

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

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.

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 3 April 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/87 : **SCIENTIST MANAGER: ANIMAL SCIENCES REF NO: AGR 2017-13**

SALARY : R750 984 per annum (OSD)
CENTRE : Department of Agriculture, Western Cape Government, Stellenbosch, Elsenburg
REQUIREMENTS : Master's Degree in an appropriate field of study; 10 years' relevant experience after BSc qualification; 6 years' appropriate management experience; Valid driver's license (code B); Compulsory registration with SACNASP as Professional Scientist (Animal Sciences). Recommendation: Ph.D. in Animal Sciences. Competencies: Knowledge of the following: Strategic capability and leadership; Decision making; Team leadership; Creativity; Financial management skills; Customer focus and responsiveness; Communication and presentation skills in two of the three languages of the Western Cape; Computer literacy; Networking; Planning, organising and execution; Conflict management; People management; Change management; Problem solving and analysis; Basic negotiation skills; Programme and Project management; Sound knowledge of the agricultural sector; Scientific methodologies and models; Research and development; Computer-aided scientific applications; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Data analysis; Policy development and analysis; Scientific presentation; Mentoring.

DUTIES : Strategic Management (including strategic leadership and innovation in animal sciences and the development and implementation of strategies aligned to provincial, departmental and programme priorities and objectives); Line function management (including management of research services, laboratory services and research facilities and livestock resources); Administrative management (financial and personnel management); Governance (control and monitor of resources, risk management, technology transfer and information management, represent Department at meetings/forums and stakeholder engagements).

ENQUIRIES : Dr Ilse Trautmann Tel no: (021) 808 5012

POST 12/88 : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN REF NO: AGR 2017-09**

SALARY : R389 145 per annum, Level 10
CENTRE : Department of Agriculture, Western Cape Government, Stellenbosch
REQUIREMENTS : A relevant B-Degree/ National Diploma in Engineering OR equivalent qualification; Registration with the Engineering Council of South Africa (ECSA); Valid code B driver's license; Minimum 6 years' experience in the disaster management field. Competencies: Extensive knowledge of Agricultural industry and relevant practices and policies; Knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; Extensive knowledge of the needs and factors impacting engineering services, land care and disaster management; Broad knowledge of how government department function and how the different spheres of government operates; Knowledge of human resource management, labour relations and human capital development; Knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Strategic Capability and Leadership; Programme and Project Management; Change management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation – and persuasion ability, ability to

<u>DUTIES</u>	:	function on a conceptual level; Proficient in two of the official languages of the Western Cape Province; Sound project management experience.
	:	Experience of the provision of engineering support directed to support and increase agricultural production and optimise the natural resource base; Oversee the actions to promote the sustainable use and management of natural agricultural resources; Oversee the provision of support services to clients with regards to the risk management of agricultural disasters; Institute processes for the timeous provision of comments on the subdivision and rezoning of agricultural land use applications; Provision of Strategic Leadership and Management; Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international).
<u>ENQUIRIES</u>	:	Mr Andre Roux Tel no: (021) 808 5010
<u>POST 12/89</u>	:	<u>SENIOR LECTURER -VITICULTURE AND OENOLOGY REF NO: AGR 2017-08</u>
<u>SALARY</u>	:	R 311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government, Elsenburg, Stellenbosch
<u>REQUIREMENTS</u>	:	Appropriate (Honours) Degree in Agriculture with specialisation in Viticulture and Oenology (or equivalent qualification) and a qualification in 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms R Wentzel at (021) 808 5019/8
<u>POST 12/90</u>	:	<u>LECTURER: OENOLOGY REF NO: AGR 2017-06</u>
<u>SALARY</u>	:	R 262 272 per annum, Level 08
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government, Elsenburg, Stellenbosch
<u>REQUIREMENTS</u>	:	4-year B-degree in Oenology or equivalent qualification; A minimum of 3 years' appropriate experience in education and training. Recommendations: Valid Code B driver's licence; Wine making skills. Competencies: Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province; Proven knowledge of winemaking practices; Proven computer literacy in MS Office; Leadership, planning and organising skills; High levels of assertiveness and professionalism.
<u>DUTIES</u>	:	To provide training, i.e. prepare lesson plans and present practical, theoretical and/ or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.
<u>ENQUIRIES</u>	:	Mr L Conradie Tel no: (021) 808 7701
<u>POST 12/91</u>	:	<u>LECTURER: VITICULTURE REF NO: AGR 2017-07</u>
<u>SALARY</u>	:	R 262 272 per annum (Salary Level 8)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government, Elsenburg, Stellenbosch
<u>REQUIREMENTS</u>	:	4-year B-degree in Viticulture; A minimum of 3 years' appropriate experience in education and training. Recommendation: Valid Code B driver's licence; Proven knowledge of vineyard practices. Competencies: Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province; Proven knowledge of vineyard practices; Proven computer literacy in MS Office; Leadership, planning and organising skills; High levels of assertiveness and professionalism.
<u>DUTIES</u>	:	To provide training, i.e. prepare lesson plans and present practical, theoretical and/ or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.
<u>ENQUIRIES</u>	:	Mr L Conradie Tel no: (021) 808 7701

<u>POST 12/92</u>	:	<u>AGRICULTURAL ADVISOR, REF NO. AGR 2017-10</u>
<u>SALARY CENTRE</u>	:	R262 272 per annum, Level 08 Department of Agriculture, Western Cape Government, Metropole District: Goodwood
<u>REQUIREMENTS</u>	:	A 4 year B.Agric degree (or equivalent qualification); Registered with the South African Council for Scientific Professions (SACNASP); A valid Code B driver's licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; o good understanding of land reform programme and project implementation; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Sound organisational abilities.
<u>DUTIES</u>	:	Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant CPACs in the delivery and implementation of projects..
<u>ENQUIRIES</u>	:	Mr D Chitepo Tel no: (021) 808-5100
<u>POST 12/93</u>	:	<u>AGRICULTURAL ADVISOR REF NO: AGR 2017-11</u>
<u>SALARY CENTRE</u>	:	R262 272 per annum, Level 08 Department of Agriculture, Western Cape Government, North West Coast District: Clanwilliam
<u>REQUIREMENTS</u>	:	A 4 year B.Agric degree (or equivalent qualification); Registered with the South African Council for Scientific Professions (SACNASP); A valid Code B driver's licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; o good understanding of land reform programme and project implementation; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Sound organisational abilities.
<u>DUTIES</u>	:	Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant CPACs in the delivery and implementation of projects.
<u>ENQUIRIES</u>	:	Mr A Conradie Tel no: (021) 808-7674
<u>POST 12/94</u>	:	<u>AGRICULTURAL ADVISOR REF NO: AGR 2017-12</u>
<u>SALARY</u>	:	R262 272 per annum, Level 08

- CENTRE** : Department of Agriculture, Western Cape Government, Cape Winelands District: Ceres
- REQUIREMENTS** : A 4 year B.Agric degree (or equivalent qualification); Registered with the South African Council for Scientific Professions (SACNASP); A valid Code B driver's licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; o good understanding of land reform programme and project implementation; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Sound organisational abilities.
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant CPACs in the delivery and implementation of projects.
- ENQUIRIES** : Ms D Kunene Tel no: (021) 883 2560

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 April 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/95** : **CHIEF SECURITY ADVISOR REF NO: CS 2017-06**
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Department of Community Safety, Western Cape Government, Cape Town
- REQUIREMENTS** : Grade 12 (or equivalent qualification); A minimum of 3 years' experience in analysis/ assessment and report writing; A valid code B driver's licence. Recommendation: Working experience in the field of Safety and Security and/ or Risk Management; Registration with PSIRA, and must be willing to travel. Competencies: Working experience of the following: Report writing; Analytical thinking; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.
- DUTIES** : Support to Safety Advisory Services Directorate to provide the Western Cape Government with safety and security; Facilitate security solutions to mitigate risks for relevant departments; Investigate security breaches and mitigate recurrences within departments; Present awareness sessions.
- ENQUIRIES** : Mr J Magakwe Tel no: (021) 483 3165
- POST 12/96** : **INVESTIGATING OFFICER REF NO: CS 2017-08**
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Department of Community Safety, Western Cape Government, Cape Town
- REQUIREMENTS** : An appropriate B-degree/National Diploma or equivalent qualification as recognised by SAQA; A minimum of 1-year investigative experience; A valid code B driver's licence. Recommendations: Willingness and ability to travel; Knowledge of legal processes and legal administration; Knowledge of the SAPS Act, policies

and procedures; LLB degree and investigative experience. Competencies: Working knowledge of the following prescripts: The Constitution of the Republic of South Africa; South African Police Act; Western Cape Community Safety Act; Other relevant legislation; Protocol regarding hearings. Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy skills; Research and investigation skills; Report writing and presentation skills; Problem solving / conflict resolution skills; Ability to give effect to the Batho Pele principals; Leadership and interpersonal skills.

DUTIES : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Perform investigations; Consult/liaise with various role-players; Update the case-flow management system; Draft reports on investigations; Present evidence at hearings; Maintain stakeholder relations with role-players; Attend stakeholder meetings / events.

ENQUIRIES : Ms N Arabi Tel no: (021) 483 0669

POST 12/97 : **ADMINISTRATION OFFICER – SUPPLY CHAIN MANAGEMENT BIDS, REF NO. CS 2017-7**

SALARY : R 211 194 per annum (Salary level 7)
CENTRE : Department of Community Safety, Western Cape Government, Cape Town
REQUIREMENTS : Grade 12 - Senior Certificate or equivalent qualification with mathematics or accounting as a passed subject and at least 3 years' relevant experience. Competencies: Good interpersonal skills; Good organisational skills; Good verbal and writing skills; Ability to work with diverse stakeholders; Good time management skills; Analytical and problem solving skills; Extensive Bids' and Integrated Procurement Solution (IPS) experience; Computer literacy, Microsoft Office (Excel, Word, PowerPoint); Have background specifically in Public in Public Sector BIDS and Procurement environment.

