

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

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 26 June 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 tests.

OTHER POSTS

POST 23/163 : **VETERINARY TECHNOLOGIST: BACTERIOLOGY REF NO: AGR 2017-42**

SALARY : R 281 418 per annum (Salary level 8). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Agriculture, Western Cape
REQUIREMENTS : A National Diploma in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (Please include a copy of your registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B drivers licence. RECOMMENDATIONS: A minimum of 3 years' experience in a diagnostic veterinary laboratory. Laboratory experience in diagnostic bacteriology. COMPETENCIES: Knowledge in Bacterial and fungal isolation and identification with respect to diagnostic bacteriology as well as food and feed bacteriology; Knowledge in relevant legislation and policies; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES : Diagnostic bacteriology, registration, preparation and processing samples for analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory registers and statistics, procurement of laboratory requirements and stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

ENQUIRIES : Dr M Seutloali at (021) 887 0324

POST 23/164 : **TRACTOR DRIVER/ OPERATOR: FARM SERVICES (OUDTSHOORN) REF NO: AGR 2017-40**

SALARY : R127 851 per annum (Salary level 4) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Agriculture, Western Cape
REQUIREMENTS : Grade 10 Basic Education (literacy and numeracy- ABET level 2); A valid driver's licence; Minimum of 1-year relevant experience. Recommendations: minimum of 2 years relevant experience Competencies: Knowledge of general work; Knowledge

of activities regarding ostrich production/ Lucerne production, Operate a tractor with various implements; Communication in at least two of the official languages of the Western Cape.

DUTIES : Operate a tractor with various implements; Perform tractor maintenance and administrative support activities; Operate specialised machinery.

ENQUIRIES : Mr S Engelbrecht at 082 884 4362

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POSTS

POST 23/165 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION - WATCHING BRIEF REF NO: CS 2017-19**

SALARY : R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Community Safety, Western Cape

REQUIREMENTS : A appropriate LLB -Degree as recognised by SAQA; A minimum of 3 years' experience in the Criminal Justice System; A valid code B driver's licence. RECOMMENDATIONS: Experience in Financial Management at supervisory level; Experience in Human Resource Management at supervisory level. COMPETENCIES: Working knowledge of project management; Communication skills (written and verbal) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Staff Management skills; Organisational and report writing skills.

DUTIES : Monitor complex cases for reporting; Gather and report on relevant documentation (charge sheets); Consult and liaise with various role players; Supervise the performance of staff; Perform special and ad-hoc tasks as required; Enhance the efficiency of the Directorate in the broad, and more specific the effective and efficient management of the area of responsibility.

ENQUIRIES : Adv. Z Khan at (021) 483 3394

POST 23/166 : **ADMINISTRATIVE OFFICER: COMMUNITY POLICE RELATIONS SOUTHERN CAPE REF NO: CS 2017-17**

SALARY : R281 418 per annum (Salary level 8) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA with a minimum of 6 years appropriate experience; or A 3-year National Diploma as recognised by SAQA with a minimum of 3 years' relevant experience; A valid code B drivers

- licence. RECOMMENDATIONS: Proven computer literacy (MS Word, MS Excel, MS PowerPoint). COMPETENCIES: Knowledge of Community Safety Act, SAPS Act and applicable legislation dealing with CPF's; Knowledge of community dynamics (challenges, barriers); Excellent networking skills; Excellent planning, organising and people management skills; Strong facilitate and presentation skills.
- DUTIES** : Monitor and attend to the activities, meetings and functions of relevant community policing structures and maintain healthy community police relations on a daily basis; Facilitate conflict resolutions between the community, police and relevant community organisations; Facilitate and conduct capacity building workshops with relevant community policing structures; Assisting with the implementation of the directorates departmental projects such as community mobilisation, EPP promotion, social conflict issues and training and development of CPF's; Facilitate and enable relevant community policing structures to implement their Annual General Meetings, Police priorities and needs and that these structures are established, functional and registered.
- ENQUIRIES** : Mr P Njozela at (021) 483 3798

