with disabilities, that are short-listed, are requested 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. You are invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.

MANAGEMENT ECHELON

- POST 07/160** : **CHIEF DIRECTOR: CURRICULUM MANAGEMENT AND TEACHER DEVELOPMENT REF NO: PS 1**
Branch: Curriculum and Assessment Management
Job Purpose: To manage planning and development pertaining to curriculum and teacher development
- SALARY** : R1 068 564 per annum, Level 14. An all-inclusive salary package, consisting of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA, At least 5 years of experience at a senior managerial level. Recommendation: A relevant Master's degree (Education), Minimum of 5 years' management experience in a curriculum/ teacher professional development environment, Valid driver's licence.
- DUTIES** : Key Performance Areas: Curriculum: Strategic management, guidance and advice in respect of the rendering of effective and efficient curriculum delivery. Curriculum Management services. This includes the following areas of service delivery: Support all curriculum officials in developing an in-depth understanding of curriculum and its pedagogical implications for classroom practice in schools. Developing provincial plans to support Grades R – 12 curriculum implementation. Monitoring, evaluating and supporting all provincial curriculum interventions. Coordinating curriculum development and teaching practice research within grades R-12 subjects. Plan and manage effective ways of using assessment evidence to enhance teaching and learning Contributing to national curriculum policy development. Developing guidelines and professional development materials (both in paper and digital formats) in support of curriculum development and implementation. Interpreting national curriculum policy and developing provincial guidelines. Teacher Development: Render strategic leadership to and manage and oversee in-service teacher professional development in line with the WCED Teacher Professional Development Strategy. Oversee the development and implementation of teacher professional development programmes and courses that enhance curriculum delivery in schools. Oversee content development of courses and manage such courses to enhance quality teaching and learning in schools. Oversee the management of the WCED's Cape Teaching and Leadership Institute (CTLI). E-Learning and e-Teaching: Manage, develop and expand eLearning and

e-Teaching strategies at all levels. Manage the e-Vision development and roll out, Plan the roll out of various eLearning initiatives, Plan and oversee e-Teaching development, Plan and manage curriculum-related hardware and software roll out in schools. Manage the development and delivery of programmes and courses that enhance the effective integration of e-Teaching and eLearning. Plan and manage programmes for the development of subject-related support to teachers via the WCED e-Portal. General: Define and review on a conditional basis the purpose, objectives, priorities and activities of the Chief Directorate, Participation in the Branch and Chief Directorate's strategic planning processes. Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Monitor and evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the Deputy Director General: Curriculum and Assessment Management on a regular basis on the activities and deliverables of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate and of the resources employed by it. Human resource management in terms of the component: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate, Active involvement in the compilation of a human resource plan, a service delivery improvement programme and an information resources plan for the Chief Directorate, Financial management in terms of the component, Active participation in the budgeting process at Branch level and Chief Directorate level, Preparing the Annual and Adjustment Budgets for the Chief Directorate. Direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases and procurement for the Chief Directorate. Reporting to the supervisor and programme manager on all aspects of the Chief Directorate's finances, Performing diligently all duties assigned by the Programme Manager, Overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's assets. Ensuring that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Ensuring compliance with PFMA, Treasury and DORA regulations and requirements in relation to any Conditional Grants which the Chief Directorates must manage.

ENQUIRIES

: Dr Peter Beets, Tel no: (021) 467-2346

POST 07/161

: **DIRECTOR: BUSINESS STRATEGY AND STAKEHOLDER MANAGEMENT
REF NO: PS 2**

Chief Directorate: Business Intelligence Management

Job Purpose: To provide a business planning and strategic management support service and to coordinate intergovernmental and intra-institutional relations for the WCED.

SALARY

: R898 743 per annum, Level 13. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA, At least 5 years' experience at a middle/senior managerial level. Recommendation: Expertise in planning, reporting, monitoring. Advanced data management and written communication skills desired. Valid driver's licence. Competencies: The successful candidate must have the following knowledge and skills: Knowledge: Strategy development, management and monitoring at an advanced level; Policy analysis, development and implementation review at an advanced level; Modern systems of governance and administration; Public finance and human resources management processes; Business planning and reporting processes. Skills: A highly developed interpretive and conceptualization / formulation ability, Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. Strong ability to influence others and render advice and guidance in an objective yet dedicated manner. Expert verbal and written communication skills, Expert planning, organizing and stakeholder management skills. Advanced competency in data and information management, interpretation, analysis and projections

- DUTIES** : Key Performance Areas: Provide strategic leadership, guidance and advice in respect of business and improvement planning services, and coordinate intergovernmental and intra-institutional relations for the WCED. Manage departmental strategic and business planning processes, Proactively facilitate the department's multi-term annual planning cycle, Co-ordinate and facilitate departmental citizen-centric/service delivery improvement initiatives, Prepare and compile the departmental Annual Report (non-financial) and oversee the non-financial audit process for the department. Provide technical and strategic management support with regard to departmental and business planning processes. Ensure the implementation of the departmental programme and project management (EPM) systems. Manage, co-ordinate and facilitate departmental participation in provincial programmes and projects. Champion the entrenchment of programme performance monitoring, evaluation, improvement and reporting in the normal management processes of the department's line function components. Ensure that projects that contribute to the strategic intent of the department are scoped and accurately maintained on the system. Manage departmental information as a strategic resource, Ensure that actual performance results inform ongoing programme and project implementation through analyses, evaluation and review processes. Ensure that planning is evidence-based, through analytics, data management and judicious use of information. Proactively facilitate and co-ordinate organisational performance reporting as per departmental annual reports. Coordinate intergovernmental and intra-institutional relations. Facilitate relations and planning, under the auspices of the Department of Local Government, with municipalities and intra-institutional units. Facilitate intergovernmental relations in the Batho Pele and Provincial Strategic Plan environment. Ensure alignment across all planning spheres
- ENQUIRIES** : Mr Salie Abrahams, Tel no: (021) 467-2076

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.

OTHER POSTS

- POST 07/162** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**
(Chief Directorate: Metro District Health Services)
- SALARY** : R705 057 (PN-A8) per annum. (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum education 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and available for emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance and knowledge of Human Resource Management. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work on MS packages (Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Provide strategic management and leadership within the nursing management and function as part of the executive management team of the hospital, supporting the Chief Executive Officer/Manager Medical Services. Clinical Governance and manage quality improvement of nursing care. Manage

financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Assist and support Chief Executive Officer by being part of senior management team.

ENQUIRIES : Dr L Naude, Tel no: (021) 918-1223
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535
FOR ATTENTION : Ms A Dyers
CLOSING DATE : 03 March 2017

POST 07/163 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION DEPARTMENT)**
(Chief Directorate: Metro District Health Services)

SALARY : R465 939 (PN-B3) per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : 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 a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science, Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 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 as mentioned above. Inherent requirements of the job: Ability and willingness to work shifts which includes after-hours hospital cover, including weekends, public holidays and overtime should the need arise. Ability to work in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the Operating Theatre and Central Sterilisation Departments. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision-making skills. Ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations Acts and policies related to nursing practices, Health Care, National Core Standards and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Clinical governance, provide leadership, supervision and direction for the provision of safe and effective service delivery. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement, evaluate operating theatre practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical resources). Information management and utilisation of information technology, data collection and analysis. Service delivery, facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown, Tel no: (021) 377-4781
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, Private Bag x9, Mitchells Plain, 7789
FOR ATTENTION : Ms C Johnson
CLOSING DATE : 10 March 2017

POST 07/164 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (SCHOOL NURSING) (2 POSTS)**
(Chief Directorate: Metro District Health Services)

SALARY : Grade 1: R 317 271 (PN-B1) per annum
Grade 2: R 390 216 (PN-B2) per annum
CENTRE : Du Noon Community Health Centre, Vanguard Community Health Centre
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. Post-basic qualification with

duration of at least one year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) or Community Nursing Science with the specialisation in Clinical Nursing Science, Health Assessment, Treatment and Care (R212). Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid driver's licence (Code B/EB). Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide clinical comprehensive PHC services. Provide Clinical School Health services to learners with parental consent in schools. Support the community care worker and the teacher as part of the team within the school environment. Plan and implement Health Promotion and Prevention activities. Support the PHC facility with the rendering of a youth friendly service, after school hours and in school holidays. Monitor and evaluate school health reports. Integrated service delivery within Primary Health Care. Support Geographical Service model within the Sub-structure when required.