DUTIES : Responsible for Demand and Procurement Planning; Responsible for Bids and Electronic Purchasing system (IPS); Development and review of bid specifications; Manage and co-ordinate Departmental Leases and Contracts; Responsible for maintaining and safekeeping of BIDS, leases and Contact documentation.

ENQUIRIES : Mr L Botha Tel no: (021) 483 3222

POST 12/98 : **SENIOR SECURITY OFFICER (3 POSITIONS AVAILABLE) REF NO. CS 2017-9**

SALARY : R 211 194 per annum (Salary Level 7)
CENTRE : Department of Community Safety, Western Cape Government, Cape Town
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 8-10 years' relevant experience in the security operational environment; Valid Grade B PSIRA registration; A Valid B/EB or C1 driver's licence. Recommendation: Willing to work shifts; A Valid PDP licence. Competencies: Self Motivated; Ability to work independently and under pressure; Knowledge of a safety and security environment; Sound Management and facilitation skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent interpersonal relations and professionalism and an effective team member.

DUTIES : Implement the development and principles of a learning organization within Physical Security; Contribute towards service delivery improvement; Effective and efficient implementation of tactical interventions for operational procedures; Ensure effective and efficient supervision.

ENQUIRIES : Mr FAW Watkins Tel no: (021) 483 8461

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 03 April 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/99** : **DEPUTY DIRECTOR: TOURISM REGULATIONS. REF NO: DEDAT 2017-08**
- SALARY** : R612 822 per annum, Level 11) - all inclusive (CTE) salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government, Cape Town
- REQUIREMENTS** : A relevant B-degree / National Diploma or equivalent qualification; Minimum of 3 years' relevant management experience. Recommendation: Experience within tourist guiding. Competencies: Creative Thinking; Decision Making; Computer Literacy; Problem-Solving; Team Membership.
- DUTIES** : Facilitate the development of sector strategies and policies and the implementation thereof; Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Facilitate, support and implement an enabling environment for tourists in terms of the National Tourism Second Amendment Act (3 of 2014); Human Resource Management; Financial Management.
- ENQUIRIES** : Ms N Ntenetya Tel no: (021) 483 9463

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 12/100** : **OPERATIONAL MANAGER NURSING (SPECIALTY: GENERAL SURGERY, ORTHOPAEDICS)**
- SALARY** : R 465 939 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
- 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, Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently, as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills. Note: No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Responsible for planning, managing, coordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in an orthopaedic setting. Effectively manage and utilise Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms S Henry, Tel no: (021) 938-4000

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 07 April 2017

POST 12/101 : **OPERATIONAL MANAGER NURSING (GENERAL: OBSTETRICS AND GYNAECOLOGY)**

SALARY : R 367 815 (PN A5) per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to Nursing within the public sector. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in an Obstetrics/Gynaecology setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars. Tel no: (021) 938-4055

APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 07 April 2017

POST 12/102 : **OPERATIONAL MANAGER (GENERAL: MEDICAL UNIT)**

SALARY : R367 815 (PN-A5) per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as a professional nurse and proof of current registration (i.e annual licencing receipt of 2017). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Medical setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms S Henry, Tel no: (021) 938-4000
APPLICATIONS : to the Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 07 April 2017

POST 12/103 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE AND THEATRE)**

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

CENTRE : Red Cross Children's War Memorial Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care and Theatre. Registration with a professional council: Registration with the HPCSA as Clinical Technologist (Critical Care and Theatre). Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year 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 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of South African 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 the HPCSA in Clinical Technology in respect of South African 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 requirements of the job: Required to work after-hours, weekends and public holidays. Delivery of 24-hour standby service. Competencies (knowledge/skills): Knowledge and experience relevant to Critical Care in Paediatric and Neonatal environment. Note: No payment of any kind is required when applying for this post.
DUTIES : Key result areas/outputs: Provide Clinical Technology service based on the need of the Institution. Required to work on a rotational basis in Paediatric/Neonatal Intensive Care Unit, Operating Theatres, Emergency Unit/s, High Care and Ward areas. Patient monitoring, diagnostic and therapeutic procedures, quality control of equipment and stock control. Support other health professionals in application of technology. Training of other health professionals in application of technology.

ENQUIRIES : Mr E Isaacs, Tel no: (021) 658-5645
APPLICATIONS : The Chief Executive Officer: Red Cross Children's War Memorial Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 07 April 2017

POST 12/104 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 262 272 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive practical Human Resource Administration experience. Extensive practical supervisory experience. Inherent requirements of the job: Valid driver's (Code B/EB) license. Willingness to travel. Competencies (knowledge/skills): Sound practical knowledge of the PERSAL salary system, Public Service Act, Regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to interpret policies/procedural manuals. Ability to identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report writing. Note: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.

DUTIES : (Key result areas/outputs): Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS and establishment

administration. Render a support and advisory service with regard to personnel administration and human resource management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Ensure rectification of Auditor-General reports, Internal Auditors reports as well as HRM Advisory Services Compliance reports.

ENQUIRIES : Mr MZ Emandien, Tel no: (044) 802-4409
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 07 April 2017

POST 12/105 : **CHIEF SECURITY OFFICER**

SALARY : R 211 194 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Junior Certificate (or equivalent). Registration with a professional council: Registration with PSIRA as Grade A Security. Experience: Extensive experience in the security management field and procedures. Extensive Security Control Room operator experience. Extensive CCTV surveillance systems operator experience. Contract Management (prerequisite). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Physically fit. Willingness to work shifts as set out and be available on a 24-hour basis. Be prepared to undergo a NIA security clearance. Competencies knowledge/skills): Able to communicate both in writing and verbally in at least two of the three official languages of the Western Cape. Knowledge of relevant prescripts, regulations and procedures. Ability to write high level reports. Computer literacy (Windows and Microsoft Office). CCTV surveillance and Control Room practice. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES : Key result areas/outputs: Manage and supervise both the in-house Security CCTV Control Room and General Security inclusive of the outsourced private security contract. Office administration: Compile rosters, administer leave, performance monitoring, allocate duties, discipline of in-house personnel. Identify risks and threats to the security of the hospital/Ensure Access/Egress Control are exercised efficiently. Ensure effective patrolling of the buildings parking areas and the perimeter. Investigate complaints with regards to thefts, undermining activities, unauthorized entries. Liaise with SAPS, Correctional Services and all other personnel relating to security matters inclusive of members of the public etc.

ENQUIRIES : Mr M Pass, Tel no: (021) 404-6126
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 14 April 2017

POST 12/106 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ENGINEERING SECTION)**

SALARY : R 211 194 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Experience in Human Resource related duties. Competencies (knowledge/skills): Supervisory skills and presentation skills. Good interpersonal skills, confidence and ability to handle conflict. Knowledge of power-tools and store management. Knowledge of HR Policies, procedures and Practices and Labour Relations. Knowledge of Staff Performance Management System. Knowledge of Supply Chain Management Procedures and Systems. Extensive computer literacy (MS Word, Excel, Outlook). Note: Shortlisted candidates may be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage all the Human Resource function and implementation of HR policies, practices and procedures with respect to HR Planning, Establishment Control, Recruitment and Selection, Pilir, labour relations (in terms of collective bargaining, disciplinary and grievance matters) and Staff Performance Management (SPMS) within the component. Manage Human Resource Development in terms of the Workplace Skills Plan Development and implementation. Provide advice to engineering management and personnel pertaining to Human Resources, Labour Relations and other work related matters.

Monitor and accumulate engineering monthly expenditure report. Handle all matters related to supervision and training of admin staff. Control and manage tools and engineering inventory. Render administrative and secretariat support service to HOD and Management.

ENQUIRIES : Mr D Smith/Mr NK Mbobo, Tel no: (021) 404-6201 or 404-6230/1
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 14 April 2017

POST 12/107 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R 142 461 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate secretarial and administration experience. Inherent requirements of the job: Relief and other related duties. Willingness to perform overtime and shifts including night shift as required. Willingness to undergo development courses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Language and minute-taking skills. Knowledge of office administration practice. Computer literacy (MS Office) and typing proficiency. Good planning and organisational skills. Professional appearance and approach. Schuur Hospital, Observatory. Note: No payment of any kind is required when applying for this post. Shortlisted applicants will be required to undergo a practical test.

DUTIES : Key result areas/outputs: Effectively provide typing and secretarial support service, Office Management and reception function, answer telephonic queries and deliver messages. Create, register, data base maintenance and electronic management of records. Type documents, reports, correspondence and photocopy hospital folders. Prepare documents for completion by medical staff. Ensure timeous submission of statistical data, as well as collate and compile monthly report and statistical data.

ENQUIRIES : Mr JC Corner, Tel no: (021) 404-2303
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 14 April 2017

POST 12/108 : **ADMINISTRATION CLERK: FINANCE**
Directorate: Management Accounting

SALARY : R142 461 per annum
CENTRE : (Head Office, Cape Town)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Experience in Hospital or general patient fees or any health related claims environment. Experience in HIS (Health Information system)/Delta 9 or other health billing systems. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid (code B/EB) driver's licence (persons with a valid learner's 1licence may also apply) Competencies (knowledge/skills): Knowledge of UPFS (Uniformed Patient Fee Schedule) or Hospital Memorandum Chapter 18 or general patient fee billing tariffs. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy (MS Word and Excel) NOTE: No payment of any kind is required when applying for this post. The nature of the duties is such that it is part of his/her core function to travel, for the performance of their official duties, to various hospitals which shall be regarded as their normal place of work.