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

- POST 23/167** : **ASSISTANT DIRECTOR: PUBLIC LIBRARY ENHANCEMENT REF NO: CAS 2017-24**
- SALARY** : R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape
A B. Bibl/ B-degree/ Post-graduate Diploma in LIS or B-tech (LIS) degree; A minimum of 3 years' general management and/ or library management experience (provincial or public); A valid driver's licence and willingness to travel within the Province. RECOMMENDATIONS: Budget Management experience; Monitoring and evaluation experience; Project Management experience. COMPETENCIES: Knowledge of the following: Library and information services legislation and policies; general and Project Management; Information Technology; Human resources and related prescripts; Sound communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent report writing skills; Ability to work within a team. Proven computer literacy in MS Office; Organisational and leadership skills.
- DUTIES** : Manage the Public Library Enhancement projects; Manage the Public Library Enhancement budget and expenditure; Manage, monitor and report on the Public Library Enhancement outputs; Facilitate the conclusion of MOA's between municipalities and the department; Responsible for human resource management in the division; Manage the implementation of the Public Library Enhancement business plans; Involved in strategic planning of Municipal Support Services.
- ENQUIRIES** : Mr P Hugo at (021) 483 2441

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| <u>POST 23/168</u> | : | <u>ADMINISTRATIVE OFFICER: MUNICIPAL FUNDING REF NO: CAS 2017-23</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary level 7). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Cultural Affairs and Sport, Western Cape Grade 12 or equivalent qualification as recognised by SAQA with a minimum of 5 years' relevant experience. RECOMMENDATIONS: A relevant 3-year National Diploma (or equivalent qualification); A valid code B drivers licence; Proven computer literacy (MS Office package). COMPETENCIES: Working knowledge of general and budget administration procedures; Excellent communication (written and verbal) skills in at least two of the official language of the Western Cape; Excellent report writing skills; Proven computer literacy in MS Office. |
| <u>DUTIES</u> | : | Financial administration; Provide effective office administration and management support to the component; Provide budget support to the component; Maintain and assist with implementation of the components monitoring and evaluation system; Liaison, communication with all stakeholders. |
| <u>ENQUIRIES</u> | : | Mr M Simema at (021) 483 5990 |
| <u>POST 23/169</u> | : | <u>HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 2017-16</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary level 7). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Cultural Affairs and Sport, Western Cape An appropriate B-degree qualification as recognised by SAQA in Heritage related disciplines; A minimum of 1-year experience in a heritage environment with specific focus on Archaeology. RECOMMENDATIONS: Postgraduate qualification (Honours, Masters, Doctorate) in heritage related studies. COMPETENCIES: Knowledge of National Heritage Resources Act; Knowledge of Heritage resources management policies and guidelines (specifically those of HWC); Knowledge of related legislations in the heritage management process (NEMA, MPRDA and municipal processes where applicable); Excellent writing and presentation skills; Skills in Office package suite and working knowledge of database such as SAHRIS. |
| <u>DUTIES</u> | : | Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significances of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other Departments and internal units; Responsible for the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislations prior to possible prosecutions. |
| <u>ENQUIRIES</u> | : | Mr Z Shiceka at (021) 483 9692 |

