

**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** : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 22 May 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 19/87** : **SENIOR LECTURER -POMOLOGY REF NO: AGR 2017-39**

**SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Department of Agriculture, (Stellenbosch) Western Cape  
**REQUIREMENTS** : An appropriate BSc Degree (or equivalent qualification) in Agriculture specialising in Horticulture; A minimum of 6 years' relevant experience in an agricultural scientific environment of which 3 years are lecturing experience; A valid driver's licence (code B). Recommendations: A qualification in Education, example Post Graduate Certificate in Education/ Diploma in Higher Education; Successfully completed the training as an Assessor and Moderator. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training and presentation/ facilitation skills; Good communication skills (speak, read and write) in at least 2 of the 3 official languages of the Western Cape.

**DUTIES** : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions.

**ENQUIRIES** : Ms R Wentzel at (021) 808 5019/8

**POST 19/88** : **TRACTOR DRIVER/OPERATOR - OUTENIEKWA RESEARCH FARM (GEORGE), REF NO. AGR 2017-34**

**SALARY** : R127 851 per annum, Level 04  
**CENTRE** : Department of Agriculture, (Stellenbosch) Western Cape  
**REQUIREMENTS** : Basic Education (Literacy and Numeracy-Abet level 2); A minimum of 1-year appropriate experience; A valid code B driver's licence. Competencies: Practical knowledge of routine tractor work and the use of correct implements with the tractor; Ability to handle tools and to perform basic maintenance; Self-management skills; Ability to work well within a team; Ability to do physical work; Good communication abilities Ability to work well on their own.

**DUTIES** : Operate a tractor with various implements; Assist with Research Projects; General Farm work/activities; Perform Tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities. 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, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite - Box 200, Private Bag X3, Bloubaerg, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors,

Shop 3, Parklands Lifestyle Centre, Parklands Main Road, Parklands. Contact Details - Tel: +27 21 556 1758 or email: TheoS@business-doctors.co.za Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**ENQUIRIES** : Mr HS Gerber Tel no: (044) 803 3727 / 083 642 7293

**POST 19/89** : **TRACTOR DRIVER/OPERATOR - LANGGEWENS RESEARCH FARM (MOORREESBURG), REF NO. AGR 2017-36**

**SALARY** : R 127 851 per annum (Salary level 4)  
**CENTRE** : Department of Agriculture, (Stellenbosch) Western Cape  
**REQUIREMENTS** : Basic Education (Literacy and Numeracy-Abet level 2); A minimum of 1-year appropriate experience; A valid code B driver's licence. Competencies: Practical knowledge of routine tractor work and the use of correct implements with the tractor; Knowledge of activities regarding Small Grain Production; Ability to handle tools and to perform basic maintenance; Self-management skills; Ability to work well within a team; Ability to do physical work; Good communication abilities Ability to work well on their own.

**DUTIES** : Operate a tractor with various implements; Operate specialised machinery; General Farm work/activities; Perform Tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities. 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, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite - Box 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. Contact Details - Tel: +27 21 556 1758 or email: TheoS@business-doctors.co.za Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**ENQUIRIES** : Mr S Laubscher Tel no: (022) 433 2370

#### **DEPARTMENT OF COMMUNITY SAFETY**

***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.***

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#### **OTHER POSTS**

**POST 19/90** : **PERSONAL ASSISTANT: SECRETARIAT FOR SAFETY AND SECURITY: REF NO. CS 2017-13**

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : Department of Community Safety, Western Cape  
**REQUIREMENTS** : Grade 12 certificate plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering a support service to Senior Management. Recommendation: A valid code B Driver's licence; National Diploma. Competencies: Typing and formatting skills; Excellent office management (filing, liaison, telephone skills, computer skills, procurement, finance and minute taking); Advanced knowledge of records and data management; Skills in problem solving and high level of written and communication skills; Advance level of computer literacy; Good

organisational and time management skills; Ability to multi-task and work under pressure.

**DUTIES** : Render administrative support services to the Senior Manager; Responsible for secretarial and reception support; Responsible for the management of all incoming calls and visitors; Liaising with other directorates and the Office of the Head of Department.

**ENQUIRIES** : Adv Y Pillay Tel no: (021) 483 3338

**POST 19/91** : **ADMINISTRATIVE OFFICER: PROJECT IMPLEMENTATION (12-MONTH CONTRACT) REF NO: CS 2017-15**

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : Department of Community Safety, Western Cape  
**REQUIREMENTS** : A completed Grade 12 (Matric) or equivalent qualification A minimum of 6 years' relevant experience in a project management environment; A valid code B drivers' licence. Recommendation: A completed NQF level 6 or equivalent qualification with a minimum of 3 years' relevant experience in a project management environment; Collation and management of information flow; Willing to work irregular hours. Competencies: Basic knowledge of the following: Community policing; Knowledge of volunteerism; Excellent communication skills; Advanced organising skills; Excellent report writing skills.

**DUTIES** : Coordinate the implementation of safety partnerships; Coordinate the implementation of Ministerial Outreach Programme Support with ad hoc projects; Supervision of the staff in the component.

**ENQUIRIES** : Mr R De Lange Tel no: (021) 483 5590

**POST 19/92** : **ADMINISTRATION CLERK: PROJECT IMPLEMENTATION (12-MONTH CONTRACT): REF NO: CS 2017-14**

**SALARY** : R 152 862 per annum (Plus 37% in lieu of service benefits), Level 05  
**CENTRE** : Department of Community Safety, Western Cape  
**REQUIREMENTS** : A completed Grade 12 (Senior Certificate) or equivalent qualification; Administration experience. RECOMMENDATION: Must be willing to work irregular hours. COMPETENCIES: Knowledge of Community Safety Partnerships; Excellent communication skills; Excellent administration skills; Excellent organising skills; Report writing skills; Document handling skills.

**DUTIES** : Provide administrative support in the implementation of safety partnerships; Provide administrative support in the implementation of Ministerial Outreach programmes; Administrative support with ad hoc projects; Provide administrative support in information Management.

**ENQUIRIES** : Mr R De Lange (021) 483 5590

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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#### **OTHER POSTS**

**POST 19/93** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING - REF NO. CAS 2017-15**

**SALARY** : R 657 558 per annum - All-inclusive salary package (Salary Level 11)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape  
**REQUIREMENTS** : (A completed NQF level 7 or equivalent qualification) Bachelor of Commerce in Management Accounting/Financial management or equivalent; 6 years'

		experience in a management accounting environment of which 3 years must be on a managerial level; A valid Code B drivers' licence. COMPETENCIES: Knowledge of Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions; Sound knowledge of Budget Formulation, Revenue and Expenditure Management and Control and Cash Flow Management; Excellent analytical skills; Policy development skills; Managerial skills.
<b><u>DUTIES</u></b>	:	Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process; Revenue and expenditure management and control for the entire Vote (13); IYM and Cash flow Reporting; Prepare the Appropriation Statement inputs into the Annual Financial Statements; Manage resources of the Sub-directorate (HR, Budget, Assets, and Information systems); Policy development, review and implementation (Inclusive of Standard Operating Procedures (SOPS); Manage and drive audit processes with the external auditor.
<b><u>ENQUIRIES</u></b>	:	Ms B Rutgers at (021) 483 9525
<b><u>POST 19/94</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CAS 2017-22</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 657 558 per annum - All-inclusive salary package, Level 11 Department of Cultural Affairs and Sport, Western Cape A completed NQF level 7 or equivalent qualification) Bachelor of Commerce Degree or equivalent in Public Management/Supply Chain Management/Financial Management; A minimum of 6 years' experience in a Supply Chain Management environment of which 3 years must be on a managerial level; A valid Code B drivers' licence. COMPETENCIES: Knowledge of Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions; Proven knowledge on Strategic Sourcing and Preferential Procurement / BEE (E); Broad knowledge on procurement activities; Policy development skills; Managerial skills.
<b><u>DUTIES</u></b>	:	Manage the Demand, Acquisitions and Logistics Management functions of the Department; Effective Contract Management and Administration; Effective Asset Management; SCM Performance Management and Compliance Monitoring; Manage resources of the Sub-directorate (HR, Budget, Assets, and Information systems); Policy development, review and implementation (Inclusive of Standard Operating Procedures (SOPS); Manage and drive audit processes with the external auditor.
<b><u>ENQUIRIES</u></b>	:	Ms B Rutgers Tel: (021) 483 9525
<b><u>POST 19/95</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE FRAUD AND LOSSES MANAGEMENT - REF NO: CAS 2017-13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 334 545 per annum - (Salary Level 9) Department of Cultural Affairs and Sport, Western Cape (A completed NQF level 7 or equivalent qualification) B Commerce or equivalent; A minimum of 3 years' experience in an internal control and governance environment. COMPETENCIES: Knowledge of policy development and budget processes; Knowledge of financial norms and standards, Public Service Anti-Corruption Strategy and Fraud prevention measures; Excellent analytical and strategic skills; Advanced knowledge of Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework including Standard Chart of Accounts; Skills in Risk management frameworks; government financial systems; human resource management.
<b><u>DUTIES</u></b>	:	Ensure proper governance; Render assurance services; Provide fraud and losses management services; Perform managerial and supervisory tasks.
<b><u>ENQUIRIES</u></b>	:	Mr D Esau Tel no: (021) 483 9633
<b><u>POST 19/96</u></b>	:	<b><u>PERSONAL ASSISTANT: ARTS CULTURE AND LANGUAGE SERVICES, REF NO. CAS 2017-14</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 226 611 per annum (Salary level 7) Department of Cultural Affairs and Sport, Western Cape Grade 12 certificate plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering a support service to Senior Management. RECOMMENDATION: A valid code B Driver's