DUTIES : (Key result areas/outputs): Ensure accurate billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist the hospital fees departments at various institutions with monthly drawing of relevant reports for

account write-offs and follow up of outstanding patient accounts and invoices in terms of Hospital Fees Policy. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors. Ensure submissions of EDI (Electronic Data Interchange), paper claims and assist with EDI (Electronic Data Interchange) rejections and resubmissions. Capture payments and journals on BAS (Basic accounting System) and AR (Accounts Receivable Systems) Liaise with debtors, private companies (Medical Aids, etc.) and other relevant stakeholders telephonically, in person or in writing regarding outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear State Department backlogs in terms of outstanding invoices.

ENQUIRIES : Ms L Ismail, Tel no: (072) 601-6586
APPLICATIONS : The Acting Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 07 April 2017

POST 12/109 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT, INPATIENTS, OPD, RADIOLOGY DEPT AND WARDS)**

SALARY : R142 461 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirement of the job: Willingness to work shifts (Day or Night Shift). Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Knowledge of Healthnet patient transport booking. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality. Ability to collect cash at cash points. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Admission, attendance, transfer and discharge/disposal of patients as per PGWC Hospital Fees policies and procedures and responsible for handling and receiving of public money. Raise invoices as per Hospital Fees policies. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Book patients transport on Healthnet. Cover for colleagues and undertake various other clerical duties as and when required.

ENQUIRIES : Mr ME Halford/Ms N Fisher, Tel no: (021) 404-4251/2333
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 14 April 2017

POST 12/110 : **MESSENGER: REGISTRY (MEDICAL RECORDS)**

SALARY : R84 096 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a medical records registry in a state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Ability to safely operate a tow tractor/tow tug. Good knowledge of Groote Schuur Hospital locations. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

DUTIES : (Key result areas/outputs): Collect folders, x-rays and other case notes or items from various clinical and administration areas. Deliver folders, x-rays and other case notes or items to various clinical and administration areas. Fix broken folders and x-ray packets. Operate tow tractor/tow tug.

ENQUIRIES : Mr WR Weeder, Tel no: (021) 404-4056
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 14 April 2017

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 03 April 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/111 : **CONTROL ENGINEERING TECHNOLOGIST REF NO: HS 2017-5**

SALARY : R 628 104 per annum, OSD Salary Level

CENTRE : Department of Human Settlements, Western Cape Government, Cape Town

REQUIREMENTS : Bachelor of Technology in Engineering or relevant qualification. 6 years post qualification Engineering Technologist experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Recommendation: Applicable policies, guidelines, design's standards, best practices, procedures and legislation; Engineering, legal and operational compliance; Practical application of engineering principles; Project Management; Evaluation of technological designs and analysis; Research and development; Financial Management. Competencies: Excellent communication (written and verbal) and technical report writing skills in at least two of the official languages of the Western Cape; Project management; Technical design and analysis skills; Legal compliance; Excellent project management skills; Excellent Computer literacy skills in (MS Office packages, Internet, Intranet, and other relevant software packages; Excellent planning, organising and people management skills; Excellent problem solving skills; Excellent strategic capability, leadership and managerial skills; Excellent customer/ client liaison skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently, under pressure and meet tight deadlines; Ability to work irregular hours as required; Ability to work within specific timeframes; Must be innovative, creative, pragmatic, assertive, flexible, decisive, persuasive, impartial and consistent.

DUTIES : Manage technological advisory services; Monitor and evaluation of technological designs; Manage administrative and related functions; Research and development.

ENQUIRIES : Mr PVK Chandaka Tel n: (021) 483 0652

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 03 April 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/112 : **ASSISTANT DIRECTOR: PREPAREDNESS AND RESPONSE REF NO: LG 2017-03**

SALARY : R311 784 per annum, Level 09

CENTRE : Department of Local Government, Western Cape Government, Cape Town

REQUIREMENTS : 3-year tertiary qualification -B Degree/National Diploma or equivalent qualification; Minimum of 3 years' relevant experience; Valid Code B Driver's Licence. Competencies: Crisis and conflict management skills; Organisational and project management skills; Written and verbal proficiency in at least two of the official languages of the Western Cape; Excellent report writing skills; Technology skills (Proficiency in Microsoft software packages); Knowledge of the Disaster

- Management Act (Act 57/2002) and related policies and guideline; Knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government; Ability to work under pressure in emergency or disaster situations; Willingness to work long and abnormal working hours.
- DUTIES** : Maintain, develop, update and/or review of contingency/disaster management plans for municipalities, provincial departments, state-owned enterprises, and private sectors; Assist with arranging and supporting disaster management exercises; Assist in the development and maintenance of the provincial generic Disaster Management preparedness plan and response system; Provide secretariat function for preparedness workgroups; Assist with the strategic management of the Directorate.
- ENQUIRIES** : Mrs L Nicholson Tel no: (021) 937 6317

OFFICE OF THE PREMIER

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 April 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/113** : **POLICY AND STRATEGY ANALYST REF NO: DOTP 2017-20**
- SALARY** : R726 276 per annum, Level 12
- CENTRE** : Department of the Premier, Western Cape Government, Cape Town
- REQUIREMENTS** : Honours Degree in Social Policy and/ or other related field; A minimum of 6-10 years' experience within a research environment. Recommendation: Experience in social, economic or human development policy and/or other related fields; Record of publications; Strong project management skills. Competencies: Knowledge of public policy analysis and public development process; Knowledge of global; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Excellent communication (written and verbal) skills; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Skills in Management.
- DUTIES** : Responsible for research and analysing the provincial policy environment; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated and multi-disciplinary programmes; Support strategic provincial structures with appropriate policy formulation and implementation; To provide a strategic support to the policy agenda of the key strategic public and private partners; Identify critical areas for provincial government intervention.
- ENQUIRIES** : Ms A Kamish Tel no: (021) 483 3437
- POST 12/114** : **MANAGING EDITOR: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2017-15**
- SALARY** : R612 822 per annum - (All-inclusive package, Level 11
- CENTRE** : Department of the Premier, Western Cape Government, Cape Town
- REQUIREMENTS** : A 3-year National Diploma/B-Degree in Journalism, Media or Social Sciences; A minimum of 6-10 years proven experience in an online media environment and/or content management for a large-scale web portal. Recommendation: Demonstrable innovation in online environment including working knowledge of social media, content management tools, Search Engine Optimisation techniques, information architecture design and usability; Advanced literacy in relevant software for online media production, including use of a content management system. Competencies: Ability to translate strategy into processes and to implement; Excellent organization, prioritisation and multi-tasking skills; Proven ability to work in a fast-paced and media focused environment; Excellent people, team management and negotiating skills; Problem solver, able to identify and analyse problems to figure out how best to fix them.
- DUTIES** : Manage and maintain an editorial team to support Western Cape Government content development (including multimedia) for the Western Cape Government

		Internet and Intranet; Develop and implement quality assurance processes and standards; Develop and implement content and publishing policy and guidelines; Ensure co-ordination of web based and social media content.
<u>ENQUIRIES</u>	:	Mr C Wakeford Tel no: (021) 483 3528
<u>POST 12/115</u>	:	<u>PRODUCTION MANAGER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2017-16</u>
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	A 3-year National Diploma/ B Degree; A minimum of 3-5 years' relevant experience in online publishing or media production environments for example; Major commercial publishers, Smaller specialist publishers, Online and digital media publishers or Agencies, Consumer magazines, Newspaper supplements, or Business to business magazines; A valid driver's license. Recommendation: Experience with planning and managing the content production process and schedule; Understanding and experience of campaign planning; Experience with time and people management; Basic understanding of multimedia production process; Experience with managing content stakeholders; Strong communication skills, data management and administrative skills; Good general & current affairs knowledge; Ability to effectively work and deliver to tight deadlines, displaying teamwork approach, diplomacy, warmth & an ability to build a positive rapport with audiences; Experience in drawing insights from analytics reports, monitoring website performance for improvements, and ensuring content goals are being met. Competencies: Knowledge of content production best practices and trends; Ability to understand briefing documents & stakeholders involved in various projects; Planning and organising skills; Strong written communication skills; Client relationship and stakeholder management skills.
<u>DUTIES</u>	:	Oversee the entire production process – from client brief or yearly plan to delivery. Assist achievement of content goals and oversee yearly content planning roadmap; Manage the day-to-day operational delivery of content on our various platforms. Editorial, online edits, social, blog, video, etc. Plan, monitor and track the production processes and adjust schedules as needed. Drive all deadlines & meetings towards facilitation of delivery as required; Set quality standards and minimum requirements for jobs in collaboration with Managing Editor & or other supervisors or clients. Troubleshoot and communicate any issues with the team and management in general and towards timeous delivery of requirements; Team workflow planning and writing/research task assignment. Decide resources & timescale for jobs and ensure content production optimisation through maintaining and enhancing workflow structure.; Liaison with stakeholders, secure approvals, general and job specific administration; Drawing insights from analytics reports, monitoring content performance for improvements, and ensuring content goals are being met.
<u>ENQUIRIES</u>	:	Ms E Slabbert Tel no: (021) 483 5493
<u>POST 12/116</u>	:	<u>WEB DESIGNER (USER EXPERIENCE DESIGNER): E- GOVERNMENT FOR CITIZENS REF NO: DOTP 2017-21</u>
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	A 3-year National Diploma/B-Degree in Human-Computer Interaction, Interaction Design or related field; A minimum of 3-5 years' relevant experience. Recommendation: User centred design process experience; User research experience. Competencies: User Interface Design principles; User-Centred Design Processes; Research / Analysis; Prototyping/design; Usability Testing Methodologies.
<u>DUTIES</u>	:	Implement and administer the UX policy and UX guidelines; Implement advanced interaction design; Provide usability and user experience across all channels; Ensure and implement universal accessibility for all users.; Conduct heuristic and expert elevations; Develop personas, flows and journey maps.
<u>ENQUIRIES</u>	:	Mr L Essa Tel no: (021) 483 5182
<u>POST 12/117</u>	:	<u>CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2017-17</u>
<u>SALARY</u>	:	R262 272 per annum, Level 08
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government, Cape Town