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| <u>POST 23/170</u> | : | <u>GYM INSTRUCTOR: WESTERN CAPE GOVERNMENT GYM REF NO: CAS 2017-17</u> |
| <u>SALARY</u> | : | R183 558 per annum (Salary level 6). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Cultural Affairs and Sport, Western Cape A relevant National Diploma (or equivalent qualification as recognised by SAQA) in the Fitness Industry and/ or Sport Management. RECOMMENDATIONS: A minimum of 2 years' experience in the fitness industry. COMPETENCIES: Knowledge of the following: Fitness industry; Training programme and eating plan; Monitor and evaluate the training programme to achieve desired results; Excellent in verbal and written communication skills in at least two of the official languages of the Western Cape; Advanced knowledge of national sports and recreation plan and other related sport fitness prescripts; Skills in presentation, organizing and the ability to work within teams and perform under pressure. |
| <u>DUTIES</u> | : | Developing and monitoring training programmes; Ensure the servicing of the equipment; Fitness assessment and floor training; Liaison with local municipalities, departments and private sector; Capturing of the database of the members and service providers; Ensure that the gymnasium wellness programmes are implemented. |
| <u>ENQUIRIES</u> | : | Mr P Cengani at (021) 483 9863 |
| <u>POST 23/171</u> | : | <u>AUXILIARY SERVICES OFFICER - CLIENT INFORMATION SERVICES REF NO: CAS 2017-25</u> |
| <u>SALARY</u> | : | R 107 886 per annum (Salary level 3). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Cultural Affairs and Sport, Western Cape Grade 12 or equivalent NQF 4 qualification as recognised by SAQA; Appropriate supply of records to clients. RECOMMENDATIONS: Computer literacy in MS Word, Excel, PowerPoint and Outlook; Understanding Automated storage and retrieval systems. COMPETENCIES: A good understanding of retrieval and automated storage systems; Good written and verbal communication skills in at least two of the following languages of the Western Cape; Proven computer literacy; Organising and research skills; Time Management skills. |
| <u>DUTIES</u> | : | Supply of documents to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack rooms; Boxing and re-boxing of archives, loading and unloading of transfer boxes; Typing, printing and affixing of source codes and numbers on records; Typing of reports, lists, registers and other general documents. |
| <u>ENQUIRIES</u> | : | Ms C Mthetho at (021) 483 0434 |

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 23/172 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

SALARY : R 499 953 (PN-B3) per annum
CENTRE : Laingville Community Clinic (West Coast District)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and Public Service Legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Handle Personnel matters, including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES : Ms NT Mkhwela, tel. no. (022) 709-5067
APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr JI Engel
CLOSING DATE : 30 June 2017

POST 23/173 : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL UNIT: NEUROLOGY)**

SALARY : R 394 665 (PN-A5) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Registration with a professional council: Current registration with SANC as a Professional Nurse. Inherent requirement of the job: Will be required to work shifts, public holidays and weekends. Competencies (knowledge/skills): Effective leadership,

supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint, Email). Ability to manage finances to stay within allocated budgets. Knowledge of FBU management. Appropriate knowledge/skills in general nursing science. Knowledge and skills in endoscopic procedures. 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 person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances. After hours/ weekend cover for Nursing and deputising for Assistant Manager: Nursing.

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 : 23 June 2017

POST 23/174 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R 226 611 per annum
CENTRE : Swellendam Hospital (Overberg District)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate working experience of Support Services (i.e. laundry, food services, security, transport and maintenance). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of Western Cape. Good communication, interpersonal and organisational skills. Ability to maintain confidentiality. Computer literacy (i.e. MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Overall responsibility for managing transport services, technical services, food services, security and cleaning services. Overall responsibility for Corporate Government, including all aspects of management of support, which includes (i.e. telecom service, linen and laundry and contract Management).

ENQUIRIES : Mr D Brecht, tel. no. (028) 514-8458
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon 7230.

FOR ATTENTION : Ms A Brits
CLOSING DATE : 30 June 2017

POST 23/175 : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS) 2 POSTS**

SALARY : R 152 862 per annum
CENTRE : Clanwilliam Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of patient administration in a hospital. Appropriate administrative experience. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to cope with a high work volume. Ability to deal with

information in a confidential manner. Good interpersonal relations and organisational skills. Good communication skills 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: Maintain the effective and efficient general office administration and ad-hoc duties. Maintain an effective filing systems. Patient administration. Responsible for folder management (i.e. request and retrieve folders). Switchboard operating.