licence. COMPETENCIES: Typing and formatting skills; Excellent office management (filing, liaison, telephone skills, computer skills, procurement, finance and minute taking); Advanced knowledge of records and data management; Skills in problem solving and communication; Advance level of computer literacy; Good organisational and time management skills; Good communications skills; Ability to multi-task and work under pressure.

**DUTIES** : Render administrative support services to the Director; Financial management; Co-ordinate and facilitate office management; Data management.

**ENQUIRIES** : Ms J Moleleki Tel no: (021) 483 9671

**POST 19/97** : **CULTURAL FACILITY CO-ORDINATOR REF NO: CAS 2017-20**

**SALARY CENTRE REQUIREMENTS** : R 152 862-00 per annum (Salary level 5)  
: Department of Cultural Affairs and Sport, Western Cape  
: A Grade 10 (Junior Certificate); A minimum of 3 years' experience in a supervisory capacity); A valid code B Drivers licence. RECOMMENDATION: Client liaison; Understanding and /or experience in maintenance environment; Financial administration. COMPETENCIES: People and financial management; Written and verbal communication skills; Planning skills  
: Computer literacy / knowledge.

**DUTIES** : Management of Human Resources; Management of administrative tasks; Financial administration; Interaction with clients and suppliers; Oversee facility management and maintenance.

**ENQUIRIES** : Mr C Johnson Tel no: (021) 483 9715

**POST 19/98** : **GENERAL FOREMAN: CULTURAL FACILITIES REF NO. CAS 2017-21**

**SALARY CENTRE REQUIREMENTS** : R107 886-00 per annum (salary level 3)  
: Department of Cultural Affairs and Sport, Western Cape  
: Grade 10; At least 2-year experience in supervisory capacity; A valid code B Drivers licence. RECOMMENDATION: Client liaison; Understanding and /or experience in maintenance environment. COMPETENCIES: Good understanding of general maintenance and repairs of outdoor buildings; Knowledge of gardening; Communication skills in at least two of the official languages of the Western Cape; Ability to work independently and in a team.

**DUTIES** : Maintenance of building and equipment; Maintenance of grounds; Interaction with Clients; Supervision of staff. 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, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite - Box 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. Contact Details - Tel: +27 21 556 1758 or email: TheoS@business-doctors.co.za Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**ENQUIRIES** : Mr C Johnson (021) 483 9715

**POST 19/90** : **GROUNDSMAN: CULTURAL FACILITIES REF NO: CAS 2017-19**

**SALARY CENTRE REQUIREMENTS** : R90 234-00 per annum (salary level 2)  
: Department of Cultural Affairs and Sport, Western Cape  
: Basic literacy and numeracy (ABET certificate or equivalent qualification); Experience in the maintenance of grounds. COMPETENCIES: Strategic planning and leadership; Excellent communication skills; Financial management; Staff management; Be able to speak at least two of the three official languages of the Western Cape.

**DUTIES** : Maintenance of Museum grounds; Keeping record of garden appliances; Assist with maintenance of the museum exhibitions; Assist with special events. 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

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**ENQUIRIES** : Ms D Gabriels (021) 887 2937

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 26 May 2017 @ 16:00  
**NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 19/91** : **DEPUTY DIRECTOR-GENERAL, ECONOMIC OPERATIONS - REF NO: DEDAT 10-2017**

**SALARY** : All-inclusive salary package of R 1 299 501 – R 1 463 892 per annum (Salary level 15). Note: the remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : A relevant NQF 8 qualification as recognised by the Qualifications Framework; A minimum of 8 years' relevant experience at senior managerial level. RECOMMENDATIONS: Masters' Degree in Economics, Business or related fields; Experience in Economics/Business Management related fields; A valid code B driver's licence. COMPETENCIES: In-depth knowledge of sector and spatial economic activities; Knowledge of/and linkages with economic stakeholders for effective engagement and collaborative interactions; Knowledge in the enabling environment requirements for the support of ease of doing business and red tape reduction; Knowledge of the SA Trade, Tourism, Investment and Export environment; A clear understanding of the workings and role of the informal economy; A clear understanding of the role of SMME in creating job opportunities in SA; A working knowledge of the global and SA economy and its relevance for job creating opportunities; General knowledge of the SA and global business landscape; Excellent communication skills(written and verbal); Demonstrable leadership and strategic thinking skills; Ability to build and lead dynamic, professional project management teams; Ability to engage effectively at senior business executive levels.

**DUTIES** : Provide leadership to facilitate the creation of an enabling environment for economic growth and job opportunities; Provide leadership to facilitate the creation of opportunities which will influence economic growth and job creation within specific priority sectors such as, Financial Services and ICT sector, Oil and Maritime, Tourism and Agri processing; Provide leadership to facilitate the provisioning of human capital skills in order to deliver on the skills demand of businesses in the province; Provide a business regulation service; Provide oversight over the activities of the Department's tourism, trade and investment agency; Ensure an effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the Human resources of the branch to achieve the pre-determined performance indicators and service delivery imperatives.

**ENQUIRIES** : Mr S Fourie at (021) 483 5065

<b><u>POST 19/92</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL, ECONOMIC COORDINATION AND STAKEHOLDER ENGAGEMENT - REF NO: DEDAT 11-2017</u></b>
<b><u>SALARY</u></b>	:	All –inclusive salary package of R 1 299 501 – R 1 463 892 per annum (Salary level 15). Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A relevant NQF 8 qualification as recognised by Qualifications Authority; A minimum of 8 years’ relevant experience at senior managerial level. RECOMMENDATIONS: Masters’ Degree in Socio-Economics, Business or related fields; Experience in Economics or Business Management related fields; A valid code B driver’s licence. COMPETENCIES: In-depth knowledge of the following: Strong knowledge and experience in Catalytic Infrastructure implementation; Strong knowledge and linkages with economic stakeholder engagements for effective and collaborative public/private (business) interactions; Knowledge of and experience in the enabling environment requirements for an effective knowledge economy, including innovation and the digital economy; A working knowledge of the global green economy and its relevance for economic growth and job creation; Knowledge of the South African and global business, economic landscape; Excellent communication skills (written and verbal); Leadership and strategic planning skills; Ability to build and lead dynamic, professional project management teams and to engage effectively at executive and implementation levels..
<b><u>DUTIES</u></b>	:	Provide leadership to shape provincial economic strategy; Provide leadership for the implementation of economic catalytic projects; Oversee the economic research, planning and policy environment; Provide leadership for engagement with key economic stakeholders; Execute overall control and management of the Western Cape digital economy strategic approach in order to shape an enabling environment for the implementation of multiple digital economy projects; Drive and implement the Western Cape Green Economy Framework; Strategic Management; Financial Management; Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr S Fourie at (021) 483 5065

**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.***

<b>NOTE</b>	:	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.
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**OTHER POSTS**

<b><u>POST 19/93</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) (2 POSTS) POST 1: ONCOLOGY/HAEMATOLOGY ICU, POST 2:</u></b> Critical Care: Trauma and Emergency
<b><u>SALARY</u></b>	:	R499 953 (PN-B3) per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in the following: Post 1: Medical and Surgical Nursing Science: Oncology/Critical Care Nursing: General. Post 2: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the relevant specialty after registration of the relevant post basic qualification as mentioned above. Competencies (knowledge/skills): Knowledge of Principles of Management. Leadership,

supervisory, problem solving, conflict resolution, interpersonal, and communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Knowledge of Human Resources and Financial Management including computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing specialty. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the relevant department, including performance of after-hour duties and weekend duties. Participate in the formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, FBU management principles. Manage staff performance, train and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nurse research.