- REQUIREMENTS** : A 3-year National Diploma / B Degree; A minimum of 2 years' relevant experience within online publishing or media production environments for example; Major commercial publishers, Smaller specialist publishers, Online and digital media publishers or Agencies, Consumer magazines, Newspaper supplements, or Business to business magazines; A valid driver's license. Recommendation: Excellent English writing and comprehension skills; Awareness and ability to implement international online writing best practices; Basic ability to use multimedia equipment; Good general & current affairs knowledge; Ability to interpret & understand google analytics reports; Awareness of Western Cape Government audiences & stakeholders; Knowledge of SA government structure. Competencies: Ability to write strong copy for multiple platforms; Knowledge of content production best practices; Knowledge of information gathering process; Basic ability to use multimedia equipment; Skills in writing with use of plain language.
- DUTIES** : Assess content brief, conduct research, and aggregate content for production; Write and publish online content implementing international best practices. Including journalist functions such as interviews etc; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Liaison with stakeholders and general administration; Research to identify content trends, citizen pain points, and performance of content online. Participate in brainstorming, planning and other digital production activities.
- ENQUIRIES** : Ms E Slabbert Tel no: (021) 483 5493

PROVINCIAL TREASURY

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 3 April 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/118** : **SYSTEM MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2017-3**
- SALARY** : R612 822 per annum, Level 11, all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government, Cape Town
- REQUIREMENTS** : A relevant National Diploma/ Bachelor Degree; 6-10 years' relevant experience as a functional specialist. Recommendation: A valid driver's license; Proven experience in the analysis of data from different sources and Management of IT solutions. Competencies: Comprehensive experience of analysis of data; Comprehensive knowledge of public sector financial management (PFMA, NTRs, PTI's); Comprehensive knowledge of public sector SCM legislation and policy frameworks; Comprehensive knowledge of public sector Personnel management; Comprehensive knowledge of public sector cash flow management and Revenue streams (equitable share, conditional grants, financing and own receipts).
- DUTIES** : Manage and determine training needs, planning and designing, arranging training logistics, course administration for the E-procurement system and other SCM technology (including help desk functions and conducting roadshows and workshops to user and key stakeholders); Manage the provision of and the improvement and of existing e-procurement system and other SCM technology, including the implementation of a financial framework, monitoring and reporting and performance of the systems being managed; Develop and implement a management framework to assess security and veracity of data and a financial operating model that enforces good governance; Provision of timely and appropriate management information/ data in respect of performance information to key stakeholders to improve financial capability.
- ENQUIRIES** : Ms N Ebrahim Tel no: (021) 483 4748

<u>POST 12/119</u>	:	<u>SYSTEMS CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2017-2</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Provincial Treasury, Western Cape Government, Cape Town A relevant B Degree/ National Diploma (as recognised by SAQA) in Finance, Logistics, Human Resource Management, Change Management or related field; A minimum of 6 years' appropriate experience in the financial system change management and training; A valid driver's license. Recommendation: Experience in the following: Change Management; Training and skills development; Financial Management; Logistics/ Project Management. Competencies: Ability to construct a clear change management communication plan; Ability to design and communicate/present training manuals; Planning, organizational and coordinating; Computer literacy; Good communication (verbal and written) and presentation skills in at least two of the official languages of the Western Cape Province.
<u>DUTIES</u>	:	Determine training needs, planning and designing course, arranging training logistics, course presentation, and post-course administration for the department's Financial Management systems, including the new Integrated Financial Management System (IFMS); Participate in the implementation of a change management plan for the IFMS project across all provincial department; Assessing and maintaining the financial management system skills level and timely identification of new system skill requirements and arrangement for system training interventions; Develop, implement and conduct appropriate training and change management interventions to all provincial departments; Develop a robust communication strategy to improve visibility of the Provincial financial systems, including the new IFMS system; Monitoring and reporting performance of interlinked financial systems training.
<u>ENQUIRIES</u>	:	Mr A Mazomba Tel no: (021) 483 5024
<u>POST 12/120</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES, REF NO. PT 2017-5</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Provincial Treasury, Western Cape Government, Cape Town A relevant B-degree/ National Diploma; A minimum of 3 years' appropriate experience in strategic planning, project management and performance assessment processes. Recommendation: A valid driver's license. Competencies: Sound knowledge of the following: Government's strategic planning, monitoring, reporting, MPAT and BizProject processes; Good planning and organising skills (verbal and written); Facilitation skills; People management skills; Proven computer literacy (MS Office packages and the Internet); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Manage and coordinate departmental performance planning, monitoring and reporting processes; Review and update the Monitoring and Evaluation/ Performance Information Policy/ Framework and ensure that the department has standardized mechanisms and/or processes and procedures to collect, management and store data in place; Ensure that the department has a service charter, service standards and Service Delivery Improvement (SDIP) and that it is monitored; Manage the departmental programme and project management system (BizProject); Administer the Management Performance Assessment (MPAT) processes; Supervise staff, manage workloads and day-to-day workflow, mentor, coach and do staff appraisals.
<u>ENQUIRIES</u>	:	Ms R Julie Tel no: (021) 483 5080

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 03 April 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/121 : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 2017-22**

SALARY : OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government, Cape Town
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; 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.

DUTIES : 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 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.

ENQUIRIES : Ms D Fortuin Tel no: (021) 483 3992
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/122 : **SOCIAL WORKER: RETREAT X2; GUGULETHU X2; ATHLONE X1; PHILLIPI 1 POSTS; MITCHELLS PLAIN 1 POSTS REF NO: DSD 2017-42**

SALARY : OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government, Metro South Region
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; 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 the following: The Child Justice Act and Probation Services; Relevant legislation, policies and prescripts; Social dynamics, work values and principles; Human behaviour and social systems; Developing others; Excellent communication (written and verbal) skills in at least

		two of the languages of the Western Cape; Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing; Self-management and motivation; Good planning and organising skills.
<u>DUTIES</u>	:	Render Probation Services aimed at caring, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programme; 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; 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 M Swart Tel no: (021) 763 6200
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/123</u>	:	<u>SOCIAL WORKER: KRAAIFONTEIN 2 POSTS, SOMERSET WEST 1 POSTS, KHAYELITSHA 3 POSTS REF NO: DSD 2017-36</u>
<u>SALARY</u>	:	OSD as prescribed
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government, Metro East Region
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; 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 M Rebe Tel no: (021) 812 0923
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/124</u>	:	<u>PROFESSIONAL NURSE: BONNYTOUN CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-34</u>
<u>SALARY</u>	:	OSD as prescribed
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government, Bonnytoun
<u>REQUIREMENTS</u>	:	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 the SANC as an Enrolled Nurse; Primary Health Care and Psychiatric Nursing. Note: Proof of Registration with the SANC as an Enrolled Nurse to be attached with your on-line application. Recommendations: Previous experience at youth facility based nursing; Ability to work as part of a Professional Support Team; A valid Driver's License. Competencies: Knowledge of

the following: o how to deliver appropriate nursing care and health education; o record keeping around Nursing care given; o incident reporting and or unexpected observations; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Team building and strong interpersonal skills; Ability to function in a co-operative way within the multi-disciplinary team.

DUTIES : Providing quality health and nursing care to clients; Purposeful developmental assessment of children; Render an efficient support service to children in facilities; Ensure a healthy & a safe working environmental; Perform administrative duties; Ensure the correct utilization of all resources; Facilitation of Preventative and Developmental Programmes.

ENQUIRIES : Mr T Fourie Tel no: (021) 986 9100
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/125 : **CHILD AND YOUTH CARE SUPERVISOR: OUTENIEKWA CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-28**

SALARY : OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government, George
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 10 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel, MS Outlook and PowerPoint); Presentation and facilitation skills; People management, conflict resolution and empowerment skills; Monitoring, evaluating and interpretive skills; Planning and organising skills.

DUTIES : Facilitate and supervise (secure) the caring for and life space interventions of children and young people; Form part of a multi-disciplinary team; Supervise staff to ensure an effective care service; Keep up to date with new developments in the child and youth care field; Supervise and perform clerical/ administration duties; Recommend the requisitions and purchasing of goods.

ENQUIRIES : Ms B Nicholas Tel no: (044) 803 7500
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/126 : **CHILD AND YOUTH CARE TEAM LEADER: BONNYTOUN CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-35**

SALARY : OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government, Kraaifontein
REQUIREMENTS : Grade 12 Certificate (or equivalent) qualification; A minimum of 7 years' appropriate experience in Child and Youth Care field after obtaining the required qualification. Competencies: Knowledge and experience of the following: Residential care; Developmental programmes; Clerical/ Administrative procedures; o Rules and procedures of the care centre; Ability to intervene and resolve conflict; Ability to work with children in conflict with the law; Planning and organising; Written and verbal communication skills in two of the three official languages of the Western Cape; Problem solving skills; Planning and organising skills; Interpersonal skills; Computer skills; People Management skills; Report Writing.