ENQUIRIES : Vanguard CHC: Mr L Mbanga, Tel no: (021) 695-8244, Du Noon CHC: Mr W Caesar, Tel no: (021) 200-4500

APPLICATIONS : The Director: Metro District Health Services: Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 03 March 2017

POST 07/165 : **CLINICAL TECHNOLOGIST GRADE 1-3 (CRITICAL CARE)**

SALARY : Grade 1: R 262 020 per annum
 Grade 2: R 308 649 per annum
 Grade 3: R 363 582 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Clinical Technologist in Critical Care. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Critical Care. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. 1 year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom if is not required to perform community service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: After- hour's service is compulsory. Competencies (knowledge/skills): Computer literacy. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to work under pressure, independently and in a team. Capable of maintaining confidentiality. Hard- working and reliable. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Shortlisted candidates will be subjected to a computer proficiency test. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. 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 with their job application/on appointment. 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).

<u>DUTIES</u>	:	Key Result Areas/Outputs: Provide optimal patient care. Troubleshoot equipment. Maintain equipment. Train staff. Conduct clinical studies.
<u>ENQUIRIES</u>	:	Dr K Maart, tel no. (021) 93-4141/ Ms S Gumede, tel no. (021) 938-6041
<u>APPLICATIONS FOR ATTENTION</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg 7505
<u>CLOSING DATE</u>	:	Ms V Meyer 03 March 2017

PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT

Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

<u>APPLICATIONS</u>	:	In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via www.westerncape.gov.za/jobs
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DEPARTMENT OF AGRICULTURE

<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs . Only applications submitted online will be accepted
<u>CLOSING DATE</u>	:	27 February 2017 @ 16:00
<u>NOTE</u>	:	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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

<u>POST 07/166</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: AGR 2017-02</u>
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<u>SALARY</u>	:	R311 784 per annum, Level 09.
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government, Western Cape
<u>REQUIREMENTS</u>	:	A relevant 3-year degree / National Diploma in Office Management / Administration (As recognised by SAQA); A minimum of 6 years' administrative experience; Valid code B drivers licence. Recommendation: Outstanding Office Administration and people management skills; Extensive administrative support experience. Competencies: Knowledge of Public Service reporting procedure; Knowledge of policies, regulations, internal arrangements and procedures; Business and organisational structure of the department; Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Excellent report writing skills; Excellent Organising, planning and management skills; Advanced computer literacy in MS Office (Word, Excel, PowerPoint and Outlook); High level of integrity, confidentiality and reliability; Computer literacy in Excel, Word, Power Point; Ability to work under pressure; Knowledge of reception work and good telephone etiquette.

<u>DUTIES</u>	:	Render personal support service to the Head of Department; Manage the diary, appointments, meeting coordination within the office clients; Render office administrative support services; Communication and liaising; Management and supervision; Keep up to date with regard to policies and prescripts applicable to the work; Preparation of high quality business letters and reports
<u>ENQUIRIES</u>	:	Ms A Speelman Tel no: (021) 808 5006

<u>POST 07/167</u>	:	<u>SENIOR LECTURER-POMOLOGY REF NO: AGR 2017-05</u>
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<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government, Western Cape
<u>REQUIREMENTS</u>	:	Appropriate (Honours) Degree (or equivalent qualification) in Agriculture specialising in Horticulture or a qualification in Education, example Post graduate

Certificate in Education/ Diploma in Higher Education; Compulsory registration as an assessor and moderator; A minimum of 6 years relevant experience of which 3 years is lecturing experience; A valid driver's licence (code B). Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training and presentation/ facilitation skills.

DUTIES : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions
ENQUIRIES : Ms R Wentzel Tel no: (021) 808 5019/8

POST 07/168 : **TRACTOR DRIVER/OPERATOR: VEGETABLE AND AGRONOMY REF NO: AGR 2017-01**

SALARY : R119 154 per annum, Level 04
CENTRE : Department of Agriculture, Western Cape Government, Western Cape
REQUIREMENTS : Basic education (literacy and numeracy - ABET Level 3); A minimum of 1 year appropriate experience; A valid code B driver's licence with a valid PDP. Competencies: Practical knowledge of routine tractor work and the use of correct implements with the tractor to plough, rip, plant and to tow a heavy duty trailer; Ability to work independently and as part of a team; Self-management skills; Customer focus and responsiveness.

DUTIES : Operating a tractor with various implements; Land cultivation; Planting, tillage and harvesting; Fire-fighting and prevention; Cutting and pruning of lawns; Application of pesticides and manure/fertilizer; Care of equipment; Perform vehicle maintenance and administrative support.

ENQUIRIES : Ms B Abrahams Tel no: (021) 808 5480
APPLICATIONS : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 07/169 : **TRACTOR DRIVER/OPERATOR - VITICULTURE AND OENOLOGY REF NO: AGR 2017-03**

SALARY : R 119 154 per annum, Level 04
CENTRE : Department of Agriculture, Western Cape Government, Western Cape
REQUIREMENTS : Basic education (literacy and numeracy - ABET Level 3); A minimum of 1 year appropriate experience; A valid code B driver's licence with a valid PDP. Competencies: Practical knowledge of routine tractor work and the use of correct implements with the tractor to plough, rip, plant and to tow a heavy duty trailer; Ability to work independently and as part of a team; Self-management skills; Customer focus and responsiveness.

DUTIES : Operating a tractor with various implements; Land cultivation; Planting, tillage and harvesting; Fire-fighting and prevention; Cutting and pruning of lawns; Application of pesticides and manure/fertilizer; Care of equipment; Perform vehicle maintenance and administrative support; Irrigation and fencing activities.

ENQUIRIES : Mr L Conradie at (021) 808 7701
APPLICATIONS : Forward your manual application to, , TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp

NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

POST 07/170 : **TECHNICAL SUPPORT OFFICER: POMOLOGY REF NO: AGR 2017-04**

SALARY : R 119 154 per annum, Level 04
CENTRE : Department of Agriculture, Western Cape Government, Western Cape
REQUIREMENTS : Junior Certificate (Grade 10 or equivalent qualification). Recommendation: A minimum of 3 years appropriate experience. Competencies: Working knowledge of irrigation and basic maintenance of irrigation systems; Working knowledge of data collection in experimental sites; Working knowledge of the safe handling of agro-chemicals; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Good organising ability

DUTIES : Monitoring and record keeping of pests and disease in orchard (pome fruit, stone fruit, citrus); Irrigation and basic maintenance of the irrigation system; Calibration and maintenance of the irrigation equipment; Application of specialised young tree development practices; Assist occasionally with students practicals.