ENQUIRIES APPLICATIONS : Ms R van den Berg, tel. no. (027) 482-2166

FOR ATTENTION CLOSING DATE : The Manager: Medical Services, Clanwilliam Hospital, PO Box 113, Clanwilliam, 8135.
: Ms TJ Frederick
: 30 June 2017

POST 23/176 : **ADMINISTRATION CLERK: SUPPORT (COMPREHENSIVE HEALTH SERVICES)**

SALARY CENTRE REQUIREMENTS : R 152 862 per annum
: Eden District Office (Eden District)
: Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good communication skills in at least two of the three official languages of the Western Cape. Basic knowledge and experience in office administration, financial and procurement administration. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): General administrative or secretarial support to all comprehensive health staff. Create an office friendly environment by filing documents and keep the office neat and organised. Provide support to the comprehensive health staff with program specific priorities and communication to the sub-districts. Order stationary for the component and keep record of the assets. Organise meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all comprehensive Health staff. Keep all the store rooms neat and organise the pamphlets, posters and other IEC material.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Ms I Reynierse, tel. no. (044) 803-2700/2749
: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 30 June 2017

POST 23/177 : **HOUSEKEEPING SUPERVISOR**

SALARY CENTRE REQUIREMENTS : R 127 851 per annum
: Citrusdal Hospital (West Coast District)
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a household service and cleaning environment in a hospital. Inherent requirement of the job: Willingness to render a shift service on weekends/public holidays and night duty. Competencies (knowledge/skills): Sound interpersonal and supervisory skills. Knowledge of safety, hygiene and infection control standards. Ability to communicate in at least two of the three official languages of the Western Cape. Support to housekeeping management structure and adhere to policies and practices. Good experience in stock control in a household/cleaning department (i.e. linen, equipment and consumables). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for effective management, order, control, use of stock, ward linen and equipment. Ensure correct and timeously serving of meals and adhere to food management practices within the wards. Ensure the safekeeping and maintenance, condemning of all assets, linen, stock equipment, follow up on repairs, order, safekeeping and issue stock and provisions. Effective supervision, performance management, training and discipline sub-ordinates. Ensure adherence to Occupational Health and Safety and infections control

protocols, handle medical and household waste. Support to management and adhere to HRM policies and practices.

ENQUIRIES : Ms L Kotze, tel. no. (022) 921-2153
APPLICATIONS : The Medical Superintendent: Citrusdal Hospital: Private Bag X14, Citrusdal, 7340.
FOR ATTENTION : Ms L Kotze
CLOSING DATE : 30 June 2017

POST 23/178 : **HANDYMAN**

SALARY : R 127 851 per annum
CENTRE : Citrusdal Hospital (West Coast District)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in general electrical/mechanical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Valid Code (B/EB) driver's licence. Willingness to travel between facilities in the Cederberg Sub-district to render service. Competencies (knowledge/skills): Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES : Key result areas/outputs: Electrical/mechanical repairs and general maintenance of plant, equipment and buildings of the hospital in the Cederberg Sub-district. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in the order and control of the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Ms NW Smit, tel. no. (022) 921-2153
APPLICATIONS : The Assistant Director: Administration and Support Service, Cederberg Sub-district, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION : Ms NW Smit
CLOSING DATE : 30 June 2017

POST 23/179 : **CLEANER**

SALARY : R 83 766 per annum
CENTRE : Leeu-Gamka Community Clinic, Central Karoo District (Central Karoo District)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies and be on their feet the entire day. Competencies (knowledge and skills): Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Perform effective routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored. Effectively support the supervisor by establishing a hygienic environment.