DUTIES : Serve as team leader for Child and Youth Care Workers during a shift and oversee the following: Admission and related activities of children and youth to the care facility; Access of children/youth to medical services; Implementation of planned activities, developmental and therapeutic programmes; Basic life space work; Undertake inspections during a shift and report on incidents and problems identified; Perform administrative work relevant to the job; Assist with the care of children as the need arises.

ENQUIRIES : Mr T Fourie Tel no: (021) 986 9100
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/127 : **CHILD AND YOUTH CARE WORKER: DE NOVO TREATMENT CENTRE REF NO: DSD 2017-40**

SALARY : OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government, Kraaifontein
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 C Fledermaus Tel no: (021) 988 1138
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/128 : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND MONITORING REF NO: DSD 2017-16**

SALARY : R612 822 per annum, Level 11
CENTRE : Department of Social Development, Western Cape Government, De Novo - Kraaifontein

REQUIREMENTS : An appropriate B-degree in Human Resource, Financial Management, Social Sciences or Quality Assurance/Investigative fields; A minimum of 6 year's management experience in a secure facility environment. Competencies: Advance knowledge of facility management and quality assurance and in-depth interventions; Advanced knowledge of modern systems of governance and administration; Knowledge of constitutional, legal and institutional arrangements governing the South African public sector; Project Management Skills; Financial Management skills; Strong conceptual and formulation skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province.

DUTIES : Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Ensure the execution of internal and external quality assurance regimes; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high risk interventions and advise the Director on the impact that these risks may pose; People Management and Finance.

ENQUIRIES : Ms L Goosen Tel no: (021) 202 9251
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/129 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND MONITORING REF NO: DSD 2017-17**

SALARY : R311 784 per annum, Level 09
CENTRE : Department of Social Development, Western Cape Government, De Novo - Kraaifontein

REQUIREMENTS : An appropriate B-degree; A minimum of 3 years' experience of which 1 year on supervisory level. Competencies: Knowledge of the following: Residential care management and inspectorate regimes, Modern systems of governance and administration, Constitution, legal and institutional arrangements governing the SA

public sector, Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Proven computer literacy; The ability to render advice and guidance in an objective yet dedicated manner; Conceptual and formulation skills.

DUTIES : Manage and coordinate the compliance monitoring, registration compliance and risk as a Sub-directorate for the department through initiation relevant strategies and ensuring policy and standard operation procedure implementation; Drive internal and external quality assurance regimes; Drive all internal and external registration reviews and unregistered centre investigations; Establish and foster relationships with stakeholders both internal and external; Oversee reportable incidents compliance and risk management for the department; Conduct high risk investigation and advise on the impact that these risks may pose. Human resource management.

ENQUIRIES : Mr Z Ziervogel Tel no: (021) 202 9241
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/130 : **MONITORING OFFICER: QUALITY ASSURANCE AND MONITORING REF NO: DSD 2017-18**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Social Development, Western Cape Government, Cape Town
REQUIREMENTS : An appropriate 3-year B-Degree; A minimum of 3 years' relevant experience. Competencies: Advanced knowledge of the following: facility management and inspectorate regimes; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public Sector; Proven computer literacy; Logical and methodical approach to work; Strong leadership skills; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province.

DUTIES : Develop relevant strategies and formulate relevant policies to ensure the necessary judiciary functions are executed; Execute internal and external audits; Establish and foster relationships with stakeholders both internal and external; Perform compliance and risk management services for the department and identify and report on risks.

ENQUIRIES : Mr Z Ziervogel Tel no: (021) 202 9241
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/131 : **MONITORING OFFICER: OLDER PERSONS REF NO: DSD 2017-23**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Social Development, Western Cape Government, Cape Town
REQUIREMENTS : A relevant 3-year B-Degree; A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Performance planning, monitoring and reporting processes and practices; Project management processes, practices and tools; Government planning processes and cycles; Modern systems of governance and administration; Proven computer literacy; Monitoring, evaluation and reporting skills; Problem analysis and problem-solving skills; Strong conceptual and formulation skills; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province.

DUTIES : Assist with the development and maintenance of the Department's Performance Information Framework (processes, procedures and tools to collect, manage and store performance information) in the area of Older Persons; Provide support to users to ensure that the Department's Performance Information Framework is used to guide performance reporting; Provide high-level administrative support to assist with the compilation of the department's performance information into reliable, useful and timely statutory performance reports; Provide support to users to ensure that the Provincial Project Management system is used for tracking and reporting on key departmental projects.

ENQUIRIES : Ms DA Fortuin Tel no: (021) 483 3992
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/132 : **MONITORING OFFICER: COMMUNITY DEVELOPMENT & SUSTAINABLE LIVELIHOODS REF NO: DSD 2017-48**

SALARY : R 262 272 per annum, Level 08
CENTRE : Department of Social Development, Western Cape Government, Cape Town

REQUIREMENTS : A relevant 3-year B-Degree; A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Performance planning, monitoring and reporting processes and practices; Project management processes, practices and tools; Government planning processes and cycles; Modern systems of governance and administration; Proven computer literacy; Monitoring, evaluation and reporting skills; Problem analysis and problem-solving skills; Strong conceptual and formulation skills; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province.

DUTIES : Assist with the development and maintenance of the Departments Performance Information Framework (processes, procedures and tools to collect, manage and store performance information) in the Office of the Director and Sustainable Livelihoods; Provide support to users to ensure that the Department's performance Information Framework is used to guide performance reporting; Provide high-level administrative support to assist with the compilation of the department's performance information in to reliable, useful and timely statutory performance reports; Provide support to users to ensure that the Provincial Project Management system is used for tracking and reporting on key departmental projects.

ENQUIRIES : Mr L Arnolds Tel no: (021) 483 6657
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/133 : **LANGUAGE PRACTITIONER (ENGLISH AND XHOSA), REF. NO. DSD 2017-49**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Social Development, Western Cape Government, Cape Town
REQUIREMENTS : B-Degree/ National Diploma in Languages or Linguistics; 2 years' working experience in language practice (with specific emphasis of translating from English to Xhosa and vice versa. Competencies: Knowledge of two official languages in the Western Cape (English and Xhosa); Editing and translation skills; Knowledge of the Western Cape Language Policy; Good interpersonal skills; Excellent written and verbal communication; Language; Computer literacy (MS-Word); Planning; Ability to work under pressure.

DUTIES : To translate documents in two official languages; To edit documentation; Liaise with freelance language practitioner; Quality check work of freelance language practitioners; Render language advisory services; Develop and record terminology; Raise awareness of the Western Cape Language policy; Perform administrative tasks i.e. Record keeping, liaise with DCAS language unit.

ENQUIRIES : Mr D Allan Tel no: (021) 483 3588
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/134 : **EDUCATION OFFICER: BONNYTOUN CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-10**

SALARY : R211 194 per annum, Level 07
CENTRE : Department of Social Development, Western Cape Government, Kraaifontein
REQUIREMENTS : A relevant 4-year B-degree in Education (National Curriculum Statements (NCS) Primary Education or Adult Education & Training (AET) level 1 and 2); 1year experience as an Educator/Educationalist. 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 : Mr T Fourie Tel no: (021) 986 9100
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

<u>POST 12/135</u>	:	<u>PERSONAL ASSISTANT: CHIEF DIRECTORATE-BUSINESS PLANNING AND STRATEGY REF NO: DSD 2017-11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Department of Social Development, Western Cape Government, Cape Town
	:	Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3-5 years' experience in rendering support service to Management. Competencies: Excellent planning and organising skills; Outstanding communication skills (Written and Verbal); Office Management; Advanced knowledge of MS Office (Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills.
<u>DUTIES</u>	:	Provide Secretarial services to the Chief Director; Provide administrative support to the Chief Director; Render administrative support services and manage the diary of the Chief Director; Support the Chief Director in terms of budget processes; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Johnson Tel no: (021) 483 8273 To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/136</u>	:	<u>EDUCATION OFFICER: 1X VOCATIONAL EDUCATION: PLUMBING, 1 POSTS EDUCATOR: COMPUTER SCIENCE, 1 POSTS EDUCATOR: HOSPITALITY STUDIES OR CATERING, 3 POSTS EDUCATORS: ADULT EDUCATION & TRAINING (AET) LEVEL 1- 4: OUTENIEKWA CHILD AND YOUTH CARE CENTRE, REF NO. DSD 2017-25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Department of Social Development, Western Cape Government, George
	:	A relevant 4-year B-degree in Education (National Curriculum Statements (NCS) Primary Education or Adult Education & Training (AET) level 1- 4); 1-year experience as an Educator/Educationalist. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel no: (044) 803 7500 To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/137</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD 2017-47</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Department of Social Development, Western Cape Government, Cape Town
	:	A relevant B-degree/National Diploma (as recognised by SAQA); A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Funding, NFD processes applicable to community and partnership development; Contract Management; Modern systems of governance and administration; Good communication (written and verbal) and report writing skills in at least two official languages of the Western Cape; Good computer literacy in MS Office, Intranet and Internet; Good planning and organising skills; Good conceptual, interpretative and formulation skills.
<u>DUTIES</u>	:	Assist with the implementation and quality assurance of the registration of the NPO; Manage NPO help -desk; Manage the engagement with NPOs on all relevant

issues pertaining to progress reports, source documents and logistically coordinate stakeholder meetings with NPOs and Regions; Assist with the administrative process around the role-out of programmes within the community and partnership development environment; Provide high level administrative support to the Line Function Programme Manager namely: Evaluation of programme performance; Administrative support and collection and verification of NFD information; Reporting on findings; Assist the programme with the administrative processes of NPO contract management (TPAs) and the compiling of TPAs. Assist with the development of operational reviews and review of sub-directorate line function operations; To ensure horizontal and vertical alignment with programme offices and other relevant; Departments and institutions such as the Auditor-General, Internal Control and Internal Audit units.