ENQUIRIES : Mr E Möiler at (021) 808 5456
APPLICATIONS : Forward your manual application to, , TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

FOR ATTENTION : Theo/Sharon Steenkamp
NOTE : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted

CLOSING DATE : 27 February 2017 @ 16:00

NOTE : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 07/171 : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO. CS 2017-04**
(1 Year Contract)

SALARY : R612 822 per annum, Level 11 (all-inclusive salary package)
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : An appropriate recognised Post Graduate Degree in Social Science, Law, Criminology or related discipline (as recognised by SAQA) with 5 years' working experience of which 3 years must be management experience; A valid code B drivers licence. Competencies: Knowledge of the following: Crime Prevention and Safety issues Policing Policy; Policy Development/ Formulation Financial and Corporate Administration Research methodologies Monitoring and Evaluation. Experience in: Qualitative and quantitative research methodologies; Drafting of research and analytical reports; Crime prevention and safety; Financial

- management at an advisory level; Human resource management at a supervisory level.
- DUTIES** : Conducting research on the policing needs and priorities of the Province; Coordinating the implementation of the National Anti-Gangsterism Strategy provincially; Conducting research on crime and safety in the Province; Writing research and analytical reports on crime and safety in the Province; Monitoring the implementation of the Khayelitsha Commission recommendations; Implementation of special and national research projects; Monitoring and evaluation of departmental projects; Liaising with SAPS and Departmental Senior Management Senior Management.
- ENQUIRIES** : Ms A Dissel Tel no: 021 483 6548
- POST 07/172** : **ASSISTANT DIRECTOR: SAFETY INFORMATION MANAGEMENT. REF NO: CS 2017-02**
- SALARY** : R311 784 per annum, Level 09
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : Post graduate degree in Social Science, law or related discipline; Minimum of 3 years' experience working in the Criminal Justice System (Safety and security); Valid code B driver's license; Management of staff at supervisory level. Recommendations: Experience and knowledge of the civilian oversight environment; Proven experience in Project Management. Competencies: Computer literacy; Communication skills; Planning skills and organising skills; Research/evaluation; Research, data collection, analysis, report writing and presentation skills; Working knowledge of project management.
- DUTIES** : Conduct research in terms of police service delivery, crime and safety, and Departmental priorities; Conduct assessments of interventions rendered by the Department and other stakeholders; Execute special research and ad hoc projects and dissemination of information; Execute statistical analysis of crime and related data; Collect and gather data on safety and security and compile reports; Enhance the efficiency of the Directorate and more specifically the effective and efficient management of the area of responsibility.
- ENQUIRIES** : Mr B Simelane Tel no: (021) 483 3496
- POST 07/173** : **ADMINISTRATIVE OFFICER: SAFETY PLANNING, REF NO: CS 2017-01**
- SALARY** : R262 272 per annum, Level 08
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : A suitable recognised 3 year tertiary qualification in Social Science/Public Management, Public Relations/Event Management/Investigative Journalism; A minimum of 3 years' appropriate working experience; A valid code B drivers licence. Recommendations: Experience in report writing, Project management experience. Competencies: Knowledge of records keeping; Knowledge of public and policy management; Excellent excel and computer and coordination skills; Advanced knowledge of research and report writing; Skills in event and project management.
- DUTIES** : Responsible for research (primary and secondary) and writing of reports; Coordination of research and other projects; Responsible for Event Management of projects; Liaison with key stakeholders; Capturing of data, analysing, translating data into graphs using excel or other programmes; Ensure proper record management.
- ENQUIRIES** : Ms T Hanekom Tel no: (021) 483 5717
- POST 07/174** : **ACCOUNTS CLERK: SALARY ADMINISTRATION AND GENERAL OFFICE ADMINISTRATION, REF NO: CS 2017-03**
- SALARY** : R 142 461 per annum, Level 05
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : Grade 12 (Senior Certificate) or equivalent qualification. Recommendation: A valid drivers' licence. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Collecting of PERSAL reports, payslips and IRP5's from SITA; Timeously distribution of PERSAL reports, payslips and IRP5's; Assist with the follow up and maintenance of debts; Request BAS reports; Compile the BAS/PERSAL reconciliation; Prepare documents for the Document Control Report.
- ENQUIRIES** : Ms M Vos Tel no: (021) 483 3469

POST 07/175 : **ACCOUNTS CLERK: SALARY ADMINISTRATION REF NO: CS 2017-05**

SALARY : R142 461 per annum, Level 05
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : Grade 12 (Senior Certificate) or equivalent qualification. Recommendation: A valid drivers' licence. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Handle all telephone/written queries pertaining to salary administration; Recall of salaries and repayment of salaries and bonds returned by various banking institutions; Calculation of in-service overpayments and follow up thereof; Tax-monthly reconciliation, issuing of original and duplicate IRP5's; Debt management; Follow up and reconciliation of suspense accounts; BAS/PERSAL reconciliation.

ENQUIRIES : Ms M Vos Tel no: (021) 483 3469

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted.

CLOSING DATE : 27 February 2017 @ 16:00

NOTE : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 07/176 : **INDUSTRIAL TECHNICIAN (JOURNALIST/EDITOR), REF NO: CAS 2017-03**

SALARY : R 262 272 per annum, Level 08
CENTRE : Department of Cultural Affairs and Sport, Western Cape
REQUIREMENTS : A relevant B degree/National Diploma or equivalent qualification (As recognised by SAQA); 1 year journalistic experience; A valid code B driver's licence. Recommendation: BA Journalism (or BA with majors in Journalism/Communication) will be a recommendation. Competencies: Knowledge of the production process of a magazine/newsletter; Knowledge of copy editing and proofreading; Knowledge of magazine design and layout; Knowledge of books and authors in the LIS field; Client relations

DUTIES : Responsible for the editorial content of the Cape Librarian magazine; Copy editing and proofreading of the content of the Cape Librarian magazine; Conceptualisation of the layout, monitoring and evaluation; Editing and production of the magazine, including the cover.

ENQUIRIES : Mr N Adonis Tel no: (021) 483 2145

POST 07/177 : **CONSERVATOR: REF NO: CAS 2017-01**

SALARY : R 211 194 per annum, Level 07
CENTRE : Department of Cultural Affairs and Sport, Western Cape
REQUIREMENTS : A relevant B-Degree/National Diploma (or equivalent qualification as recognised by SAQA) in the preservation and conservation field. Alternatively a relevant B-degree (or equivalent) with appropriate major subject such as history, anthropology, archaeology, or other appropriate heritage/ cultural subject (excluding theological studies); A minimum of 2 years working experience in the preservation and conservation of tangible history field; A valid Code B driver's licence. Recommendation: Understanding of automated storage and retrieval systems and electronic records. Competencies: Knowledge of Provincial procedures and protocols; Computer literacy (Word, Excel, PowerPoint, Outlook) Good verbal and written communication skills in at least two languages of the three official languages of the Western Cape; Sensitivity and experience in handling archive material; Good hand-eye coordination and an attention to detail.

DUTIES : Preservation of digital and audio-visual records; Conservation treatment, repair, cleaning and storing of digital and audio-visual records; Administrative duties, including supervision of staff.

ENQUIRIES : Ms N Momoti Tel no: (021) 483 0452

POST 07/178 : **CONTROL AUXILIARY SERVICE OFFICER, (MUSEUM MANAGER),
MONTAGU MUSEUM - REF NO: CAS 2017-07**

SALARY : R211 194 per annum, Level 07
CENTRE : Department of Cultural Affairs and Sport, Western Cape
REQUIREMENTS : An appropriate B-Degree/National Diploma (or equivalent qualification as recognised by SAQA). A minimum of 5 years' experience in a museum environment. Competencies: Knowledge of the following; Human Resources Management; Financial Management; Good communication (written and verbal) communication skills in at least two of the three official languages of the Western Cape; Excellent report writing skills; Strategic planning and leadership skills; Computer literacy.

DUTIES : Effective management of administration and governance; Transformative Collections and Exhibitions management; Management of Education and Public Outreach programmes; Marketing Management.

ENQUIRIES : Mr M Dlamuka Tel no: (021) 483 5959

POST 07/179 : **ADMINISTRATION CLERK - MUSEUM SUPPORT SERVICE, REF NO: CAS
2017-04**

SALARY : R142 461 per annum, Level 05
CENTRE : Department of Cultural Affairs and Sport, Western Cape
REQUIREMENTS : A Grade 12 (Senior Certificate) or equivalent qualification. Competencies: Financial and Museum Support Service background; Attention to Detail.

DUTIES : Clerical Support Service; Supply Chain Support Service; Personnel Administration; Financial Administration.

ENQUIRIES : Ms L Hutton Tel no: (021) 483-9703

POST 07/180 : **AUXILIARY SERVICES OFFICER: SIMONS TOWN MUSEUM, REF NO. CAS
2017-05**

SALARY : R100 545 per annum, Level 03
CENTRE : Department of Cultural Affairs and Sport, Simons Town, Western Cape
REQUIREMENTS : A Grade 12 (Senior Certificate) or equivalent qualification. Competencies: Financial and Museum background; People management and interpersonal skills; Attention to detail and interest in heritage and culture; Ability to communicate in at least two of the three languages in the Western Cape.