ENQUIRIES : Mr WJ Erasmus, tel. no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 30 June 2017

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 26 June 2017 @ 16:00
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OTHER POST

- POST 23/180** : **TECHNICAL COMPLAINTS MANAGER REF NO: HS 2017-10**
- SALARY** : R 334 545 per annum (Salary Level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- REQUIREMENTS** : National 3-year Diploma (or equivalent qualification as recognised by SAQA) with a minimum of 3 years relevant experience. RECOMMENDATIONS: Good working knowledge with experience in/of: Rental Housing Act 50 of 1999; Prevention of Illegal Eviction 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; Public finance, human resources and discourse management processes; Information and Records Management; 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 by ensuring cases are thoroughly investigated, reported on, evaluated and mediated; Provide technical Support to the Clerk of the Court in terms of urgent hearings with respect to spoliations, interdicts and warrants; Engage with stakeholders (for example: SAPS, CDW, Municipality, Landlords and Agents) in terms of consumer education; Oversee the performance management of staff.
- ENQUIRIES** : Mr R Stewart at (021) 483 3005

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 26 June 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 tests.

OTHER POSTS

- POST 23/181** : **ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 2017-10**
- SALARY** : R334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

- REQUIREMENTS** : National Diploma or equivalent recognized qualification as recognized by SAQA; A minimum of 5 years' relevant experience. RECOMMENDATIONS: Bachelors Degree or Post Graduate degree in Public Administration or a Bachelors of Law (LLB) qualification. COMPETENCIES: Knowledge of local government and legislative amendments; Advanced knowledge of municipal structures; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Ability to communicate with persons from different backgrounds and across all sectors; Management skills.
- DUTIES** : Responsible for assessing appointments of Senior Managers in terms of section 54A and 56 of the Municipal Systems Act; Instructing on litigation for and against the Department/ MEC for Local Government; Responsible for advice on legislation, Responsible for maintaining institutional integrity of Municipalities; Responsible for the Legal Resource Centre.
- ENQUIRIES** : Mr K Makan at (021) 483 4365

DEPARTMENT OF PROVINCIAL TREASURY

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 26 June 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 tests.

OTHER POST

- POST 23/182** : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1, REF NO: PT 2017-9**
- SALARY** : R 334 549 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- REQUIREMENTS** : An appropriate 3-year National Diploma with Accounting 3 as a major subject or equivalent qualification as recognised by SAQA; A minimum of 6 years' experience of municipal accounting in a finance department; A valid driver's licence and a willingness to travel. RECOMMENDATIONS: Generally Recognised Accounting Practice (GRAP) experience. Completed articles; Knowledge of Municipal Standard Chart of Accounts (MSCOA). COMPETENCIES: Knowledge of municipal accounting systems; Proven computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) in at least two of the official languages of the Western Province; Teamwork.
- DUTIES** : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against MSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.
- ENQUIRIES** : Mr Z Hendricks at (021) 483 5243

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 26 June 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. Communication will be limited to shortlisted candidates. If you do not receive a reply within 3 months after the

closing date, please regard your application as unsuccessful. 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 tests.

OTHER POSTS

- POST 23/183** : **SOCIAL WORK MANAGER: METRO SOUTH REGION REF NO: DSD 2017-65**
- SALARY** : Remuneration R 712 8277 per annum (as prescribed by OSD). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application. RECOMMENDATIONS: A valid driver's licence. COMPETENCIES: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.
- DUTIES** : Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed
- ENQUIRIES** : Mr Q Arendse at (021) 763 6206
- POST 23/184** : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND MONITORING- REF NO: DSD 2017-64**
- SALARY** : All-inclusive salary package of R 657 558 annum (Salary level 11). 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 Social Development, Western Cape Government
: An appropriate B-Degree qualification in Human Resource Management/ Financial Management/ Social Sciences/ Quality Assurance/Investigative fields; A minimum of 3 years' management experience; Minimum of 2 years' experience in a secure

care facility/ Child and Youth Care Centre environment. RECOMMENDATIONS: None. COMPETENCIES: Advance knowledge of facility management and quality assurance and in-depth interventions; Advanced knowledge of modern systems of governance and administration; Knowledge of constitutional, legal and institutional arrangements governing the South African public sector; Project Management Skills; Financial Management skills; Strong conceptual and formulation skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province..