ENQUIRIES : Mr A Ryklief Tel no: (021) 483 9939
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/138 : **ADMINISTRATION CLERK: SUBSTANCE ABUSE: REF NO: DSD 2017-21**

SALARY : R142 461 per annum, Level 05
CENTRE : Department of Social Development, Western Cape Government, Cape Town
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification), with 1-year relevant experience. Competencies: Knowledge of performance monitoring, evaluation and reporting process related to Non-financial data (NFD); Knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge and understanding of departmental operations; Excellent communication skills (written and verbal); Computer Literacy; Team-building and strong interpersonal skills; Conceptual and formulation skills; Problem solving skills; Monitoring, evaluation and reporting.

DUTIES : Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for non-financial data for the various programmes in the Chief Directorate Special Programmes; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide assistance with the conducting of performance monitoring, evaluation and reporting in relation to non-financial data (NFD) and programme deliverables; Provide high level administrative support such as assistance with line function special projects; Provide assistance with the horizontal and vertical alignment processes aimed at streamlining the accurate reporting of non-financial data of programmes.

ENQUIRIES : Ms F Isaacs Tel no: (021) 483 8442
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/139 : **ADMINISTRATION CLERK: OUTENIEKWA CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-27**

SALARY : R142 461 per annum, Level 05
CENTRE : Department of Social Development, Western Cape Government, Outeniekwa - George
REQUIREMENTS : Senior Certificate (Grade 12) qualification. Competencies: Communication skills (both written and verbal); Literacy skills; Computer literacy (including Management of databases); Human relations skills; Interpersonal- and presentation skills; Good organising skills.

DUTIES : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data; Keep and maintain the incoming and outgoing document register of the component; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Keep and maintain the asset register of the component (district offices); Provide personnel administration clerical support services within the component; Keep and maintain personnel records in the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure, handle telephone accounts and petty cash for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Ms B Nicholas Tel no: (044) 803 7500
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

- POST 12/140** : **ADMINISTRATION CLERK: LINDELANI CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-30**
- SALARY CENTRE** : R142 461 per annum, Level 05
: Department of Social Development, Western Cape Government, Lindelani - Stellenbosch
- REQUIREMENTS** : Senior Certificate (Grade 12) qualification. Competencies: Communication skills (both written and verbal); Literacy skills; Computer literacy (including Management of databases); Human relations skills; Interpersonal and presentation skills; Good organising skills.
- DUTIES** : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data; Keep and maintain the incoming and outgoing document register of the component; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Keep and maintain the asset register of the component (district offices); Provide personnel administration clerical support services within the component; Keep and maintain personnel records in the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure, handle telephone accounts and petty cash for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES APPLICATIONS** : Ms M Jonkerman Tel no: (021) 865 2634
: To apply submit your application online via www.westerncape.gov.za/jobs
- POST 12/141** : **ADMINISTRATION CLERK: DE NOVO TREATMENT CENTRE REF NO: DSD 2017-41**
- SALARY CENTRE** : R142 461 per annum (Salary Level 5)
: Department of Social Development, Western Cape Government, De Novo - Kraaifontein
- REQUIREMENTS** : Senior Certificate (Grade 12) qualification. Competencies: Communication skills (both written and verbal); Literacy skills; Computer literacy (including Management of databases); Human relations skills; Interpersonal and presentation skills; Good organising skills.
- DUTIES** : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data; Keep and maintain the incoming and outgoing document register of the component; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Keep and maintain the asset register of the component (district offices); Provide personnel administration clerical support services within the component; Keep and maintain personnel records in the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure, handle telephone accounts and petty cash for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval..
- ENQUIRIES APPLICATIONS** : Ms C Fledermaus Tel no: (021) 988 1138
: To apply submit your application online via www.westerncape.gov.za/jobs
- POST 12/142** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES 2 POSTS AVAILABLE), EDEN KAROO REGION REF NO: DSD 2017-12**
- SALARY CENTRE** : R142 461 per annum, Level 05
: Department of Social Development, Western Cape Government, Eden Karoo Region - George
- REQUIREMENTS** : Senior Certificate (Grade 12) qualification. Competencies: Communication skills (both written and verbal); Literacy skills; Computer literacy (including Management of databases); Human relation skills; Interpersonal- and presentation skills; Good organising skills.
- DUTIES** : Rendering of provisioning administration functions in relation to: Ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods; Registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets;

Reporting on all assets acquired on a quarterly basis; Compilation of inventories in respect of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Ms E Heydenrych Tel no: (044) 873 2901
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/143 : **CUSTOMER CARE ASSISTANT: 1X PRINCE ALBERT; 1X KANNALAND (EDEN KAROO REGION) REF NO: DSD 2017-14**

SALARY : R 142 461 per annum, Level 05
CENTRE : Department of Social Development, Western Cape Government, Eden Karoo Region - George

REQUIREMENTS : Senior Certificate (Grade 12). Competencies: Knowledge of client care and of the social welfare environment; Excellent communication skills (written and verbal); Strong computer literacy and knowledge of MS Word package; Negotiation; Sound organising and planning; Numeracy; Conflict resolution; Positive attitude; Patience; Ability to work under pressure and meet deadlines; Responsible; Self-motivated and disciplined; Innovative team player.

DUTIES : Provide information to clients regarding available services; Assist clients at the coalface on how to access services of the department; Follow up on queries from clients; Provide immediate relief to clients; Administer surveys; Notate client feedback and maintain feedback register; Provide assistance to team in the field with regards to departmental information; Render general administrative support to the service delivery team relating to: Managing of telephone enquiries within the service delivery team; Maintaining a filing system for the unit; Maintain and manage an electronic database for as well as logistical arrangements for the team; Provide dispatch call service.

ENQUIRIES : Ms F Reachable Tel no: (081) 756 6602
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/144 : **DRIVER/MESSENGER: GEORGE (EDEN KAROO REGION) REF NO: DSD 2017-13**

SALARY : R119 154 per annum, Level 04
CENTRE : Department of Social Development, Western Cape Government, George

REQUIREMENTS : A Junior certificate (Grade 10 or equivalent qualification); A valid code EB driver's license; 6 Months experience. Competencies: Knowledge of the following: Driving; Basic mechanical knowledge; Basic safety precautions; Basic language; Geographical locations of district and clients; Skills: Basic language; Communication; Interpersonal relations/team work; Ability to perform routine tasks; Attributes: Responsible; Good self-esteem; Reliable.

DUTIES : Collecting, delivery and posting of documents, parcels, photo copies, records; Picking up documents from various pick-up stations; Check vehicle/s to be in good working order; Assist with the execution of functions attached to the records division; Record documentation received and delivered in a register; Transport passengers to and from designated destinations; Minor maintenance to vehicle (e.g. changing flat tyres, washing vehicle. etc.

ENQUIRIES : Ms E Heydenrych Tel no: (044) 873 2901
APPLICATIONS : 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. 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.

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. Forward your manual application to,

POST 12/145 : **DRIVER/HANDYMAN: LINDELANI CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-19**

SALARY CENTRE REQUIREMENTS : R119 154 per annum, Level 04
 : Department of Social Development, Western Cape Government, Koelenhof
 : ABET/ AET qualification; A valid code EB driver's license; 6 Months experience. Competencies: Knowledge of the following: Driving; Basic mechanical knowledge; Basic safety precautions; Basic language; Geographical locations of district and clients; Skills: Basic language; Communication; Interpersonal relations/team work; Ability to perform routine tasks; Attributes: Responsible; Good self-esteem; Reliable.

DUTIES : Collecting, delivery and posting of documents, parcels, photo copies, records etc.; Picking up documents from various pick-up stations; Check vehicle/s to be in good working order; Assist with the execution of functions attached to the records division; Record documentation received and delivered in a register; Transport passengers to and from designated destinations; Minor maintenance to vehicle (e.g. changing flat tyres, washing vehicle. etc.

ENQUIRIES APPLICATIONS : Ms M Jonkerman Tel no: (021) 986 9107
 : 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. 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.

FOR ATTENTION NOTE : Theo/Sharon Steenkamp
 : 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. Forward your manual application to,

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE NOTE : 03 April 2017 @ 16:00
 : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department 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 12/146 : **CHIEF ARCHITECT REF NO: TPW 2017-18**

SALARY CENTRE REQUIREMENTS : OSD as prescribed - Chief Quantity Surveyor
 : Department of Transport and Public Works, Western Cape
 : 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 of contract documentation and administration; Knowledge of Occupation Health & Safety Act, National Building Regulations, SANS and all relevant built environment legislation; Experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of programme and project management, research and planning procedures; Knowledge of financial management; Skills in Leadership, communication, organising and teamwork; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict management.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Master planning, project briefs (including refurbishment and upgrading),

business cases, accommodation schedules; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisation; Assisting technical and professional staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, and payment processes.

ENQUIRIES : Ms R Kok Tel no: (021) 483 3056
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/147 : **PROFESSIONAL ENGINEER - ELECTRICAL (PRODUCTION) - REF NO. TPW 2017-37**

SALARY : OSD as prescribed - Chief Quantity Surveyor
CENTRE : Department of Transport and Public Works, Western Cape Government, Cape Town

REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer within 6 months from appointment date; A minimum of 3 years post qualification engineering experience or completion of candidacy period; A valid driver's licence. Recommendation: Experience of the following: Contract documentation and administration; Knowledge of the following: Occupational Health and Safety (OHS) Act and Regulations, as well as National Building Regulations and all relevant built environment legislation; Formulation of policies in a multi-disciplinary professional environment; Project Management. Competencies: Knowledge and experience of the following: Contract documentation and administration, Occupation Health & Safety (OHS-Act) and Regulations, National Building Regulations, SANS and all relevant built environment legislation; Research and planning procedures; Financial Management; Experience in project management, formulation of policies in a multi-disciplinary professional environment.