**ENQUIRIES** : Mr A Mohamed, Tel no; (021) 404-2071

**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini

**CLOSING DATE** : 26 May 2017

**POST 19/94** : **CASE MANAGER**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R281 418 per annum

**CENTRE** : Western Cape Rehabilitation Centre

**REQUIREMENTS** : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel). Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. This post does not form part of any Occupational Specific Dispensation.

**DUTIES** : Key result areas/outputs: Co-ordinate the workflow processes between clinical and admin personnel. Support to supervisor and colleagues and living the C2AIR2 values. Successful candidate will work at 2 sites, namely WCRC in Mitchell's Plain and Orthotic and Prosthetic Centre in Thornton. Efficiently and effectively communicate and update clinical information for externally funded clients. Efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital.

**ENQUIRIES** : Mr S Matthee, Tel no. (021) 370-2303 e-mail [shaun.matthee@westerncape.gov.za](mailto:shaun.matthee@westerncape.gov.za)

**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500.

**FOR ATTENTION** : Ms B Beukes

**CLOSING DATE** : 26 May 2017

**POST 19/95** : **CASE MANAGER**  
(Overberg District)

**SALARY** : R 281 418 per annum

**CENTRE** : Hermanus Hospital



**REQUIREMENTS** : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Inherent requirement: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Provide quotations to H2, H3, privately funded and foreign patients. This post does not form part of the any occupational specific dispensation.

**ENQUIRIES** : Ms CE Langley, tel. no. (028) 313 5220  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 26 May 2017

**POST 19/96** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
 (Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R 226 611 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience within the support services environment and contract management. Inherent requirement of the job: Ability to work in a very physically demanding environment. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Proficient (verbal and written) communication in at least two of the three official languages of the Western Cape. Knowledge of stock control, basic labour relations, HRM and SCM Acts, policies, procedures, service outputs and Service Level Agreements for Outsourced Services. Numerical literacy, data management and good computer literacy (proficiency in Excel, windows, and e-mails). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Coordinate the operations of the Support Service sections (registry, switchboard, cleaning grounds, security, grounds and transport). Responsible for contract management at Institution level (Security Contract, Domestic and Health Care Risk, Pest Control, and Hygiene contact). Personnel and Labour Relations management. Render assistance to Assistant Director Support service. Control stock and ensure accurate record-keeping and reporting. Human Resources control and management.

**ENQUIRIES** : Mr S Petersen, tel. no. (021) 503-5000  
**APPLICATIONS** : The Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Ms G Owies  
**CLOSING DATE** : 2 June 2017

**POST 19/97** : **ADMINISTRATION CLERK: ADMISSIONS 2 POSTS**  
 (Swellendam Sub-district, Overberg District)

**SALARY** : R 152 862 per annum  
**CENTRE** : Post A: Barrydale Clinic, Post B: Suurbraak Clinic  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel).

Knowledge of PHCIS. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently and unsupervised. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for office administration, including handling of telephonic enquiries. Maintain and schedule appointments for patients. Keeping record, file and retrieve folders, trace old folders, compile new folders and destruct folders. Collate patient statistics with facility records, capture and submit data. Manage stock control.

**ENQUIRIES** : Ms MAP Willemse, tel. no. (028) 522-1640

**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits

**CLOSING DATE** : 2 June 2017

**POST 19/98** : **ADMINISTRATION CLERK: SUPPORT (DRUG RESISTANT TB PROGRAM)**

**SALARY** : R152 862 per annum

**CENTRE** : West Coast District Office

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Experience in Health Information Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. competencies (knowledge/skills): Working knowledge of current computer software systems utilised by the Department of Health, as well as computer literacy (i.e. MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems (i.e. Health Information Systems, Tier.net, Edr.web, Etr.net, PHCIS, Sinjani). Ability to compile, interpret and strategise relevant data. Ability to communicate in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for data management (i.e. data collection, collation, capture and report data on the EDR.web system). Capture data, collate and draw relevant reports and submit monthly, quarterly and annual reports relevant to Sinjani, Etr.net, PHCIS, Tier.net. Perform an administrative role as a member of the HAST team. Follow up with clinics with regard to patient information and test results. General office administration and support to supervisor. Assist with data quality monitoring. Weekly visits to health facilities and TB hospitals to provide support with regard to Edr.web data management and provide regular feedback to these service points.

**ENQUIRIES** : Ms FL Wisani, tel. no. (022) 487-9361

**APPLICATIONS** : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

**FOR ATTENTION** : Me E Sass

**CLOSING DATE** : 2 June 2017

**POST 19/99** : **ADMINISTRATION CLERK: ADMISSIONS 2 POSTS**  
Chief Directorate: Metro District Health District

**SALARY** : R152 862 per annum

**CENTRE** : Post 1: Lotus River Community Day Care (1 post), Post 2: Lady Michaelis Community Day Care (1 post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Willingness to work shifts (night duty and weekends) to meet the operational requirements. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Experience in operating PHCIS /Clinicom system. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Admit, register and discharge patients and handle all patient enquiries. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment and accurate data collection and recording. Collect, collate and validate daily stats.

**ENQUIRIES** : Post 1: Lotus River Community Day Care: Ms G Jones, tel. no. (021) 703-3131, Post 2: Lady Michaelis Community Day Care: Ms E Weavers, tel. no. (021) 797-8171

**APPLICATIONS** : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Retreat, 7945

**FOR ATTENTION** : Mr F Le Roux

**CLOSING DATE** : 26 May 2017

**POST 19/100** : **GROUNDSMAN**  
(West Coast District)

**SALARY** : R83 766 per annum

**CENTRE** : Swartland Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirements of the job: Physically strong. Willingness to work overtime, over weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem solving skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Maintain and clean hospital grounds. Remove and safe storage of waste and linen. Support to colleagues and supervisor. Maintain tools.

**ENQUIRIES** : Mr GO Waneburg, Tel no: (022) 487-9200

**APPLICATIONS** : The Manager: Medical Services, Private Bag X2, Swartland Hospital, Malmesbury, 7300

**FOR ATTENTION** : Ms C Julius

**CLOSING DATE** : 02 June 2017

**POST 19/101** : **CLEANER**  
(Eden District)

**SALARY** : R83 766 per annum

**CENTRE** : Calitzdorp Primary Health Care Clinic

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Provide a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment (i.e. polisher and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Actively involved in infection control, occupational control and occupational health and safety activities.

**ENQUIRIES** : Ms S Labuschagne, Tel no: (028) 551-1342

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6850.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 02 June 2017

**POST 19/102** : **GENERAL WORKER**  
(Environmental and Medical Waste)

**SALARY** : R83 766 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency tests.

**DUTIES** : Key result areas/outputs: Responsible for collection of waste/medical waste from the different wards/theatres, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide

effective support to the Principal General Foreman with regards to the cleaning of the institution.

**ENQUIRIES** : Ms CB Johnson, Tel no. (021) 938-5327  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505  
**FOR ATTENTION** : Ms N Mlanajana  
**CLOSING DATE** : 26 May 2017

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 26 May 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 19/103** : **DIRECTOR: SPECIAL PROJECTS REF NO: TPW 2017-46**

**SALARY** : All-inclusive salary package of R 898 743 – R 1 058 691 per annum, Level 13  
Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : Relevant 3-year B Degree (or equivalent) as recognised on level 7 by the Frameworks Authority with the following experience: 5 years' middle/ senior managerial experience; 6 years' experience in project management and contract administration or built environment (architecture; regional and town planner); 2 years' experience or exposure to Public Private Partnerships; Valid Code B driver's licence. RECOMMENDATIONS: Legal or technical (Architecture; Engineering or Town and Regional Planning; Conveyance) experience; Knowledge of relevant prescripts and policies as it relates to the public sector. COMPETENCIES: Strategic Capabilities and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management.