DUTIES : General Administration; Assist in Collection and Exhibition Management; Assist with the Education outreach and Public outreach programmes; Marketing.

ENQUIRIES : Ms L Hutton Tel no: (021) 483-9703

POST 07/181 : **AUXILIARY SERVICES OFFICER (GEORGE MUSEUM), REF NO. CAS 2017-06**

SALARY : R100 545 per annum, Level 03
CENTRE : Department of Cultural Affairs and Sport, George, Western Cape
REQUIREMENTS : A Grade 12 (Senior Certificate) or equivalent qualification. Competencies: Administrative procedures/norms and standards; Tourism/Museum Marketing; Ability to communicate in at least two of the three languages in the Western Cape.

DUTIES : Deliver a sustainable relationship with museum stakeholders, schools, organisations and visitors; Deliver an effective and friendly reception to the museum visitors; Deliver a sound financial environment to George museum; Assist in delivering Public outreach programmes and educational programmes to the community.

ENQUIRIES : Ms L Hutton Tel no: (021) 483-9703

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted

CLOSING DATE : 27 February 2017 @ 16:00

NOTE : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 07/182 : **PROCUREMENT SPECIALIST (1 YEAR CONTRACT), REF NO. DEDAT 2017-04**

SALARY : R 612 822 per annum, Level 11 (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : An appropriate recognised B-degree or equivalent qualification (As recognised by SAQA); A Minimum of 3 years relevant management experience; A valid code B driver's Licence. Recommendation: Experience in using Public Sector Procurement as a tool for SMME and enterprise development; Experience working and leveraging with private sector stakeholders; Experience in project management; Experience in the development of programmatic business innovation strategies; Experience in the conceptualisation and implementation of programmatic enterprise development initiatives with a Procurement Promotion context. Competencies: Interpretation and application of policies and procedures; Creative thinking; Research and analytical skills; Problem solving skills; and Self-management; Ability to communicate in at least two official languages dominant in the Western Cape Province.

DUTIES : Strengthen partnerships to provide Procurement Promotion support to small businesses; Develop Procurement Promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the Oil and Gas sector linked to the Saldanha Bay IDZ; Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives. Facilitate the implementation of Procurement Promotion innovation strategies and policies Promotion support to small businesses.

ENQUIRIES : Mr J Wolmanrans at (021) 483 2628

POST 07/183 : **DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT (30 MONTH CONTRACT) - REF NO. DEDAT 2017-05**

SALARY : R612 822 per annum, Level 11 (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : A Relevant B Degree/National Diploma or equivalent as recognised by SAQA; Minimum of 6 years appropriate management experience. A valid code B driver's licence. Competencies: Knowledge of business and organisational structure of the department; Knowledge of departmental operational management systems and procedures; Knowledge of the workings of private sector stakeholder engagements; Knowledge of the control aspects of contractual management and prescripts; Ability to organise multi stakeholder relationships and to gather strategic information from various programmes; Knowledge of the workings of combined assurance support, particularly internal audit/financial applications and risk management; Broad knowledge of all aspects pertaining to line functions within the Department; Change management; Knowledge on Human resource management; Budget control and management.

DUTIES : Render secretariat support to the Head Of Department (HoD) in specific meetings/forums/committees of the Department and external forums where applicable eg secretary of highly confidential and sensitive meetings; Manage all administrative support functions, including documents of a very sensitive nature, in the Office of the HoD, ensuring the proper flow of information and correspondence to and from the HoD; Execute research, analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management including drafting of presentations to the HoD, as instructed by the HoD. Draft replies / memoranda of strategic nature on behalf of the HoD specifically with respect to stakeholders. Manage parliamentary questions and enquiries; Operational planning and work organisation of the unit. Develop and maintain systems, procedures and protocols; Manage the staff and resources, including the finances, of the unit; Manage and co-ordinate and provides technical support to the HoD i.r.o Human Resource Management matters, including Performance Management (PAs) of members of Top Management and other members of the department's SMS team; Analysis of and the rendering of strategic advice i.r.o all Public Service, Provincial and Departmental prescripts, policies and circulars and

ensure compliance thereof; Strategically co-ordinate the function in respect of integration of the Office with stakeholders and the medium to long-term key strategic deliverables of the HoD; Analysis and the rendering of strategic advice to the HOD In terms of business stakeholders as it may affect the departments mandates;.

ENQUIRIES : Mr S Fourie Tel no: (021) 483 5065

POST 07/184 : **ASSISTANT DIRECTOR-MANAGEMENT ACCOUNTING, REF NO. DEDAT 2017-02**

SALARY : R 311 784 per annum, Level 09
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : A B Comm Degree (or equivalent qualification as recognised by SAQA) with 6 years Management Accounting experience; 3 years supervisory experience; A valid Code B Driver's licence. Competencies: Extensive knowledge of financial norms and standards (Public Finance management Act, National Treasury Regulation, Provincial Treasury Instructions, etc; Extensive knowledge of the Medium Term Expenditure Framework (MTEF) budget procedures; Extensive knowledge of Reporting procedures including Earmarked Funding Reporting, Reporting on Game Changers, etc; Extensive knowledge of the Basic Accounting System (BAS) and its structures; Knowledge of compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury, etc; Computer literacy (Ms Office); Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province; Presentation Skills; The ability to work under pressure; Excellent report writing skills.

DUTIES : Co-ordinate the planning portfolio including the budget process; Co-ordination of the adjustment Estimate process; Co-ordinate the performance Reporting portfolio including Earmarked Funding and Game Changer Reporting process; Management and supervision of staff.

ENQUIRIES : Mr R Le Breton Tel no: (021) 483 9158

POST 07/185 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: DEDAT 2017-03**

SALARY : R 311 784 per annum, Level 09
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : BComm degree (or equivalent qualification as recognised by SAQA); 6 years Supply Chain Management experience; 3 years supervisory experience; A valid Code B Driver's licence. Competencies: Knowledge and experience of the quotation and bidding process and procedures; Knowledge and understanding of contract administration and management; In-depth understanding of LOGIS and IPS; Knowledge and application of relevant procurement legislation/policies; Computer literacy (MS Office); Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province; Presentation Skills.

DUTIES : Demand Management; Bid Committees (Acquisition Management); Contract and Performance Management; Responsible for the effective Management of the SCM unit; LOGIS System Controller Duties.

ENQUIRIES : Ms M Abrahams Tel no: (021) 483 9138

POST 07/186 : **ADMINISTRATIVE SUPPORT OFFICER/ ADMINISTRATOR: MONITORING AND EVALUATION (24 MONTHS CONTRACT) REF NO: DEDAT 2017-06**

SALARY : R 24 111.32 per month, Level 07
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : National Diploma/3 Year Degree (or equivalent qualification as recognised by SAQA); A minimum of 1 years proven experience in coordinating or administration of projects. Recommendations: Prior knowledge or exposure to common concepts used in implementing government M&E systems (Performance information, evaluation, monitoring, data reviews, indicators, socio-economic goals); Strong exposure or experience in working with large data sets using MS Excel or similar data analysis tools. Competencies: Ability to use advanced computer skills to analyse quantitative data sets; Ability to be analytical and details-orientated; Ability in setting up/maintaining records-keeping, records management (electronic/manual); Exposure or awareness of current affairs/social-economic issues in SA/ importance of measuring government performance; Good

- Communication skills in at least two of the three official languages of the Western Cape Province.
- DUTIES** : Render line administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the effective functioning of the unit's operations (financial, supply chain, HR management; Render advice and liaise with regards to administrative matters.
- ENQUIRIES** : Ms Gail Smith (021) 483 9511

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted
- CLOSING DATE** : 27 February 2017 @ 16:00
- NOTE** : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 07/187** : **CONTROL ENVIRONMENTAL OFFICER: WASTE POLICY AND MINIMISATION, REF NO. EADP 2017-9**

- SALARY** : Grade A: R 409 989- R 468 771 per annum (As prescribed by the applicable OSD)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape
- REQUIREMENTS** : An appropriate 4 year B-degree (as recognised by SAQA) in Natural / Physical Sciences, Environmental Management or Engineering Sciences; A minimum of 6 years post-qualification experience; A valid code 08 (EB) drivers' license. NB: Post qualification experience refers to relevant experience gained after obtaining a recognised SAQA qualification in the specific occupational class. Recommendation: Experience in the following: A wide ranging knowledge of and experience in working with environmental legislation, policies and regulations that includes waste management; Knowledge of human resource management and financial management; Knowledge of Environmental Resource Economics; Knowledge and / or experience of waste minimisation; Advanced experience in conducting research; Experience in policy development; Proven experience and expertise in drafting scientific report. Competencies: Knowledge of the following: Environmental legislation, policies and regulations; Financial and Human Resource Management and administration; Proven computer literacy (Word, Excel and PowerPoint); Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Conflict Management and negotiation skills.