DUTIES : Design and installation of electrical engineering works in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency, energy savings and enhance safety; Develop tender specifications; Undertake project leading and investigations; Liaise with relevant bodies/councils on engineering-related matters; Office administration and budget planning; Financial management and governance.

ENQUIRIES : Mr H Bouwer Tel no: (021) 483 5052
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/148 : **QUANTITY SURVEYOR, PRODUCTION, REF NO. TPW 2017-36**

SALARY : OSD as prescribed
CENTRE : Department of Transport and Public Works, Western Cape Government, Cape Town

REQUIREMENTS : An appropriate Degree in Quantity Survey or relevant qualification; Compulsory registration with SACQSP as a professional Quantity Surveyor within 6 months after date of appointment; A minimum of 3 years' post qualification Quantity Surveyor experience/or completion of candidacy period; A valid driver's licence. Recommendation: Experience of contract documentation and administration, Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Perform quantity surveying activities on buildings, structures or facilities; Human capital development; Office administration and budget planning; Research and development; Knowledge of Financial management and Governance Knowledge of programme and project management, research and planning procedures.

DUTIES : Manage the implementation of quantity surveying services for programmes and projects through the preparations of project execution plans, site visits, inspections, monitoring and reporting; Manage external professional consulting services in line with the approved technical norms and standards and agreed contract provisions in terms of legal imperatives, quality, time and budgets; Provide technical advice to client departments and in house staff; Undertake detailed project investigations in line with the approved technical norms and standards; Provide feedback and inputs to the Chief Quantity Surveyor on conclusions pertaining to the application of technical norms and standard; Mentor, train and develop Candidate Quantity

		Surveyors with the view of building sustainable capacity in terms of sound quantity surveying principles and code of practice.
<u>ENQUIRIES</u>	:	Mr R Monare Tel no: (021) 483 5310
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/149</u>	:	<u>ARTISAN, PRODUCTION, REF NO. TPW 2017-32</u>
<u>SALARY</u>	:	OSD as prescribed
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Paarl
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Diesel Mechanic; A valid code EC1 driver's licence and PDP. Recommendation: A valid Crane Truck driver's certificate and a valid overhead crane operation certificate. Competencies: Good verbal communication skills (written and verbal); Technical skills and Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems.
<u>DUTIES</u>	:	Responsible for the maintenance and repair of all road construction plant and vehicles; Supervise Trade Worker Aids and Apprentice; Maintain occupational health and safety standards; Perform administrative duties which include the completion of logs and time-sheets, initiate orders and writing of reports.
<u>ENQUIRIES</u>	:	Mr FJ Jones Tel no: (021) 863 2020
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/150</u>	:	<u>CONTROL WORKS INSPECTOR - CAPE TOWN, REF NO. TPW 2017-25</u>
<u>SALARY</u>	:	R 389 145 per annum, Level 10
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent, or N3 plus a passed trade test in building environment; Minimum of 6 years' appropriate experience; A valid driver's licence. Competencies: Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Recordkeeping.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
<u>ENQUIRIES</u>	:	Mr R Monare Tel no: (021) 483 5310
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/151</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT, REF NO. TPW 2017-35</u>
<u>SALARY</u>	:	R 311 784 per annum, Level 09
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	A relevant B-Degree/ National Diploma) or equivalent qualification; A minimum of 3 years' relevant experience. Competencies: Knowledge of Public Administration; Knowledge of Project Management; Monitoring and evaluation methods, tools and techniques; Legislation, regulations and policies impacting in public transport activities; External communication (written and verbal) skills, in at least two of the official languages of the Western Cape; Proven computer literacy; Planning and organising skills.
<u>DUTIES</u>	:	Assist with the establishment of legal and financial arrangements with contracting authorities (inter-governmental relations); Research, benchmark and analyse information from stakeholders, liaison / negotiation with stakeholders; Develop and drafting of contracts / agreements, ensuring that the contract terms and conditions are in line with government legislation and policies; Actively involved with the negotiation and development of auxiliary contracts with stakeholders (public transport infrastructure such as bus depots, ACSA, etc.) service providers and operators; Amend contracts / SLA's; Human Resource Management.
<u>ENQUIRIES</u>	:	Mr R Collins Tel no: (021) 483 8940
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs

<u>POST 12/152</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS, REF NO. TPW 2017-39</u>
<u>SALARY CENTRE</u>	:	R 311 784 per annum (Salary level 9) Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification (B-Degree or National Diploma) or equivalent qualification; A minimum of 3 years' supervisory experience. Recommendation: Minimum of 1-year experience in Project Management; Experience in Transport planning and / or Transport Logistics. Competencies: Knowledge of Transport Legislation; Project Management skills; Knowledge of Transport Information systems; Excellent communication & report writing skills.
<u>DUTIES</u>	:	Analyse, Interpret and Guide the process for the development and maintenance of Integrated Fair Management (IFM) Systems as well as Intelligent Transport Systems (ITS); Assist IFM and ITS projects manager to ensure timeous completion of special IFM and ITS projects; Prepare draft motivations of funding for consultants and capital projects; Develop draft project plans with implementation focus; Provide input to the development of contract options and institutional structures for the implementation of IFM and ITS projects; Coordinate with relevant role-players to facilitate successful delivery and implementation of IFM and ITS projects; Assist with the evaluation of performance of the IFM and ITS projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Martin Tel no: (021) 483 4095 To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/153</u>	:	<u>OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR GENERAL REF NO. TPW 2017-40</u>
<u>SALARY CENTRE</u>	:	R311 784 per annum, Level 09 Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	REQUIREMENTS: National Diploma / B-Degree (or equivalent qualification); A minimum of 3 years' relevant experience in an Office environment. Recommendation: Proven experience in Office Management. Competencies: Knowledge and understanding of the relevant legislation, policies, prescripts and procedures; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook); Analytical thinking, creativity and innovation skills; Minute taking and Report writing skills; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the Deputy Director General; Provide support to the Deputy Director General with regard to meetings; Manage resources of the office of the Deputy Director General; Remain up to date with regard to the applicable prescripts, policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Senior Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. G Kode Tel no: (021) 483 2593 To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/154</u>	:	<u>WORKS INSPECTOR: ELECTRICAL SERVICES: REF NO TPW 2017-20</u>
<u>SALARY CENTRE</u>	:	R 262 272 per annum, Level 08 Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent; or A N 3 and a passed trade test in the building environment; A minimum of 3 years' appropriate experience; A valid driver's licence. Recommendation: Willingness to travel regularly. Competencies: Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and

minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES : Mr MS Abdool Tel no: (021) 483 8762
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/155 : **WORKS INSPECTOR: ELECTRICAL SERVICES GEORGE REF NO TPW 2017-21**

SALARY : R 262 272 per annum (Salary level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government, George
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or A N 3 and a passed trade test in the building environment; A minimum of 3 years' appropriate experience; A valid driver's licence. Recommendation: Willingness to travel regularly. Competencies: Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES : Mr A Davis Tel no: (044) 805 8700
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/156 : **SENIOR STATE ACCOUNTANT - ASSURANCE SERVICES, REF NO. TPW 2017-45**

SALARY : R 262 272 per annum (Salary level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government, Cape Town
REQUIREMENTS : A 3-year B-degree (or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driver's licence. Recommendation: Have a strong financial background in all aspects of Public Sector Finance, particularly the PFMA, NTR's, PTI's and AO Delegations; Auditing experience. Competencies: Knowledge of Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives etc.); Excellent communication skills and report writing skills which includes submissions to higher authorities; Ability to work both in a team environment and independently; Ability to analyse financial reports and identify trends and control gaps.

DUTIES : Responsible for the implementation of a risk based annual internal control programme and conducting financial investigations as per programme; Ensure compliance with the Financial Management System instituted by the Accounting Officer; Conduct investigations and report on unauthorised, irregular and fruitless and wasteful expenditure; Responsible for determining training needs of finance personnel, compiling training material and provide training sessions; Plan and conduct the post-auditing of expenditure vouchers; Analyse Forensic Investigation Reports, attend to and implement recommendations of the reports.

ENQUIRIES : Mr BA Rahim Tel no: (021) 483 0538/ Ms S Hanekom Tel no: (021) 483 2919
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/157 : **WORKS INSPECTOR: BUILDING SERVICES GEORGE REF NO TPW 2017-49**