**DUTIES** : Strategic Capability & Leadership (incl. Change Management); Translate the vision for the organisation into directorate goals. Align programmes and operational support; Participate in the departmental planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate; Initiates, supports and champions transformation and change in order to successfully implement new initiatives and deliver on service delivery comments. Programme & Project Management (Line Functions): Manage, develop, implement, evaluate and adjust programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation i.e.; Strategically analyse the usage of provincial properties to identify the most suitable vehicle for unlocking value; Identify Special projects; Oversee the collation of analysis and information from planning studies into feasibility reports. Guide and drive Special Projects, including: - Design, Funding, implementation, Project Management and Maintenance Establish and manage Special Projects stakeholder relationships (e.g. Treasury, PPP unit, other government departments and all other major stakeholders). Activate precincts by completing necessary enabling projects and handover for implementation. Assist in the process for the appointment of Transaction Advisors (Technical) and or consultants(technical) to undertake the required work on projects. Monitor, evaluate and report on Special Projects. Staff the structure with competent people required to fulfil the service delivery mandate of the Directorate/Project. Manage the performance of assigned personnel to achieve agreed key result areas (KRAs) to enable delivery of the Directorate's Work Plan/Project Plans. Identify and manage (actual and potential) risk factors and indicators to the achievement of Directorate/Project

goals, incl. possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Directorate Work Plan priorities and goals. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) at agreed intervals for conformance with desired outcomes so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented. Develop the (Annual) Directorate Work Plan, in support of the Chief Directorate Operational Plan; obtain approval; delegate to Sub-Directorates; and ensure that assigned projects are delivered within time, cost and the required quality. Contribute to the revision of drafting of legislation, policies, regulations, and guidelines through documented research findings and recommendations. Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments and government spheres. Manage all information systems necessary for the proper planning and implementation of the project. Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the directorate; Compile and manage budgets; Control cash flow; Institute risk management and administer procurement process; Recognize financial practices in order to ensure the achievement of the organisational objectives; Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals. Manage and coordinate personnel provisioning. Motivate, train and guide staff within the Chief directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the directorate. Promotion of sound labour relations. Diversity Management.

- ENQUIRIES** : Mr T Pillay Tel no: (021) 483 2593
- POST 19/104** : **DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: TPW 2017-48**
- SALARY** : All-inclusive salary package of R 898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape  
: A B-Degree qualification as recognised on level 7 by the Qualifications Framework. 5 years' middle/ senior managerial experience. **COMPETENCIES:** Management Skills; Strategic Skills; Planning & Organisational Skills; Project Management Skills; Facilitation Skills; Financial Management Skills; Ability to interpret and apply policy; Policy formulation; Report writing skills and formulation skills; Computer skills; Human Capital planning/management/development skills; Communication & Personal skills (verbal & written); Problem solving & analytical skills.
- DUTIES** : Actively participate in the Branch Strategic, Processes to ensure a holistic approach to Strategy, Planning & Co-ordination by developing, implementing and reviewing the necessary strategies/ frameworks and policies. Actively participate in the following strategic processes (aligning own strategic processes with that of the under-mentioned institutions) by: Optimally fulfilling a role as a member of the following Provincial meetings, among others; -PSG1 Steering Group Optimally fulfil a role as member of other provincial Departmental meetings. To act as Secretary for the integrated Transport Steering Group, Work Groups and Sub-Work Groups; To develop Policy Directive(s) for the integrated Transport Steering Group regarding the Provincial Land Transport Framework: Identify a co-opt specialist officials and/

or service providers, internal and external to the department (Stakeholders), to assist in the compilation of the Transport Policy Directives. To ensure that the Transport Tactical Programme(s) are developed as derived from the Provincial Transport Framework/ Directive(s) by: Identifying and co-opting specialist officials and/or service providers, internal and external to the Department (stakeholders), to assist in the compilation of the Transport Tactical Programme(s). Ensure that the Programme Coordinators for the District & Functional Region Transport Programmes(s): Provide assistance to internal Branches and external Stakeholders in the development of their projects to the relevant District & Functional Region Transport Programme(s); Ensure that continuous co-ordination-and networking management and executing activities within the Integrated Transport Steering Group, Work Group & Sub Work Groups are executed by the Managers by: Identifying and facilitating the removal of blockages pertaining to the District and or Functional Region Transport Programme(s); Co-ordinate the activities of the various Components and, as necessary, the activities of these components with that of other organisational components, bodies and institutions, within and external to the Directorate. Ensure that the required service standards are in place in the Directorate to promote effective, efficient and economical functioning. Monitor the efficient, economical and effective utilisation of the information and communication technology and other technology and equipment specific to the functions of the Directorate. Ensure that adequate records are kept of the activities of the Directorate and of the resources employed by it. Compile and submit to the AEM, Policy and Strategy Integration, an annual report on the activities of the Directorate. Component Management, control, monitoring and reporting to the Integrated Transport Steering Group, Work Groups and Sub Work Group(s): Manage and ensure the execution of the of the secretariat duties to the Integrated Transport Steering Group, Work Groups and Sub Work Group(s); Ensure that tactical Transport Programme(s) are in accordance. Initiate and direct research and analysis of all aspects to stay abreast of advances in the relevant field and implement best practice. Ensure that the District and Functional Region Transport Programme(s) are revised in terms of research and presented to the Integrated Transport Steering Group Work, Sub Work Group(s). Contract in private sector support and parastatals in facilitation and partnership of programme development and implementation. Evaluate the performance of the Directorate on an ongoing basis against predetermined objectives.

- ENQUIRIES** : Mr GP Van Schalkwyk Tel no: (021) 483 5098
- POST 19/105** : **DIRECTOR: PROPERTY PLANNING AND INFORMATION, REF NO. TPW 2017-50**
- SALARY** : All-inclusive salary package of R 898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape  
 : Relevant Bachelor's Degree on level 7 as recognised by the Frameworks Authority (Built sector professional, property studies, planning or economic/commercial). 5 years' middle/ senior managerial experience. RECOMMENDATIONS: Post graduate qualification on level 8 as recognised by the Frameworks Authority (Built sector, property studies or economic. Experience in property/ finance/ infrastructure within a public sector environment would serve as a recommendation. COMPETENCIES: Extensive knowledge of applicable policies and procedures related to Immovable asset Management Act (GIAMA); Management principles and practice of Immovable asset valuations-Public Service Procedures; Knowledge of people management processes; Labour relations; Financial Management; Capacity building; Community facilitation; Accounting standards applicable to Immovable Asset Management, Life cycle costing, tools and techniques for asset verification; Sound budgeting skills, problem solving, presentation skills.
- DUTIES** : Strategic Capability & Leadership; Translate the vision for the organisation and implements strategies for the directorate-participate in the departments strategic planning processes; evaluate the performance of the directorate against predetermined objectives. Project Management; Manage the performance of personnel to achieve agreed key result; staff the structure with competent people required to fulfil the service; develop the annual Directorate

Work plan; contribute to the revision of legislation, policies, regulations and guidelines through documented research findings and recommendations; develop strategic immovable asset management plans; promote the effective and efficient utilisation of immovable assets; provide integrated and reliable immovable asset management information systems; develop and maintain the property and infrastructure project management information systems. Efficient and effective oversight and management for all financial resources of the directorate and all performance requirements related to the PFMA and corporate governance; manage financial planning, forecasting and reporting processes including the compilation of/and management budgets, cash flow, institute risk management processes and administer tender procurement processes. ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of human resources of the directorate to achieve the predetermined performance indicators and service delivery imperatives of the department through the motivation of staff, promotion of sound labour relations practices Manage and coordinate personnel provisioning. Motivate, train and guide staff within the directorate to achieve and maintain excellence in service delivery as well as actively manage the performance, evaluation and rewarding of staff within the directorate.