- DUTIES** : The Waste Policy incumbent will manage and facilitate the effective and efficient development and implementation of policies; legislation, guidelines, norms and standards w.r.t integrated waste management; Be responsible for the overall management of the projects and personnel in the Waste Policy component that comprises human resource development and management, budgeting, project management and administration; Provide technical advice on government policies and legislation, and technical reports, including environmental impact assessment reports.

- ENQUIRIES** : Ms B Langenhoven at (021) 483 2971

- POST 07/188** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: WASTE MANAGEMENT PLANNING, REF NO. EADP 2017-10**

- SALARY** : R332 853- R 461 847 per annum Grade A; (as prescribed by the applicable OSD)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape
- REQUIREMENTS** : An appropriate Honours Degree (as recognised by SAQA) in Natural, Physical, Environmental Sciences and/or Engineering or equivalent appropriate qualification; A valid code 08 (EB) driver's license. Recommendation: Candidate must be willing to travel; Sound interpersonal and communication skills (verbal and written), including report writing; Proven supervisory and mentoring skills; Proven knowledge in Natural/Physical Sciences, Environmental Sciences or Engineering. Competencies: Ability to communicate effectively via a wide range of media to a diverse range of stakeholders, including report writing skills; The ability to interpret

and analyse complex general and hazardous waste information documents to advice internal and external stakeholders; Knowledge of environmental, general and hazardous waste management; Ability to conduct in-depth research; Experience in the facilitation of public participation processes as well as proven supervisory and mentoring skills; Excellent level of conflict management and dispute resolution skills; Proven computer literacy in MS Office (Word, Excel, PowerPoint and Outlook); Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Manage the development and implementation of specialist projects with regards to integrated waste management planning; Manage the development and implementation of specialist projects with regards to industry and hazardous waste management planning; Assist with general office management i.e. assist with Financial and Human Resource Management and office administration; Conduct specialised compliance promotion inspections, compliance monitoring and enforcement with respect to the departments statutory obligations; Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management.

ENQUIRIES : Ms B Langenhoven Tel no: (021) 483 2971

POST 07/189 : **ENVIRONMENTAL OFFICER PRODUCTION: BIODIVERSITY, REF NO. EADP 2017-7**

SALARY : Grade A: R 223 686 - R 248 253 per annum
Grade B: R 263 490 - R 292 434 per annum
Grade C: R 308 979 - R 392 070 per annum (as prescribed by the applicable OSD)

CENTRE REQUIREMENTS : Department of Environmental Affairs and Development Planning, Western Cape
: An appropriate National Diploma / B-Degree in Natural Sciences, Conservation Management or Environmental Sciences or equivalent qualification. A valid SA driver's license. Competencies: Work well in a team and independently; Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape; Organised and systematic; Excellent planning and organising skills.

DUTIES : Assist in the development of policies, legislation, strategies, action plans, guidelines, norms and standards; Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Assist with biodiversity capacity building in the Department, municipalities and other stakeholders; Arrangement of meetings and workshops including: invites, responses, venues, catering, agendas, speakers, attendance registers, equipment and post workshop reporting; Preparing and delivery of biodiversity related presentations; Perform and manage administrative and related functions, which would include but is not restricted to: a) Compilation of and submission of monthly and quarterly progress and technical reports; b) Preparation and submission of project plans, supply chain applications and general Departmental responses to stakeholders; c) Maintain and update databases; Control and monitor expenditure of the branch; Ensure compliance with the Public Service prescripts; Assist with the development of internal standards and guidelines SOPs.

ENQUIRIES : Ms M Laros at (021) 483 5126

POST 07/190 : **ENVIRONMENTAL OFFICER PRODUCTION: WASTE POLICY AND MINIMIZATION REF NO. EADP 2017-8**

SALARY : Grade A: R 223 686 - R 248 253 per annum
Grade B: R 263 490 - R 292 434 per annum
Grade C: R 308 979 - R 392 070 per annum (as prescribed by the applicable OSD)

CENTRE REQUIREMENTS : Department of Environmental Affairs and Development Planning, Western Cape
: An appropriate 3 year B-degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent qualification); A valid code 08 (EB) drivers' license. Recommendation: Experience in waste minimization; Competencies: Knowledge of Environmental management; Knowledge of waste management; Excellent verbal communication skills; Excellent report writing skills and ability to conduct research; Excellent planning and organizational skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist with the execution of programmes and projects related to the implementation of waste minimization strategies; Assist with capacity building and awareness programmes regarding waste minimization; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management Waste Act; Assist with general planning and organizing activities related to projects; Handle enquiries pertaining to waste management problems and matters related to the component's objectives; Provide advice on technical reports, including environmental impact assessment reports and comment on relevant draft legislation and policies.

ENQUIRIES : Ms B Langenhoven Tel no: (021) 483 2971

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted

CLOSING DATE : 27 February 2017 @ 16:00

NOTE : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POST

POST 07/191 : **ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO. HS 2017-3**

SALARY : R311 784 per annum, Level 09

CENTRE : Department of Human Settlements, Western Cape

REQUIREMENTS : A relevant B-Degree / National Diploma (as recognised by SAQA) in human settlements, social sciences, economics, local government, environmental sciences or the built environment; A minimum of 3 years relevant work experience in public policy analysis or research related to social sciences, economics, human settlements, the built environment or environmental sciences; A valid SA driver's license. Recommendation: A relevant post-graduate tertiary qualification in human settlements, social sciences, economics, local government, environmental sciences or the built environment; Proven ability to understand and address public policy issues, especially in human settlements or related field (e.g. urban geography, spatial planning, property markets, housing finance, construction economics); Experience in conducting research and policy development, specifically in human settlements or a related field; Strong organising skills, including organising data and records of proceedings and research notes, workshops and other events related to research, policy development and dissemination processes; and Supervisory experience. Competencies: Knowledge of government strategy, policy formulation and implementation with a focus on human settlements, local government or a related sector; Qualitative and quantitative research methods; Public policy design and formulation; An understanding of human settlement issues and policies; Good report writing skills; Supervisory and organising skills; Problem solving and analysis; Good computer literacy skills in MS Office, Intranet and Internet; Ability to work under pressure and meet tight deadlines; and Willingness to travel. Good communication (written and verbal) skills in at least two of the official languages of the Western Cape Province.

DUTIES : Assist and support a range of stakeholders, including municipalities, on the content, interpretation and applicability of human settlement policy, legislation and research; Support the production and implementation of high quality, well-written and rigorous research outputs including primary research and the analysis of secondary data sources; Support the formulation of well-designed and clearly written public policy outputs; Assist in establishment of networks, partnerships, reference groups and consultation processes to support research and policy work; Disseminate and present information in an accessible manner to a range of stakeholders; and Provide logistical and administrative support to the sub-directorate and undertake supervisory and Human Resource tasks as required.