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

ENQUIRIES : Ms L Goosen at (021) 202 9251

POST 23/185 : **ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS-REF NO: DSD 2017-63**

SALARY : All –inclusive salary package of R 334 545 per annum (Salary level 9). 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 Social Development, Western Cape Government
: National Diploma or equivalent qualification as recognised by SAQA; A minimum of 3 years' relevant experience in a Financial Management environment. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Financial norms and standards; Budgeting processes; Financial accounting skills; Ability to analyse, conceptualise and implement policy; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Monitoring, evaluation and reporting skills.

DUTIES : Manage and supervise staff that perform the following functions related to perform the more complex work in that regard: Manage the process of collating the Annual Financial Statements (AFS) for Department. Bookkeeping: maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; manage in-year and annual reports on recorded financial affairs and financial systems; Manage financial instructions and circulars; Perform managerial/ supervisory tasks will entail the following: Participation in the recruitment and selection of staff; Motivate, train guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/ her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.

ENQUIRIES : Mr D Holley at (021) 483 4276

POST 23/186 : **SOCIAL WORK SUPERVISOR GRADE 1- REF NO: DSD 2017-61**

SALARY : All –inclusive salary package of R 341 322 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the South African Council for Social Service Professions as Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. RECOMMENDATIONS: A valid driver's licence. COMPETENCIES: 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 points 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 capacities, prevent and alleviate distress and use resources, effectively and effectively; 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; Proven computer literacy; Communication skills (written and verbal) in at least two of the official languages of the Western Cape Province. DUTIES: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families 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 employees engaged in these functions. Supervise and advise 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.

ENQUIRIES : Mr Q Arendse at (021) 763 6206

POST 23/187 : **SOCIAL AUXILIARY WORKER- REF NO: DSD 2017-62**

SALARY : R130 434 – R 146 811 per annum, Grade 1; R 155 748 – R 175 290 per annum, Grade 2; R 185 970 – R 233 487 per annum, Grade 3per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker.
Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.
Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for

registration as Social Worker with the SACSSP.. RECOMMENDATIONS: A valid driver's licence. COMPETENCIES: Knowledge of the relevant legislation, policies and prescripts/manuals; Language proficiency and literacy; Good communication (written and verbal) skills both verbal and written; Self-management and motivation; Customer Service Orientation/ Diversity Citizenship; Good interpersonal relations; Proven computer literacy. DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

- ENQUIRIES** : Ms C Nell at (027) 213 2096
- POST 23/188** : **ADMINISTRATION CLERK, METRO EAST LOGISTICAL SERVICES - REF NO: DSD 2017-60**
- SALARY** : R 152 862 per annum (Salary level 5) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreement.
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). RECOMMENDATIONS: None. COMPETENCIES: Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.
- DUTIES** : Rendering of provisioning administration functions; Ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.
- ENQUIRIES** : Mr M Thobei at (021) 812 0900
- POST 23/189** : **CUSTOMER CARE ASSISTANT, KRAAIFONTEIN- REF NO: DSD 2017-58**
- SALARY** : R 152 862 per annum (Salary level 5) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreement.
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months client care experience. Recommendations: Proven computer literacy (MS Word, MS Excel, MS PowerPoint). Competencies: Knowledge of client care; Knowledge of the social welfare environment; Excellent communication skills (written and verbal); Strong computer literacy and knowledge of MS Word package; Skills in sound organizing and planning; Skills in conflict resolution.