**ENQUIRIES** : Adv. G Kode Tel no: (021) 483 2593

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

***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** : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 22 May 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 19/106** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: POLICY INTEGRATION REF NO: EADP 2017-17**  
(Contract position until 31 March 2019)

**SALARY CENTRE** : R357 150 per annum (Plus 37% in lieu of service benefits) (OSD prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape

**REQUIREMENTS** : A completed Honours Degree or equivalent qualification in Environmental Management, Natural Sciences, Environmental Law, Planning or Environmental Science; 6 years' relevant work experience and an in-depth knowledge of the following: Planning and environmental legislation and policies; and Policy and law reform processes related to development planning and environmental management; A valid (code B) driver's license. Recommendations: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform, Experience with policy integration / coordination; Sound interpersonal and communication skills (verbal and written); Project Management skills and experience; Clear understanding of policy formulation and legislative drafting processes; Experience in planning, organizing and report writing; Financial Management; Computer Literacy. COMPETENCIES: Knowledge and experience in development planning and environmental legislation; Knowledge and experience in integrated planning processes; Knowledge of and experience in law reform and the formulation of policy; Knowledge of and experience in government administrative processes and procedures; Knowledge and experience in project management. DUTIES: To assist with the coordination of integrated environmental and land management planning: Research and analyse latest international, national and local trends

on the Department's line function terrain; Stay abroad and inform the Department of new developments in respect of environmental and land management legislation, policies and strategies; Identify critical areas for departmental intervention; Coordinate the strategizing for and planning of appropriate, integrated high level departmental responses to the identified critical areas; Assist and coordinate line function units to fill critical gaps and opportunities within the current legislative and policy frameworks in pursuit of their strategies and programmes (policy development support); Ensure that provincial/ departmental laws and policies are coordinated, integrated and consistent; Coordinate department responses to national and provincial draft legislation and policies, including legislative reform processes; Coordinate policy and law reform.

**ENQUIRIES** : Ms Anique Rossouw Tel no: (021) 483 2900

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 22 May 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 19/107** : **TECHNICAL COMPLAINTS MANAGER REF NO: HS 2017-8**

**SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Department Human Settlements, Western Cape  
**REQUIREMENTS** : A completed National Diploma or equivalent qualification plus a minimum of 3-5 years' relevant experience; or A Senior Certificate with 6-10 years' relevant experience. Recommendations: Good working knowledge with experience in/of: o Rental Housing Act 50 of 1999; Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Provincial Instructions; Rental property management; Public Service procedures; o Public finance, human resources and discourse management processes; PERMIS 3. Competencies: Proven computer literacy in MS Office, Internet and Intranet; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Good Legal interpretation; Excellent problem solving as well as management skills; Good planning, organising, time and dispute resolution/conflict management skills; Good interpersonal skills; Good presentation and problem solving skills; Ability to work within a changing, fast paced, high stress environment; Ability to work under pressure, willingness to work irregular hours and meet tight deadlines; and Must be innovative, flexible, decisive, impartial consistent.

**DUTIES** : Manage technical cases and ensure 90 days' compliance; Provide technical support to the Clerk of the Court; Engage with stakeholders in terms of interdicts e.g. SAPS, CDW, Municipality, Landlords and Agents; Human Resource Management.

**ENQUIRIES** : Mr R Stewart Tel no: (021) 483 3005

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 22 May 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.



## MANAGEMENT ECHELON

**POST 19/108** : **CHIEF ENGINEER, PLANNING AND SUPPORT (CAPE WINELANDS),  
GRADE A - REF NO: LG 2017-5**

**SALARY** : R 935 172 per annum - (OSD as prescribed)  
**CENTRE** : Department of Local Government, Western Cape  
**REQUIREMENTS** : A completed NQF level 7 or equivalent qualification in Engineering (B Eng/ BSC (Eng); Compulsory registration with ECSA as a professional engineer; A minimum of 6 years post qualification experience as a registered professional engineer; A valid Code B driver's licence. RECOMMENDATIONS: Proven Private and Public Sector experience; Proven experience in the Economic Planning of Bulk Infrastructure Projects; Proven experience in Asset Management; Proven experience in Municipal Infrastructure Project Management. COMPETENCIES: Knowledge of the following: o Infrastructure Asset Management; Water Demand Management; Program and project management; People management; Engineering, legal and operational compliance; MFMA and SCM procedures; Construction Contract & Engineering Law; Asset Management: Communication (written and verbal) skills in at least two of the three official language of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel & Outlook); Report/letter writing skills; Presentation skills.

**DUTIES** : Monitoring, evaluation and support of Municipalities in terms of all infrastructure related legislation; Institute interventions in case of non-compliance; Infrastructure Governance Maturity assessments and support plan development; Support municipalities with the development of Infrastructure and Growth Plans (IGPs); Municipal IDP Infrastructure Chapter assessment; Municipal Infrastructure Capital Budget assessment and expenditure monitoring and support plan in case of poor performance; Long Term Infrastructure Investment professional advisory services; Active participation in Provincial Strategic Plan and Goal development regarding the following: o PSG 5: Output - Infrastructure Governance Framework and maturity model; o PSG 4: Output - Integrated, co-ordinated & spatially aligned planning and delivery; o Water security Project Management/Facilitation of Joint Planning Initiatives (JPIs); Hands-on support on the Back-to-Basics programme; Infrastructure Grant (MIG, LGSG, Drought Relief) Business Plan assessment in terms of providing a Professional Engineering judgment on the effectiveness, efficiency and long term financial sustainability of the proposed technical solution and the monitoring and evaluation of the project execution; MIG Detail Project Implementation Plan cash flow credibility check against the procurement plan before submission; Municipal Infrastructure Asset Management support; Municipal Electricity and Water Demand Management support; It will be a requirement of the incumbent of the post to fulfil the role of monitoring, facilitating and support to the CoCT regarding infrastructure development and maintenance; People Management; Recordkeeping of audit evidence; Skills Transfer and mentoring of Candidate Construction Project Managers and technical interns.

**ENQUIRIES** : Mr M Brand Tel no: (021) 483 4047

## OTHER POSTS

**POST 19/109** : **DEPUTY DIRECTOR: LEGISLATION SUPPORT REF NO: LG 2017-7**

**SALARY** : R657 558 per annum - All-inclusive salary package, Level 11  
**CENTRE** : Department of Local Government, Western Cape  
**REQUIREMENTS** : A completed NQF level 7 in Public Administration or equivalent qualification; A minimum of 5 years' relevant experience of which 3 years must be on a managerial level; A valid Code B drivers' licence. Recommendations: Applicable B Degree in law or admission as an attorney. Competencies: Knowledge of local government legislation; Knowledge of directorates finance; Excellent verbal and communication skills; Advanced knowledge of the purpose of directorate; Skills in conflict management.

**DUTIES** : Responsible for maintaining institutional functionality of municipalities; Ensure to facilitate training to municipal officials on local government legislation; Advise on Legislation; Administer legal resource centre; Coordinate Litigation in the department; Human Resource Management; Responsible for financial management.

- ENQUIRIES** : Mr K Makan Tel no: (021) 483 4365
- POST 19/110** : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR REF NO: LG 2017-8**
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum, Level 08  
: Department of Local Government, Western Cape  
: A completed Grade 12 (Matric) or equivalent qualification; A minimum of 6 years' relevant experience; A valid code B driver's licence. Recommendations: A good understanding of community needs and circumstances; Knowledge and understanding of state functions and programmes; A completed NQF level 6 or equivalent qualification. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Excellent communication skills (verbal and written) at supervisory level; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office (Suite) and Internet; Good verbal and written communication in at least 2 of the official languages of the Western Cape; Organizational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.
- DUTIES** : To supervise a team of CDWs located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To communicate with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES** : Mr M Bell Tel no: (021) 483 3039

#### **OFFICE OF THE PREMIER**

- APPLICATIONS CLOSING DATE NOTE** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
: 22 May 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 19/111** : **STATE LAW ADVISOR: LEGAL GOVERNANCE, REF NO: DOTP 2017-36**
- SALARY** : All-inclusive salary package of LP 7- Grade 1: R 684 423 per annum; LP 8- Grade 2: R 806 205 per annum (OSD).
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape  
: LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification legal compliance experience. Note: Proof of your admittance certificate as an Advocate or Attorney to be attached with your application; A valid driver's license. Recommendations: Relevant experience in consulting with clients, drafting and vetting contracts, writing legal opinions and interpreting legislation in the public of private sector, identifying risks in business processes from a legal compliance perspective; Proven experience in research methods / Computer literate. Competencies: Good working knowledge of legislation and case law relating to administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape province one of which must be English; Well-developed research and legal writing skills; Innovative problem solving and analytical skills; Presentation skills.
- DUTIES** : Conduct training sessions and facilitate workshops; Peruse transversal and departmental specific legislation applicable to the Provincial Executive and

provincial departments, identify legal obligations and requirements in terms of the legislation, furnish pro-active advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure compliance; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework and furnish pro-active advice on legal requirements for sound and sustainable decision-making in the Western Cape Government; Ensure that all Provincial Executive and provincial department's delegations are legally sound; Drafting of legal opinions.