ENQUIRIES : Ms N Kabane Tel no: (021) 483 2548 or Mr P Whelan Tel no: (021) 483 3772

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted
- CLOSING DATE** : 27 February 2017 @ 16:00
- NOTE** : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 07/192** : **DEPUTY DIRECTOR - INTEGRATED DEVELOPMENTAL PLANNING REF NO. LG 2017-2 2 POSTS**

- SALARY** : R612 822 per annum, Level 11 (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape
- REQUIREMENTS** : B-Degree (or equivalent qualification as recognised by SAQA) in Town Planning or Public Management or Development Studies; A minimum of 3 years' management experience in development planning or local government planning; A valid code B driver's licence. Recommendation: Knowledge and experience of the following: GIS; Training and experience in municipal strategic management and strategic planning processes, including performance management and project management; Municipal strategic management and strategic planning processes; Project management; Basic financial management. Competencies: Working experience and knowledge of the following: IDP policy, legislation and guiding manuals; Creative, assertive and self-motivated; Good organising, problem solving, analytical thinking and interpersonal skills; Presentation and facilitation skills; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Responsible for assessing the quality of Integrated Development Plans; Monitor and report on Annual Integrated Development Planning review and implementation, including on-site consultation with municipalities; Provide support to individual municipalities with drafting and reviewing of IDP's; Assisting with the coordination and monitoring of sector planning mechanisms for alignment and integration of municipal, provincial and national programmes; Provide capacity building in integrated development planning to municipalities and related stakeholders, and support municipalities with area based planning; Prepare and manage project plans, and prepare monthly/ quarterly performance reviews; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government; Prepare and manage sub-directorate budgets; Spatial mapping and GIS.

- ENQUIRIES** : Ms N Kabane Tel no: (021) 483 2548 or Mr P Whelan Tel no: (021) 483 3772

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted.
- CLOSING DATE** : 27 February 2017 @ 16:00
- NOTE** : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 07/193** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DOTP 2017-6**

- SALARY** : R 612 822 per annum, Level 11 (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape
- REQUIREMENTS** : B-Degree/National Diploma (as recognised by the SAQA) or equivalent qualification; A minimum of 5 years' relevant experience in assets accounting, processes as well as the management of assets and inventory items.

		Recommendation: Experience and good knowledge of the following: Governments' financial/accountancy processes; Governments' asset and inventory systems. Competencies: Knowledge and experience of the following: Accounting treatment of IT assets and inventory items; Financial reporting in relation to the preparation of the monthly system reconciliation processes, inputs for the IFS and the AFS; Government's asset and inventory management systems; Preparing inputs for financial statements; Working knowledge of the IT industry; Project Management skills; Accountancy/mathematical skills; Communication (written and verbal) skills in at least two of the three official language of the Western Cape.
<u>DUTIES</u>	:	Application of applicable accounting treatment for IT assets and IT related inventory; Compilation of system reconciliation reports and reporting requirements for IFS and AFS; Development of IT asset and inventory framework, acquisition and demand policies and plans; Provide guidance, support and monitor asset movements and inventory usage in relation to the demand plan and stock levels; Development of asset and inventory safeguarding measures and the implementation thereof.
<u>ENQUIRIES</u>	:	Ms E Isaacs at (021) 483 4732
<u>POST 07/194</u>	:	<u>CHIEF RISK ADVISOR REF NO: DOTP 2017-10</u>
<u>SALARY</u>	:	R 612 822 per annum, Level 11 (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape
<u>REQUIREMENTS</u>	:	B-Degree or National Diploma (as recognised by SAQA) with a minimum of 3 years' risk management or other relevant management experience. Recommendation: Prior experience in the design and implementation of risk assessment methodologies will be advantageous. Competencies: Extensive knowledge of ERM frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the allocated departments in line with the provincial ERM strategy; Excellent communication skills at an executive management level (verbal and writing); Excellent problem solving skills.
<u>DUTIES</u>	:	Manage and drive all ERM activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management processes within allocated departments; Provide support with the identification, assessment, prioritization and management of risks and risk profiles within allocated department/s; Report on areas where risk tolerance is exceeded, ensure that the impact of risk to enterprise value is identified and managed; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees).
<u>ENQUIRIES</u>	:	Ms A Haq Tel no: (021) 483 8318
<u>POST 07/195</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOTP 2017-5</u>
<u>SALARY</u>	:	R 311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of the Premier, Western Cape
<u>REQUIREMENTS</u>	:	B-Degree or National Diploma (as recognised by SAQA) with a minimum of 3 years' risk management or other relevant management experience. Recommendation: Experience and good knowledge of the following: Governments' financial/accountancy processes; Governments' asset and inventory systems. Competencies: Knowledge and experience of the following: Accounting treatment of IT assets and inventory items; Financial reporting in relation to the preparation of the monthly system reconciliation processes, inputs for the IFS and the AFS; Government's asset and inventory management systems; Preparing inputs for financial statements; Working knowledge of the IT industry; Project Management skills; Accountancy/mathematical skills; Communication (written and verbal) skills in at least two of the three official language of the Western Cape.
<u>DUTIES</u>	:	Application of applicable accounting treatment for IT assets and IT related inventory; Compilation of system reconciliation reports and reporting requirements for IFS and AFS; Development of IT asset and inventory framework, acquisition and demand plans; Provide guidance, support and monitor asset movements and inventory usage in relation to the demand plan and stock levels; Development of asset and inventory safeguarding measures and the implementation thereof.
<u>ENQUIRIES</u>	:	Ms A Stassen Tel no: (021) 483 2934

POST 07/196 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOTP 2017-5**

SALARY : R 262 272 per annum, Level 08
CENTRE : Department of the Premier, Western Cape
REQUIREMENTS : B Degree / National Diploma (or equivalent qualification) in Accounting, Auditing or Financial Management; A minimum of 3 years' relevant experience in an auditing or financial accounting environment. Recommendation: Knowledge and experience of the following: Evaluation of policies, instructions, circulars and report writing skills; Conducting presentations to various stake holders. Competencies: Sound knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Knowledge of Risk Management frameworks, Internal Control tools and techniques; Good communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office (Work, Excel and PowerPoint); Problem Solving skills; Planning and organising skills.

DUTIES : Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports and communication of post audit findings; Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure; Rendering assurance services by conducting adhoc audits/inspections, drafting audit/inspection reports and ensuring the implementation of corrective and preventative measures; Ensuring proper governance by developing compliance monitoring tools; Providing loss management services by maintaining an integrated loss control system.

ENQUIRIES : Ms E Adams Tel no: (021) 483 9451

POST 07/197 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: DOTP 2017-2**

SALARY : R 142 461 per annum, Level 05
CENTRE : Department of the Premier, Western Cape
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); • A valid driver's license. Recommendation: Knowledge and experience of asset/inventory systems used in Government. Competencies: Knowledge of the following: IT assets and inventory items; Governments Asset Management prescripts, processes and systems; Asset identification and stock take methods; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Ability to work under pressure and meet strict deadlines.

DUTIES : Bar coding of assets; Stock take of inventory items and assets; Capturing of assets and correct value determination; Asset and Inventory storage administration and control.

ENQUIRIES : Ms I Oliphant Tel no: (021) 483 3398

PROVINCIAL TREASURY, WESTERN CAPE

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted.

CLOSING DATE : 27 February 2017 @ 16:00

NOTE : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POST

POST 07/198 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO. DOTP 2017-6**

SALARY : R612 822 per annum, Level 11 (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape
REQUIREMENTS : B-Degree/National Diploma (as recognised by the SAQA) or equivalent qualification; A minimum of 3 years relevant management experience. Recommendation: Knowledge of the following: The business and organisational structure of the department; Corporate governance requirements, with particular reference to prescribed plans and committees; Provincial policies, service level agreement and service schedules in terms of which the working relationship with

the CSC is managed. Competencies: Knowledge of provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Conceptual, interpretive and formulation skills; Ability to work under pressure and meet deadlines; Self-motivated/Disciplined; Communication (written and verbal) skills in at least two of the three official language of the Western Cape.