SALARY : R262 272 per annum, Level 08
CENTRE : Department of Transport and Public Works, Western Cape Government, George
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent; or A N 3 and a passed trade test in the building environment; A minimum of 3 years' appropriate experience; A valid driver's licence. Recommendation: Willingness to travel regularly. Competencies: Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of

		mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr A Davis Tel no: (044) 805 8700
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/158</u>	:	<u>REGIONAL FOREMAN, ROAD CONSTRUCTION REF NO: TPW 2017-28</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Paarl
<u>REQUIREMENTS</u>	:	A Grade 12 certificate; A minimum of 6 years' appropriate experience; A valid code 08 drivers' licence. Recommendation: Experience in building, maintenance and reparations of roads; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation.
<u>DUTIES</u>	:	Assist in the execution of road construction/road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Winelands area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Evaluate personnel; Must be willing to travel and stay overnight when necessary.
<u>ENQUIRIES</u>	:	Mr DM Le Cordeur Tel no: (021) 863 2020
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/159</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REF NO: TPW 2017-44</u>
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); An appropriate Secretarial Diploma (or equivalent qualification); A minimum of 3 years' appropriate experience in rendering a support service to Top Management. Recommendation: Run and maintain a record management system and proficiency with the Microsoft packages – Word, Excel and PowerPoint; Properly record minutes and decisions at meetings - writes clearly, using correct grammar, spelling and punctuation. Competencies: Ability to run and maintain a record management system, and proficiency with the Microsoft packages - Word; Excel and PowerPoint; Excellent interpersonal relations and professionalism, customer services orientation and an effective team member; Ability to communicate effectively across the organization, presenting information and facts in a logical manner, using appropriate phrasing and vocabulary. Good communication skills (written and verbal); Ability to coordinate and schedule activities in a complex environment (plan activities, basic research and sound judgment).
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the Head of Department; Render personal and confidential duties as required; Development of concept letters, memos and notices; Management of the diary and meeting coordination; Render office administrative support services inclusive of the procurement of goods and services; Provide logistical support in reference of meetings and travelling arrangements; Keep up to date with regard to policies and prescripts applicable to the work terrain.
<u>ENQUIRIES</u>	:	Ms S Webb Olivier Tel no: (021) 483 3959
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 12/160</u>	:	<u>AREA FOREMAN, ROAD MAINTENANCE - REF NO. TPW 2017-34</u>
<u>SALARY</u>	:	R 171 069 per annum, Level 06
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Paarl
<u>REQUIREMENTS</u>	:	A Grade 12 certificate; A valid code 08 drivers' licence. Recommendation: Appropriate experience relating to all aspects of applicable administrative tasks;

Appropriate experience relating to road maintenance; Capability to do proper inspections. Competencies: Knowledge of bitumen products; Knowledge of road markings; Knowledge on the South-African; Knowledge of Standards and procedures; Road Traffic Signs Manual; Ability to interpret plans; Computer literacy (MS Word and MS Excel); Experience and knowledge in the use of materials and machinery; Knowledge of applicable legal aspects.

DUTIES : Assist in the undertaking of operational planning for the road transport network in the Breederiver area; Provide training to staff in work methods; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the Road Worker Supervisors, Operators; Enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads.

ENQUIRIES APPLICATIONS : Mr DM Le Cordeur Tel no: (021) 863 2020
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/161 : **OPERATOR, PLANS AND REGISTRY - REF NO. TPW 2017-41**

SALARY CENTRE : R142 461 per annum, Level 05
: Department of Transport and Public Works, Western Cape Government, Cape Town

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Recommendation: Knowledge in administrative services; Knowledge of relevant systems. Competencies: Good verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, MS Excel, MS Outlook); Ability to manage multi-disciplinary teams; Self-motivated.

DUTIES : Provide administrative support on the following matters: Handle queries as per transmittal request; Assist with retrieval of drawing as per request and prepare drawings for scanning; Accepting of as built drawings and file drawings according to discipline; Handle queries relating to copying of drawings; Keep filing system updated; Assist with the procurement services for wide format printers and ordering of consumables; Prepare documents for capturing, scanning and copying; Compile drawings in various disciplines, retrieve and file Computer Disk.

ENQUIRIES APPLICATIONS : Ms BV Madolo Tel no: (021) 483 3577
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/162 : **ACCOUNTS CLERK - FRAUD AND LOSSES MANAGEMENT, REF NO TPW 2017-42**

SALARY CENTRE : R142 461 per annum, Level 05
: Department of Transport and Public Works, Western Cape Government, Cape Town

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Recommendation: Appropriate Accounting experience; Driver's licence; Knowledge of Loss Control. Competencies: Knowledge of the Western Cape Government Loss Control System; Knowledge of the Management of Losses and Claims, Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Excellent communication skills and report writing skills; Ability to evaluate evidence with regards to losses and claims; Skills in basic investigations, organising, planning, problem solving and analytical skills; Monitor and Prevent prescription.

DUTIES : Responsible for capturing and opening cases for losses and claims; Investigate, monitor, follow up and settling of losses; Obtain all relevant documents pertaining to cases; Liaison with legal representatives and other professional bodies; Provide information for the contingent liabilities list / register; Compile various submissions and journals for the appropriate ledger accounts.

ENQUIRIES APPLICATIONS : Ms LD Atkins Tel no: (021) 4833743 / Ms G Pietersen (021) 4836172
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 12/163 : **ROAD WORKER SUPERVISOR: BEAUFORT-WEST, REF NO. TPW 2017-26 2 POSTS**

SALARY CENTRE : R119 154 per annum, Level 04
: Department of Transport and Public Works, Western Cape Government, Beaufort-West

<u>REQUIREMENTS</u>	:	ABET Level 4; A minimum of 2 years' relevant experience; A valid unendorsed Code EC1/EC drivers licence with a professional drivers permit (PDP) is required. Recommendation: Appropriate knowledge and experience in building, maintenance and repair of roads, as well as supervise a team of workers; A good understanding of handbook of road signs and applicable legal aspects; Knowledge and experience in maintenance and building of roads; Experience in civil construction activities. Competencies: Knowledge of the following: Civil construction activities, construction machines, bitumen products, concrete products, applicable legal aspects, safety measures and standards, as well as road safety measures.
<u>DUTIES</u>	:	Responsible for capturing and opening cases for losses and claims; Investigate, monitor, follow up and settling of losses; Obtain all relevant documents pertaining to cases; Liaison with legal representatives and other professional bodies; Provide information for the contingent liabilities list / register; Compile various submissions and journals for the appropriate ledger accounts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Plaatjies Tel no: (044) 272 3699
<u>FOR ATTENTION NOTE</u>	:	Forward your 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, Parklands Lifestyle Centre, Parklands Main Road, Parklands. 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.
<u>FOR ATTENTION NOTE</u>	:	Theo Steenkamp / Sharon Steenkamp
<u>FOR ATTENTION NOTE</u>	:	NB: Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993. Note: To apply, 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 for must be clearly indicated on the Z83 application form.
<u>POST 12/164</u>	:	<u>TRADE WORKER: ROAD SIGNS, REF NO: TPW 2017-27</u>
<u>SALARY CENTRE</u>	:	R100 545 per annum, Level 03
<u>SALARY CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Bellville Mechanical Workshop
<u>REQUIREMENTS</u>	:	Grade 10 (Junior Certificate). Recommendation: Experience and/or additional training in spray painting and welding. Competencies: Knowledge in reading plans; Good verbal and writing skills; Ability to work with minimum supervision; Safe use of power tools and equipment.
<u>DUTIES</u>	:	Spray paint boards and frames; Prepare the boards for manufacturing; Mixing Paints; Responsible for the maintenance of all equipment and tools; Cleaning of the work area; Writing the daily logs; Writing requisition and collecting stock from the stores; Assist Artisan when required – cutting and bending of plate/boards for mounting; Preparation for manufacturing; Assembling of road signs and stands; Welding of stands for road signs when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Van der Merwe Tel no: (021) 959 7715
<u>ENQUIRIES APPLICATIONS</u>	:	Forward your 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, Parklands Lifestyle Centre, Parklands Main Road, Parklands. 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.
<u>FOR ATTENTION NOTE</u>	:	Theo Steenkamp / Sharon Steenkamp
<u>FOR ATTENTION NOTE</u>	:	NB: Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993. Note: To apply, 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 for must be clearly indicated on the Z83 application form.
<u>POST 12/165</u>	:	<u>TRADE WORKER AID, REF NO. TPW 2017-29</u>
<u>SALARY CENTRE</u>	:	R 84 096 per annum, Level 02
<u>SALARY CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, Paarl

<u>REQUIREMENTS</u>	:	Basic Education level (Able to read and write). Recommendation: Ability to do physical work. Competencies: Working knowledge of: Machinery, vehicle construction plant and equipment; Hand - and small electrical hand-tools; Good verbal communication skills; Ability to work in a team.
<u>DUTIES</u>	:	Remove and replace spare parts on vehicles, construction plant and equipment; Assist Artisans with repairs of vehicles, construction plant and equipment; Handle hand and small electrical tools; Basic spray painting and assist with welding; Maintenance of spare parts; Cleaning of Work Area.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr FJ Jones Tel no: (021) 863 2020
<u>FOR ATTENTION NOTE</u>	:	Forward your 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, Parklands Lifestyle Centre, Parklands Main Road, Parklands. 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.
<u>FOR ATTENTION NOTE</u>	:	Theo Steenkamp / Sharon Steenkamp
<u>FOR ATTENTION NOTE</u>	:	NB: Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993. Note: To apply, 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 for must be clearly indicated on the Z83 application form.
<u>POST 12/166</u>	:	<u>ROAD WORKER (8 POSITIONS AVAILABLE), REF NO. TPW 2017-31</u>
<u>SALARY CENTRE</u>	:	R84 096 per annum, Level 02
<u>SALARY CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government, 1 post at Stanford, 1 at Caledon and 6 at Paarl (Please indicate your area of preference on your application form, as separate interviews per area will be conducted)
<u>REQUIREMENTS</u>	:	Basic Education level (Able to read and write). Recommendations: Knowledge and experience in building, maintenance and reparations of roads; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Be able to perform simple mathematical calculations; Knowledge of road maintenance, hand-tools, as well as general knowledge of road reparation and cleaning of roads.
<u>DUTIES</u>	:	Perform manual labour; Undertake general duties to support road specialists with respect to maintenance reparation, building and cleaning of roads, which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities. Willing to travel and stay over when necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Garrison Tel no: (021) 863 2020
<u>ENQUIRIES APPLICATIONS</u>	:	Forward your 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, Parklands Lifestyle Centre, Parklands Main Road, Parklands. 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.
<u>FOR ATTENTION NOTE</u>	:	Theo Steenkamp / Sharon Steenkamp
<u>FOR ATTENTION NOTE</u>	:	NB: Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993. Note: To apply, 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 for must be clearly indicated on the Z83 application form.