- ENQUIRIES** : Ms S van Aarde Tel no: (021) 483 8433
- POST 19/112** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES (GOVERNANCE AND ECONOMICS) REF NO: DOTP 2017-29**
- SALARY** : All-inclusive salary package of LP 7- Grade 1: R 684 423 per annum; LP 8- Grade 2: R 806 205 per annum (OSD).
- CENTRE** : Department of the Premier, Western Cape
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification experience. Note: Proof of your admittance certificate as an Advocate or Attorney to be attached with your application. RECOMMENDATIONS: Proven experience of a role in a legal advisory capacity; Proven experience in research methods and computer literacy. COMPETENCIES: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector; Exceptional written and verbal communication skills in English and at least one other official language predominantly used in the Western Cape Province; Well-developed legal research and legal writing skills; Innovative problem solving skills and analytic skills; Presentation skills.
- DUTIES** : Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide legal advice and legal opinions to Ministers, Heads of Departments and other departmental officials on procedural and substantive legal issues; Drafting of legal technical correspondence and replies.
- ENQUIRIES** : Adv. G. Reed Tel no: (021) 483 3402
- POST 19/113** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 2017-25**
- SALARY** : R 334 545 per annum, Level 09
- CENTRE** : Department of the Premier, Western Cape
- REQUIREMENTS** : A completed B-degree or equivalent qualification; A minimum of 3 -5 years' relevant experience in a Human Resource Development environment. RECOMMENDATIONS: Training and Experience in Data Analysis, Manipulation using MS Excel; Training and Experience in Training Impact Assessment. A valid code B driver's license. COMPETENCIES: Knowledge of People Development legislation, processes and documentation; Computer skills (Practical Assessment – MS Excel); Research, Analytical and Report writing skills; Project Management skills; Communication and presentation skills (Practical Assessment).
- DUTIES** : Gather and analyse information to compile reports e.g. WSP, ATR, HRDIP, Monitoring and Evaluation Reports, Skills Audit report and Training Impact Assessment reports; Liaison with National and Provincial Stake-holders e.g. contact person between the SETA, DPSA, NSG etc. and departments as well as coordination and secretariat function for Provincial Human Resource Development Forum; Implement skills development by advising the Western Cape Government departments on People Development related matters as well as legislative and regulatory requirements and establishing forums such as Departmental Skills Development Committees; Perform supervisory tasks; Conduct Training Impact Assessments.
- ENQUIRIES** : Ms F Jordaan at (021) 483 5508
- POST 19/114** : **ASSISTANT DIRECTOR: PEOPLE ANALYTICS REF NO: DOTP 2017-35**
- SALARY** : R 334 545 per annum, Level 09
- CENTRE** : Department of the Premier, Western Cape

- REQUIREMENTS** : A completed 3- year National Diploma or equivalent qualification in Human Resource Management / Business Analytics / Organisation Development or Statistics; A minimum of 3 years' relevant experience. Recommendations: Experience in Strategic Human Resource Management, Industrial Psychology and / or Big Data Management and reporting; Strong innovation ability and information systems knowledge. COMPETENCIES: Knowledge of People Management (HR) policies and rules within a strategic context; Knowledge of big data management and system standardisation; Excellent Analytical and Reasoning skills; Advanced knowledge of Evaluations / Assessment tools, systems and processes; Skills in project management (coordination and persuasion).
- DUTIES** : Responsible for conducting evaluations and assessments of people management practices, projects and programmes; Ensure that Strategic People Management Frameworks are implemented; Responsible for the development of trend analysis reports and global research; Liaison with executives from client departments as well as with people management specialists; Responsible for monitoring people management compliance and improvement strategies; Ensure the facilitation of people management systems for data enhancement and strategic integration.
- ENQUIRIES** : Mr V Titus 021 4836682
- POST 19/115** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES, REF NO: DOTP 2017-28**
- SALARY CENTRE REQUIREMENTS** : R 281 418 per annum, Level 08  
: Department of the Premier, Western Cape  
: A completed National Diploma or equivalent qualification in Human Resource Management or Law; Minimum of 1-year relevant experience; A valid driver's license. COMPETENCIES: Knowledge of the following: Disciplinary and dispute resolution processes; Human Resource Management; National and Provincial Resolutions and legislation pertaining to Human Resource Management with specific reference to the Public Service Act and, Public Service Regulations as well as the Labour Relations Act and other relevant labour relations prescripts; Conflict resolution skills; Excellent verbal and written communication skills in English and another language of the Western Cape Province; Computer Literacy; Planning and organising skills; Willingness to travel; Ability to work under pressure and long hours.
- DUTIES** : Conduct investigations (Misconduct, Grievances and Disputes); Draft submissions for mandates; Represent the employer in disciplinary hearings; Render a support service and represent the employer in dispute matters.
- ENQUIRIES** : Ms L Mohamed at (021) 483 3909
- POST 19/116** : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 2017-26**
- SALARY CENTRE REQUIREMENTS** : R 281 418 per annum, Level 08  
: Department of the Premier, Western Cape  
: A completed B-degree or equivalent qualification; A minimum of 3-5 years' relevant experience. RECOMMENDATIONS: Experience in Skills Development Facilitation environment; Experience in the Bursary Management environment; Project Management; Supervision of staff; Report Writing; Computer Literate; Manipulation of data in Excel; PERSAL knowledge; Excellent verbal and written communication skills in at least two of the official languages of the Western Cape; Ability to work under pressure and meet deadlines; National and provincial instruments and legislation with specific reference to the Public Service Acts, regulations and applicable resolutions. COMPETENCIES: Knowledge of People Development legislation, processes and documentation; Computer skills (Practical Assessment – MS Excel); Research, Analytical and writing skills; Project Management skills; Problem Solving.
- DUTIES** : Gather information and compile reports; Implement skills development; Human Resource Development liaison and compliance; Bursary administration; Supervision of Human Resource Development Clerk.
- ENQUIRIES** : Ms F Jordaan at (021) 483 5508

**POST 19/117** : **TALENT SOURCING OFFICER: RECRUITMENT AND SELECTION, REF NO: DOTP 2017-31**

**SALARY CENTRE REQUIREMENTS** : R 226 611 per annum, Level 07  
: Department of the Premier, Western Cape  
: A completed 3-year tertiary qualification in preferably Industrial Psychology or Human Resource Management A minimum of 1-year experience in a Human Resources related environment; A valid driver's license. Recommendations: Knowledge of the following: Recruitment practices; Guiding and participating in selection processes; Maintenance of recruitment data base. Competencies: Knowledge of competency based recruitment processes, inclusive of head hunting processes; Knowledge of shortlisting and selection processes; Knowledge of related public service / government policies; Knowledge of online recruitment; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Advertising of vacancies, inclusive of on-line advertising; Crafting of pre-selection/applicant questions; Facilitate selection and drafting of shortlists; Conduct competency based interviews; Responsible for logistical arrangements for interviews; Maintenance of the recruitment and selection databases.

**ENQUIRIES** : Mr F Gerber Tel no: (021) 483 6028

**POST 19/118** : **HUMAN RESOURCE DEVELOPMENT CLERK: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 2017-27**

**SALARY CENTRE REQUIREMENTS** : R 152 862 per annum, Level 05  
: Department of the Premier, Western Cape  
: Senior Certificate (Grade 12); 1-year relevant experience in Human Resource Development Environment. RECOMMENDATIONS: Training and Experience in Data Manipulation using MS Excel; Training and Experience in Skills Development Facilitation environment; Driver's license Code B; Experience in the Bursary administrative environment; Experience in the Internship and Learnership environment; Computer Literate; PERSAL knowledge. COMPETENCIES: Knowledge of People Development legislation, processes and documentation; Computer skills (Practical Assessment – MS Excel); Customer care; Project Management skills; Planning and organising; Written communication (Practical Assessment).