- DUTIES** : Provide information to clients regarding available services; Assist clients at the coalface on how to access services from the department; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Notate client feedback and maintain feedback register; Provide assistance to team in the field with regards to departmental information; Render general administrative support to the service delivery team relating to: Managing of telephone enquiries within the service delivery team; Maintaining a filing system for the unit; Maintain and manage an electronic database for as well as logistical arrangements for the team.
- ENQUIRIES** : Ms W Mehl at (021) 812 0978

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 26 June 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 23/190** : **CHIEF ARCHITECT: OVERBERG/ WEST COAST EDUCATION REF NO: TPW 2017-77**

- SALARY** : Remuneration R 805 806 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

- CENTRE** : Department of Transport and Public Works, Western Cape
- REQUIREMENTS** : A relevant B-Degree (or relevant qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driver's licence. Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Recommendations: None. Competencies: Knowledge of the following: Disciplinary and application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Presentation and organizing skills; Leadership skills; The ability to apply expertise and technology; Verbal and written communication skills in at least two of the official languages of the Western Cape; Ability to undertake risk analyses and develop risk mitigation strategies, Excellent human resource skills, Policy formulation skills.

- DUTIES** : Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Provide input into Infrastructure Programme Implementation plan based on the client departments approved Infrastructure Programme Management Plan; Manage the following: procurement process of projects; professional in-house project teams and relevant committees for a particular project or package of projects; project information for Project Management Information Management; the implementation of Facility Technical Condition Assessments; Monitor and control project implementation; Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide architectural advice and technical support in the evaluation of costs; Ensure the adoption on technical and quantity strategies; Develop architectural related policies methods and strategies;

Provide solutions on non-compliance on quantity determination; Review cost determinations of projects and estimates accomplished by building designers.

ENQUIRIES : Mr A Nieuwoudt at (021) 483 2839

POST 23/191 : **DEPUTY DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: TPW 2017-72**

SALARY : All-inclusive salary package of R 657 558 per annum (Salary Level 11) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape
: B-Degree (or equivalent qualification) in Public Relations/ Communication/ Journalism as recognised by SAQA; A minimum of 3 years' management experience; A valid code B drivers licence. Recommendations: None. Competencies: Knowledge of the following: Communication policies and strategies (extensive); Events Management; People Management Practices; Financial Management; Verbal and written communication in skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft outlook); Planning, Organising and Project Management skills.

DUTIES : Ensure the application of departmental communication principles in the Department; Participate in daily communication with the Strategic Communications Unit and manage follow up interventions as agreed; Draft and consult departmental communication plan and protocols; Facilitate/ co-ordinate departmental functions, workshops, exhibition, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the Strategic Communications Unit; Liaise with line functionaries to ensure that the department's intranet and internet web pages reflect factually correct and with up to date information; Render a departmental language service; Manage the departmental communications service level agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the Strategic Communications Unit and manage follow up interventions as agreed.

ENQUIRIES : Mr C Marx at (021) 483 5605

POST 23/192 : **ASSISTANT DIRECTOR: TECHNICAL SERVICES, EDUCATION FACILITIES, REF NO: TPW 2017-78**

SALARY : R 417 552 per annum (Salary level 10) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS : An appropriate National Diploma (T- or N-stream) or equivalent qualification as recognised by SAQA with a minimum of 3 years' appropriate experience or NTC 3 and appropriately completed apprenticeship or successful passing of an official trade test with appropriate experience in the building industry; A valid Code 08 driver's licence and willingness to travel regularly as required. RECOMMENDATIONS: None. COMPETENCIES: Extensive knowledge and experience of Project Management. People Management, contract administration of maintenance/ construction of buildings, financial and procurement procedures; Knowledge of Occupational Health and Safety Act, relevant legislation, Public