- DUTIES** : Drafting and consolidating of prescribed departmental plans and reports for submission to CSC; Coordinate the appointment of members of prescribed departmental committees/transversal forums and other statutory requirements and facilitate the logistical arrangements for prescribed committees; Monitor, assess and report on the service delivery of the CSC and the Department in terms of the CSC service level agreement; Serve as a nodal point between the department and the CSC pertaining to all correspondence, actions, monitoring and evaluation related to corporate services provided.
- ENQUIRIES** : Ms A Smit Tel no: (021) 483 3037

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted
- NOTE** : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 07/199** : **DEPUTY DIRECTOR: OUTENIEKWA SECURE CARE CENTRE REF NO. DSD 2017-7**

- SALARY** : R612 822 per annum, Level 11, (all-inclusive salary package)
- CENTRE** : Department of Social Development, Western Cape, Outeniekwa
- REQUIREMENTS** : Appropriate 3-year B-Degree or National Diploma (as recognised by SAQA); A minimum of 3 year's management experience. Competencies: Knowledge and understanding of National and Provincial frameworks and International accords for residential care; Knowledge of political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of quality residential care and treatment plans; Knowledge of adequate health care, protection and educational opportunities for children.

- DUTIES** : Effective service delivery in terms of National, Provincial Frameworks and International accords for residential care; Ensuring efficient, economic and effective use of appropriated funds and Physical resources; Effective human resource management and development; Strategic management and organisational development; Effective operational planning and execution.

- ENQUIRIES** : Ms L Goosen Tel no: (021) 202 9251
- CLOSING DATE** : 27 February 2017 @ 16:00

- POST 07/200** : **SOCIAL WORKER: MILNERTON AND CAPE TOWN REF NO. DSD 2017-5**

- SALARY** : Grade 1: R 211 263 – R 244 908 per annum
Grade 2: R 259 818 – R 301 191 per annum
Grade 3: R 318 102 – R 368 766 per annum
Grade 4: R 391 224 – R 481 155 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Experience: Grade 1: None; Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP; Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP; Grade 4: A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of relevant legislation, policies and prescripts; Good communication skills both verbal and

		written including report writing; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship; Self-management and motivation.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms K Zimba Tel no: (021) 483 7676
<u>CLOSING DATE</u>	:	20 February 2017
<u>POST 07/201</u>	:	<u>SOCIAL WORKER: SUBSTANCE ABUSE REF NO. DSD 2017-8</u>
<u>SALARY</u>	:	Grade 1: R 211 263 – R 244 908 per annum Grade 2: R 259 818 – R 301 191 per annum Grade 3: R 318 102 – R 368 766 per annum Grade 4: R 391 224 – R 481 155 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Experience: Grade 1: None; Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP; Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP; Grade 4: A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of relevant legislation, policies and prescripts; Language proficiency and literacy; Good communication skills both verbal and written; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship; Self-management and motivation.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the substance abuse programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate substance abuse interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms F Isaacs Tel no: (021) 483 8442
<u>CLOSING DATE</u>	:	27 February 2017 @ 16:00
<u>POST 07/202</u>	:	<u>PERSONAL ASSISTANT: COMMUNITY DEVELOPMENT REF NO. DSD 2017-6</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Department of Social Development, Western Cape
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent) Certificate; A relevant Certificate/Diploma (Secretarial/Office Administration) or equivalent qualification; A minimum of 3 years' relevant experience in rendering a support service to Senior Management. Competencies: Excellent planning and organising skills; Outstanding

communication skills (written and verbal); Office Management skills; Advanced knowledge of MS Office (Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills.

DUTIES : Provide Secretarial services to Director; Render administrative support to the Director; Render administrative support services & manage the diary of the Director; Support the Director in terms of budget processes; Analyse relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr L Arnolds Tel no: (021) 483 6657

CLOSING DATE : 27 February 2017 @ 16:00

POST 07/203 : **EDUCATION OFFICER: VREDELUS SECURE CARE CENTRE REF NO. DSD 2017-9**

SALARY : R211 194 per annum, Level 07

CENTRE : Department of Social Development, Western Cape

REQUIREMENTS : Experience in teaching (foundation/ Intermediate Phase; Experience in teaching learners with special educational needs will be an advantage; Experience in working with behaviourally challenging youth will be an advantage. Recommendation: Experience in teaching (foundation/ Intermediate Phase; Experience in teaching learners with special educational needs will be an advantage; Experience in working with behaviourally challenging youth will be an advantage. Competencies: Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behaviour while exhibiting the necessary self-control; Interpret and apply relevant policies and procedures; People resource planning; Facilitation skills; Presentation skills; Influencing; Communication and interpersonal relations skills; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Preparing and presenting Educational and Development Programmes for learners with special educational needs; Guidance / Leadership and support with regards to holistic and inclusive educational and developmental programmes; Assessment and evaluation: Baseline assessment of newly admitted learners' academic levels; Evaluate learners' achievement of learning outcomes, compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the utilisation of all financial and physical resources to ensure sound financial control; Planning and Administration: Annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners; Record keeping of learners' work and achievements in learner portfolios.

ENQUIRIES : Ms B Booysen Tel no: (021) 931 0234

CLOSING DATE : 27 February 2017 @ 16:00

POST 07/204 : **CHILD AND YOUTH CARE WORKER: LINDELANI SECURE CARE CENTRE REF NO. DSD 2017-1**

SALARY : Grade 1: R 115 608 – R 128 964 per annum
Grade 2: R 136 824 – R 153 990 per annum, (Notch dependent on experience)

CENTRE : Department of Social Development, Western Cape, Lindelani

REQUIREMENTS : A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Knowledge of the rules and procedures of the care centre, Planning and organising, Communication skills (written and verbal); Ability to intervene and resolve conflict; Problem solving skills; Planning and organizing; Conduct him/herself in a respectful manner when dealing with clients; Be non-judgmental; Unconditional caring; Assertive; Tolerant; Commitment; Creative; Professional ethics; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions;

Administer medication and other treatments as required; Assist with the implementation of planned activities, developmental and therapeutic programmes; Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc.; Perform all the clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634
CLOSING DATE : 27 February 2017 @ 16:00

POST 07/205 : **CHILD AND YOUTH CARE WORKER: BONNYTOUN SECURE CARE CENTRE, REF NO. DSD 2017-2**

SALARY : Grade 1: R115 608 – R 128 964 per annum
 Grade 2: R136 824 – R 153 990 per annum, (Notch dependent on experience)

CENTRE : Department of Social Development, Western Cape, Bonnytoun
REQUIREMENTS : A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Knowledge of the rules and procedures of the care centre, Planning and organising, Communication skills (written and verbal); Ability to intervene and resolve conflict; Problem solving skills; Planning and organizing; Conduct him/herself in a respectful manner when dealing with clients; Be non-judgmental; Unconditional caring; Assertive; Tolerant; Commitment; Creative; Professional ethics; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities. Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc. Perform all the clerical functions required by the job.

ENQUIRIES : Mr T Fourie Tel no: (021) 986 9100
CLOSING DATE : 27 February 2017 @ 16:00

POST 07/206 : **CHILD AND YOUTH CARE WORKER: OUTENIEKWA SECURE CARE CENTRE REF NO. DSD 2017-4**

SALARY : Grade 1: R115 608 – R 128 964 per annum
 Grade 2: R136 824 – R 153 990 per annum, (Notch dependent on experience)

CENTRE : Department of Social Development, Western Cape, Outeniekwa
REQUIREMENTS : A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Knowledge of the rules and procedures of the care centre, Planning and organising, Communication skills (written and verbal); Ability to intervene and resolve conflict; Problem solving skills; Planning and organizing; Conduct him/herself in a respectful manner when dealing with clients; Be non-judgmental; Unconditional caring; Assertive; Tolerant; Commitment; Creative; Professional ethics; Have the ability to work with children in conflict with the law.

- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities. Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc.; Perform all the clerical functions required by the job.
- ENQUIRIES** : Mr B Nicholas Tel no: (044) 803 7500
- CLOSING DATE** : 27 February 2017 @ 16:00

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted.
- CLOSING DATE** : 27 February 2017 @ 16:00
- NOTE** : 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

- POST 07/207** : **CHIEF QUANTITY SURVEYOR REF NO: TPW 2017-07**
- SALARY** : OSD as prescribed - Chief Quantity Surveyor
- CENTRE** : Department of Transport and Public Works, Western Cape
- REQUIREMENTS** : A relevant Degree (or relevant qualification) in Quantity Surveying – as recognised by SAQA; A minimum of 6 years' post qualification Quantity Surveying experience; A valid driver's licence; Compulsory registration with SACQSP as Professional Quantity Surveyor (Please attach your proof of registration to your profile). Recommendation: Experience in management of infrastructure programmes; Project management skills, and experience in the use of Microsoft Projects or similar industry - standard project management tools; Registration with the following Professional Body - SACPCMP. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies.
- DUTIES** : Perform quantity surveying activities on buildings, structures and facilities; Coordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity survey advice and technical support in the evaluation of costs; Ensure the adoption of technical and quantity strategies; Develop quantity surveying related policies, methods and strategies; Provide solutions on non-compliance on quantity determination; Review cost determinations of projects and estimates accomplished by building designers.
- ENQUIRIES** : Mr A Van Leeuwen Tel no: (021) 483 5438

POST 07/208 : **DEPUTY DIRECTOR: TECHNICAL SERVICES, GEORGE REF NO. TPW 2017-19**

SALARY : R726 276 per annum, Level 12 all-inclusive salary package
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A 3 year B-Degree/National Diploma (T/N/S streams) or equivalent technical qualification in the Built Environment; Valid unendorsed code B driver's licence; Minimum of 6 years' appropriate experience. Competencies: Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Microsoft Excel, Microsoft Outlook, Ms Projects); Recordkeeping; Ability to lead a multi-disciplinary team of built environment professionals; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage the planning, prioritisation and reporting of all scheduled maintenance programmes for user departments; Manage the planning, coordination and reporting of day-to-day maintenance projects; Ensure attainment of the WCG's social and economic goals in the execution of all maintenance projects; Manage multi-disciplinary project teams in the delivery of scheduled and unscheduled maintenance projects; Ensure compliance to sound public management and administration; Optimise the utilisation of available funds and resources allocated to the George office..

ENQUIRIES : Mr R Monare Tel no: (021) 483 5310

POST 07/209 : **ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO. TPW 2017-04**

SALARY : R311 784 per annum, Level 09
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A B-degree or National Diploma (or equivalent qualification); A minimum of 3 years' relevant experience. Recommendation: A valid driver's licence; Ability to explain finance concepts. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Peral systems; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Report writing and formulations skills; Problem solving and analytical skills; Computer literacy skills in MS Office package (Word, Excel and Outlook); Strong database management skills.

DUTIES : Budget Planning; Budget preparation; Strategic and Annual Performance Planning; Trend analysis and reporting; Annual cash-flow projections.

ENQUIRIES : Ms G Rinquest Tel no: (021) 483 3426

POST 07/210 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT, REF NO. TPW 2017-06**

SALARY : R311 784 per annum, Level 09
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : B-degree/National Diploma (or equivalent qualification); A minimum of 3 year's relevant experience; A valid driver's licence. Recommendation: Experience in traffic working environment or related field; History in working with communities and education facilities. Competencies: Knowledge of Road Safety Practices and Principles; Knowledge of applicable policies and procedures; Planning and organising skills; Ability to work under pressure and meet strict deadlines; communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy in MS Office package (Word, Excel, PowerPoint and Outlook); Managerial skills.

DUTIES : Compile Business/Operational plans for presentation and awareness interventions; Coordinate and oversee the provision of road safety education presentations to educators and learners; Manage, coordinate and facilitate awareness interventions; Implement projects to support People and Social Management; Coordinate District Regional Traffic Management Coordinating Committee structures and other road safety initiatives in the area; Conduct general administration duties as well as monitoring and evaluating sub-ordinates activities; Effective and efficient management of budget and other resources.

ENQUIRIES : Mr D Frost Tel no: (021) 483 6971

POST 07/211 : **ASSISTANT DIRECTOR: INFORMATION AND SYSTEMS REF NO. TPW 2017-08**

SALARY : R311 784 per annum, Level 09
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A B-degree or National Diploma in Information Technology or Information Systems (or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge in the following: CEI policy; Public Finance Management Act (PFMA); PAIA and PAJA; Planning and Organising skills; Ability to work under pressure and meet strict deadlines; Leadership and Supervision skills; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Conflict resolution skills.
DUTIES : Management of Desktop support; Management of ICT Systems; Management of security of ICT Systems; Special projects; Supervision of staff.
ENQUIRIES : Ms B Macmahon Tel no: (021) 483 0211

POST 07/212 : **WORKS INSPECTOR: EDUCATION INFRASTRUCTURE REF NO. TPW 2017-03**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A National Diploma (T/N/S streams) as recognised by SAQA; or A N3 plus a passed trade test in the building environment; Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid driver's License. Competencies: Communication skills (Written and verbal) in two of the three official languages of the Western Cape; Presentation and organising skills; Ability to work under pressure and meet strict deadlines; Computer literacy in MS office package (Word, Excel, Projects and Outlook); Ability to work independently and as part of a team.
DUTIES : Undertake inspections of building and compilation of reports; Prepare the budget and estimates of cost maintenance projects; Prepare tender documentation and specification; Supervise and exercise quality control on projects.
ENQUIRIES : Mr R Schreuder Tel no: (021) 4838510

POST 07/213 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2017-16**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : 3-year tertiary qualification (B-Degree or National Diploma) as recognised by SAQA with a minimum of 1 year relevant experience in the management accounting field/ financial accounting field. Recommendation: Experience in the following: Management Accounting and/or Financial Accounting field; Database Management and administration; Project Management. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Budget Management, compilation and reporting procedures; Ability to interpret applicable policies, legislation, guidelines, standards, procedures and best practices; Knowledge and experience in Financial systems; Proven advanced computer skills, especially Excel; Policy formulation and ability to interpret and apply policy; Report writing and formulation skills; Problem solving and analytical skills; Communication skills (written and verbal) in at least two official languages of the Western Cape Province.
DUTIES : Budget planning and preparation for a Programme; Budget monitoring, analysing and reporting on expenditure for a Programme; Adjustments Estimate for the programme; Annual Financial Statements.
ENQUIRIES : Ms G Rinquest Tel no: (021) 483 3426

POST 07/214 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT REF NO: TPW 2017-14**

SALARY : R211 194 per annum, Level 07
CENTRE : Department of Transport and Public Works, Western Cape
REQUIREMENTS : A B-Degree/National Diploma (or equivalent qualification) as recognised by SAQA; A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), Treasury regulations and guidelines; Public Service Act / Regulations. Financial management. Communication skills (Written and verbal) in two of the three official languages of

		the Western Cape; Planning and organising skills; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	Maintain a complete record of valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all leasing-out and update the lease management system in respect of all immovable assets within the portfolio; Assist with compilation reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincial immovable assets; Perform debt management and credit control; Assist with budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr M Nyali Tel no: (021) 483 3770
<u>POST 07/215</u>	:	<u>ADMINISTRATIVE OFFICER: LAND TRANSPORT DEVELOPMENT REF NO. TPW 2017-15</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape
<u>REQUIREMENTS</u>	:	A B-Degree/National Diploma (or equivalent qualification) as recognised by SAQA; A minimum of 1 year relevant experience. Recommendation: Knowledge of Public Administration and Supply Chain Management Processes. Competencies: Knowledge of the following; Public Administration; Supply Chain Management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the development of Public Transport projects; Communication skills (written and verbal) in at least two of the three languages of the Western Cape; Computer literacy in Ms Office package (Word, Excel, Outlook); Planning and Organising skills; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	Provide high level administrative support services to the component which will include facilitating and coordinating the development of Land Transport Services; Active administration participation on Public Transport Projects; Collect, analyse and collate information upon request; Respond to general enquiries received via telephone, email and written correspondence from various stakeholders; Assist in conducting desktop research on matters relating to public transport; Coordinate logistical arrangements for meetings when required; Assist with sound financial administration of the component.
<u>ENQUIRIES</u>	:	Mr C Cloete Tel no: (021) 483 4880