**DUTIES** : Gather and capture information to compile reports e.g. WSP, ATR, HRDIP, Monitoring and Evaluation Reports, Skills Audit report; Bursary administration (payment process and monitoring of bursary contracts); Internship administration; Administrative tasks (database management, planning, organising, minutes and submissions); Client Management (dealing with clients and CRU's).

**ENQUIRIES** : Ms F Jordaan Tel no: (021) 483 5508

#### **PROVINCIAL TREASURY**

**APPLICATIONS CLOSING DATE NOTE** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
: 22 May 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 19/119** : **ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING, REF NO. PT 2017-8**

**SALARY CENTRE REQUIREMENTS** : R 334 545 per annum, Level 09  
: Provincial Treasury, Western Cape  
: A completed National Diploma in Accounting or equivalent qualification; A minimum of 3 years' experience in accounting practices in a finance department; A valid driver's license. Competencies: Knowledge of the following: Accounting frameworks; Public sector accounting processes;

- Excellent report writing skills; Strategic planning skills that involves setting of and achieving goals and objectives; Excellent Communication (verbal and written) skills in at least two of the official languages of the Western Cape.
- DUTIES** : Assist and advise on the implementation of accounting frameworks based on GRAP and Modified Cash Standards; Develop, assess and revise, where required, training material on accounting frameworks based on GRAP and Modified Cash Standards; Provide training on accounting frameworks based on GRAP and the Modified Cash Standards; Conduct research and issue best practices; Compile consolidated financial statements.
- ENQUIRIES** : Mr A Reddy Tel no: (021) 483 5001

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 22 May 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 19/120** : **DEPUTY DIRECTOR: VREDELUS SECURE CARE CENTRE REF NO: DSD 2017-52**

- SALARY** : R 657 558 per annum, (All inclusive salary package) Level 11
- CENTRE** : Department of Social Development, Western Cape
- REQUIREMENTS** : A completed 3 year- National Diploma or equivalent qualification; A minimum of 3 year's management experience. Competencies: Advanced Knowledge of residential care management and monitoring; Advanced knowledge of policies the government of the day; Advanced knowledge of modern systems of governance and administration; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of Assessment systems Knowledge of project management processes Managing a secure care facility for various categories of categories of youth at risk for instance awaiting trial and sentenced youth; Knowledge of adequate health care, protection and educational opportunities for children.

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

- ENQUIRIES** : Ms L Goosen Tel no: (021) 202 9251

- POST 19/121** : **HEAD: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 2017-54**

- SALARY** : R 657 558 per annum (All inclusive salary package, Level 11
- CENTRE** : Department of Social Development, Western Cape
- REQUIREMENTS** : A completed B-degree or equivalent qualification; A minimum of 3-5 year's management experience. Experience in a law environment. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project Management; Legislative and regulatory requirements, policies and standards; Public Management and Administration; Political sciences and public policy; Relationship management.

- DUTIES** : Develop, monitor and revise methodologies for investigations; Conduct investigations within the statutory mandate sphere; Commission and manage outsourced investigations; Reporting and progress monitoring; Advise the MEC and HOD and Report on significant risk exposures and control issues; Advise HOD and MEC on recommendations and on possible actions to be taken; Liaise with relevant stakeholders; Manage the human resources of the

unit to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the Unit's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES**

: Ms A Van Reenen Tel no: (021) 483 9392

**POST 19/122**

: **SOCIAL WORK SUPERVISOR: FISH HOEK (METRO SOUTH) REF NO: DSD 2017-50**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Grade 1: R 341 322 – R 395 685 per annum (OSD as prescribed).  
: Department of Social Development, Western Cape  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Profession (SACSSP); Compulsory registration with South African Council for Social Service Profession as a Social Worker; A minimum of 7 years' appropriate experience in Social Work after registration as a Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application.  
: **COMPETENCIES:** The skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the point where people interact with their environments in order to promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities, prevent and alleviate distress and use resources effectively and efficiently; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable at-risk and unable to protect themselves; Ability to compile complex reports.

**DUTIES**

: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise, advise and support social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**

: Mr Q Arendse Tel no: (021) 763 6206

**POST 19/123**

: **SOCIAL WORK POLICY DEVELOPER: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 2017-57**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Grade 1: R 323 178 – R362 106 per annum;  
: Grade 2: R 384 165 - R 516 279 per annum (OSD as prescribed)  
: Department of Social Development, Western Cape  
: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Grade 1: A minimum of eight (8) years appropriate experience in social worker after registration as Social Worker with the SACSSP. Grade 2: A minimum of eighteen (18) years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. **Competencies:** Knowledge of the following: Project Management skills; Monitoring and Evaluation skills; Ability to compile complex reports; o Financial Management; Planning and Organizing skills, Professional counselling skills; Policy Analysis and Development; Networking skills, Presentation skills, Good communication (written and verbal) and presentation skills in at least two of the official languages of the Western Cape.

**DUTIES**

: Develop, implement and maintain social work policies; Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social

services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in relevant fields; Research and development; Engage in continuous professional development activities as prescribed.

**ENQUIRIES** : Ms A Van Reenen Tel no: (021) 483 9392

**POST 19/124** : **ASSISTANT DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DSD 2017-53**

**SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Department of Social Development, Western Cape  
**REQUIREMENTS** : A completed National Diploma or equivalent qualification; A minimum of 3 years' relevant experience in a financial management environment. Competencies: Extensive knowledge of the following: o Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Cash flow procedures (monthly reporting on revenue and expenditure); Budget and management accounting skills; Analytical and strategic thinking skills; Computer literacy skills; Ability to analyse, Conceptualise and implement policy; People management skills Good communication (written and verbal) communication skills in at least two of the official languages of the Western Cape.

**DUTIES** : Perform budgeting and planning functions related to the following: Manage the departmental budget process; Prepare inputs for strategic plan and annual performance plan; Manage the departmental Medium Term Expenditure Committee (MTEC) process; Maintain and monitor financial information Prepare a breakdown of estimated revenue and expenditure; Manage roll overs of funds; Develop and maintain policies, procedures and processes; o Perform budget monitoring and reporting functions: Manage the monitoring of revenue and expenditure; Manage the monthly, quarterly and annual reporting processes; Manage the revenue and expenditure adjustments estimates process; Develop and maintain policies, procedures and processes. Perform all supervisory functions.

**ENQUIRIES** : Ms J Abercrombie Tel no (021) 483 3927

**POST 19/125** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 2017-55**

**SALARY** : R 334 545 per annum, Level 09  
**CENTRE** : Department of Social Development, Western Cape  
**REQUIREMENTS** : A completed 3-year B-degree or equivalent qualification; A minimum of 3-5 year's relevant experience. COMPETENCIES: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project Management; Legislative and regulatory requirements, policies and standards; Public Management and Administration; Political sciences and public policy; Relationship management.

**DUTIES** : Implement methodologies for investigations; Conduct investigations within the statutory mandate sphere; Oversee outsourced investigations; Do reporting and progress monitoring; Liaise with relevant stakeholders.

**ENQUIRIES** : Ms A Van Reenen Tel no: (021) 483 9392

**POST 19/126** : **ADMINISTRATIVE OFFICER: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 2017-56**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Department of Social Development, Western Cape  
**REQUIREMENTS** : A Diploma/Certificate (1-2 years post Senior Certificate) with a minimum of 3-5 years' relevant experience. Competencies: Knowledge of general office administration; Knowledge and understanding of departmental operations;



- Knowledge of Government systems e.g. LOGIS and BAS; Knowledge of Constitutional, Legal and Institutional arrangements governing the South Africa Public Sector.
- DUTIES** : To provide effective office administration and management support to the component; Assist and provide budget support to the unit; Maintain and assist with implementation of the unit's monitoring and evaluation system.
- ENQUIRIES** : Ms A Van Reenen Tel no: (021) 483 9392
- POST 19/127** : **ACCOUNTING CLERK: GOVERNANCE REF NO. DSD 2017-51**
- SALARY** : R152 862 per annum, Level 05
- CENTRE** : Department of Social Development, Western Cape
- REQUIREMENTS** : A Grade 12 (Senior Certificate) with Mathematics or Accounting as passed subjects; 1-year relevant experience in an administrative environment. Competencies: A good understanding of the following: Financial functions, Practices and collate financial statistics; Public Service Financial legislations, Procedures and Treasury Regulations (PFMA, NTR, PTI and Departmental delegation and procedures); Basic Financial operating systems (BAS, LOGIS and PERSAL); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Planning and organising skills; Numerical skills; Proven computer literacy in MS Office (Word and Excel); Accuracy skills.
- DUTIES** : Render clerical support services with regard to Governance, Assurance services and Fraud and Losses management; Maintain a central repository of Financial Legislation (internally and externally), Standard Operating Procedures and Frameworks; Ensure distribution of publications to management and staff; Render secretariat support to committees and oversight bodies.
- ENQUIRIES** : Mr N Petersen Tel no: (021) 483 9056

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 22 May 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 19/128** : **PROGRAMME MANAGER, VARIOUS PROFESSIONS IN THE BUILT ENVIRONMENT, REF NO. TPW 2017-68**
- SALARY** : As prescribed by the Occupational Specific Dispensation. Enquiries in this regard can be directed to MS D Reid at (021) 483 2824.
- CENTRE** : Department of Transport and Public Works, Western Cape
- REQUIREMENTS** : The minimum requirements for the different professions are as follows: Chief Engineer: A relevant Engineering degree (B Eng/ BSC (Eng) or relevant qualification in the Built Environment; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Or Chief Quantity Surveyor: A relevant Degree in Quantity Survey or relevant qualification in the Built Environment; A minimum of 6 years post qualification Quantity Survey experience required; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver's licence. Or Chief Architect: A relevant Degree in Architecture or relevant qualification in the Built Environment; A minimum of 6 years post qualification architectural experience required; Compulsory registration with SACAP as a professional Architect; A valid driver's licence. Or Chief Construction Project Manager: A relevant National Higher Diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP in the Built Environment/ BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ Honours degree in any Built Environment

field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; • Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment; A valid driver's licence. Recommendations: The person appointed will be responsible for the following tasks within the area of accountability: Experience of contract documentation and administration, Act/regulations of Occupational Health and 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: Knowledge of financial management; Knowledge of programme/project management, research and planning procedures; Leadership, communication, organising and team work; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team. DUTIES: Programme Management and Reporting; Financial Management; People Management; Legal compliance; Professional Development.

**ENQUIRIES** : Ms R Kok Tel no: (021) 483 3056

**POST 19/129** : **ADMINISTRATIVE OFFICER: E-NATIS CLIENT SERVICES REF NO TPW 2017-67**

**SALARY** : R 281 418 per annum, Level 08  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : Grade 12 (Senior Certificate) with a minimum of 6 years' appropriate experience; A valid Code B drivers licence and willingness to regularly travel away from the office. Recommendations: Citizen Service Orientated; Team leader/supervision experience. Competencies: Knowledge of the following: o National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (eNatis); Analytical thinking; Problem solving and decision making; Excellent communication (verbal and written) skills in at least two or three languages in the Western Cape.

**DUTIES** : Verify and approve the capturing of provincially centralized eNatis motor vehicle registration and licensing transactions; Supervise all the activities relating to telephonic and correspondence queries, from municipalities and the public regarding motor vehicle registration and licensing; Supervise the visits of the public to the walk-in centre regarding motor vehicle registration and licensing; Supervise all the activities in relation to the processing of the applications for special licence numbers and other motor vehicle registration and licencing applications; Supervision of staff within the unit.

**ENQUIRIES** : Mr BD Ellie Tel no: (021) 483 2828

**POST 19/130** : **ACQUISITION OFFICER: PROPERTY ACQUISITIONS REF NO.TPW 2017-62**

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : Grade 12 with a minimum of 6 years' Immovable Asset Management experience; A valid code B driver's licence. COMPETENCIES: Knowledge of: The Western Cape Land Administration Act No.6 of 1998 and regulations; The Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Ability to work under pressure and meet deadlines; Organisation and planning skills; Problem solving and negotiation skills; Ability to apply project management; Proven computer literacy (MS Office); Excellent communication (written and verbal) in at least two of the official languages of the Western Cape.

**DUTIES** : Conduct research and site inspections throughout the Western Cape Province to acquire suitable property based on needs identified by Western Cape Government; Negotiate and conclude property transactions with land owners; Compile submissions to motivate the approval of property acquisitions or disposal; Compile specifications for appointment of consultants and manage appointed consultants; Manage the projects in the acquisition and disposal portfolio and compile weekly or monthly progress reports on projects for client departments and senior management; Attend meetings throughout the

Western Cape Province with client departments/land owners pertaining to the property portfolio.

**ENQUIRIES** : Mr EA Solomons Tel no: (021) 483 3291

**POST 19/131** : **PERSONAL ASSISTANT: SPECIAL PROJECTS REF NO: TPW 2017-66**

**SALARY CENTRE REQUIREMENTS** : R 226 611 per annum, Level 07  
 : Department of Transport and Public Works, Western Cape  
 : Grade 12 (Senior Certificate or equivalent qualification); An appropriate Secretarial/Office Administration Diploma/Certificate (or equivalent qualification); A minimum of 3 years' appropriate experience. COMPETENCIES: Excellent communication skills (verbal and written); Proven computer literacy; Records Management skills; Knowledge of HRM processes; Financial Management skills.

**DUTIES** : Provide a secretarial/ receptionist support service to the Director; Render an administrative support service; Provide support to the Director regarding meetings; Support the Director with the administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood.

**ENQUIRIES** : Mr T Pillay Tel no: (021) 483-2186

**POST 19/132** : **AREA FOREMAN, MAINTENANCE, CERES - MATERIAL AND EXECUTION, REF NO. TPW 2017-65**

**SALARY CENTRE REQUIREMENTS** : R 183 558 per annum, Salary Level 6  
 : Department of Transport and Public Works, Western Cape  
 : A Grade 10 certificate; A valid unendorsed code EC1 drivers' licence; Minimum of 3 years' appropriate experience. COMPETENCIES: Verbal and written communication skills in at least two of the three official languages of the Western Cape; Experience and knowledge in the use of road construction materials and machinery; Organisational /planning skills; Negotiation skills; Capability to do proper inspections; Appropriate experience of routine road maintenance.

**DUTIES** : Assist in the undertaking of operational planning for the road transport network in the West Coast area; Provide training to staff in work methods, standards and procedures; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the functions of Road Worker Supervisor; Enforce discipline and evaluate personnel; Handle emergency situations.

**ENQUIRIES** : Mr M Erasmus Tel no: (023) 312 1120

**POST 19/133** : **SUPPLY CHAIN MANAGEMENT CLERK, OUDTSHOORN REF NO: TPW 2017-01**

**SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Salary Level 5)  
 : Department of Transport and Public Works, Western Cape  
 : A Senior Certificate (or equivalent qualification); A minimum of 6 months' experience in Supply Chain Management. COMPETENCIES: Knowledge of the following: Obtaining quotations telephonically or via the Integrate Purchasing System (IPS); Applicable Treasury and purchasing delegations; BAS – creditor payment system (BAS – creditors payment and associated transactions); Verbal and written communication in skills in at least two of the three official languages of the Western Cape; Good interpersonal relations; Ability to work under pressure; Computer literacy (MS Office environment); Able to work independently.

**DUTIES** : Performing LOGIS specific functions; The identification, marking and recording of assets (Asset control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow-up of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and account statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory control, stores issues and a general administrative (help) function to users and chief users.

**ENQUIRIES** : Mr L Arnold Tel no: (044) 272 2992

**POST 19/134** : **RECEPTIONIST: SUPPLY CHAIN MANAGEMENT, OUDTSHOORN, REF NO: TPW 2017-02**

**SALARY** : R 127 851 per annum (Salary Level 4)  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : A Senior Certificate or equivalent; A minimum of 6 months appropriate administrative/ clerical experience. COMPETENCIES: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Good planning and organising skills; Proven computer literacy (MS Word, Outlook and Excel); Good interpersonal relations and telephonic skills.

**DUTIES** : Render an effective, organized reception service; Maintain and upkeep of an effective filing system; Manage all telephonic enquiries; Maintain databases; Responsible for franking of post and registering on daily basis; Handle, translate and typing of documents; Provide administrative and operational support for the Supply Chain Component as well as the Technical staff as needed; Perform procurement support functions.

**ENQUIRIES** : Mr W Amsterdam Tel no: (044) 272 2992