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| | | Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Ability to work under pressure and to meet deadlines; Presentation and organising skills; Proven computer literacy (MS Word, Microsoft Excel, Microsoft Outlook, MS Project); Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Ability to work well within a team. |
| <u>DUTIES</u> | : | Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that client requests are investigated and followed up; Facilitate, co-ordinate and control the implementation of new works, repairs, renovation and maintenance; Prepare tender documentation and specification; Supervise and exercise quality control on projects; Ensure that project documentation for new and existing structures are compiled; Manage the activities of contractors and consultants; gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinate staff. |
| <u>ENQUIRIES</u> | : | Mr R Monare at (021) 483 5310 |
| <u>POST 23/193</u> | : | <u>ARCHITECTURAL TECHNOLOGIST, PRODUCTION REF NO: TPW 2017-75</u> |
| <u>SALARY</u> | : | Grade A: R 323 259 – R 348 480 per annum Grade B: R 367 938 – R 396 375 per annum Grade C: R 420 690 – R 495 561 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Transport and Public Works, Western Cape |
| | : | Bachelor of Technology in Architecture (B-Tech), or relevant qualification as recognised by SACAP; Completion of the candidacy period or a minimum of 3 years Senior Architectural Technologist experience; A valid driver's licence; Compulsory registration with SACAP as a Senior Architectural Technologist or must have had applied for registration. RECOMMENDATIONS: Experience in architectural planning, producing construction documentation of JBCC 2000 PBA (and NEC3 ECC) contracts; Experience in using Autodesk AutoCAD, Microsoft PowerPoint, Microsoft Project; Optional experience in using Autodesk Revit and Sketch-up; Experience in legal compliance with various Acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via South African National Standards. COMPETENCIES: Knowledge of Project Management and Financial Management; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills; Conflict Management skills. |
| <u>DUTIES</u> | : | To undertake project management including planning, documentation and supervision; On written instruction from supervisor assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation, assisting project documentation, assisting supply chain process and project management; Maintaining up to date as built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development. |
| <u>ENQUIRIES</u> | : | Mr Rudolf Geyser at (021) 483 0500 |
| <u>POST 23/194</u> | : | <u>PROPERTY OFFICER - PROPERTY PLANNING REF NO: TPW 2017-73</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary level 7) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS |

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| | | remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>REQUIREMENTS</u> | : | 3-year National Diploma (or equivalent qualification as recognised by SAQA) with minimum of 1-year relevant experience; A valid driver's licence. RECOMMENDATIONS: None. COMPETENCIES: Knowledge in the following: Application of legislation and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services; Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Ability to work under pressure and meet deadlines. |
| <u>DUTIES</u> | : | Manage the achievement of component goals in respect of the following: Inspect, plan and manage the optimal utilisation of immovable assets; Ratify and verify accommodation needs; Sub-divide, consolidate and rezone immovable assets; Implement the Provincial Immoveable Asset Management Strategy; Review and monitor the outcomes of Conditional Assessments to improve the performance of immovable assets; Identify and manage superfluous and relinquished properties; Attend to requests from private sector, municipalities/ government departments; Implement user agreements with user Departments; Attend to internal and external Audit enquiries; Manage all projects allocated to the Property Planner and assist and utilise property research; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery and support transparency; Support integration/collaboration across departments/ governmental spheres; Apply the underlying Batho Pele principles in the day-to-day work operations of the section. |
| <u>ENQUIRIES</u> | : | Mr D Fourie Tel no: (021) 483 5422 |
| <u>POST 23/195</u> | : | <u>PERSONAL ASSISTANT: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO: TPW 2017-76</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary level 7) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements. |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification with a Secretarial/ Office Administration Qualification; A minimum of 3 years' experience in rendering a support to Senior Management. Recommendations: None. Competencies: Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy; Records Management skills; Knowledge of HRM processes; Financial Management skills. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Mr André Nieuwoudt Tel no: (021) 483 2839 |

DEPARTMENT OF THE PREMIER

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| <u>APPLICATIONS</u> | : | To apply submit your application online via www.westerncape.gov.za/jobs |
| <u>CLOSING DATE</u> | : | 26 June 2017 @ 16:00 |
| <u>NOTE</u> | : | 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.

OTHER POSTS

- POST 23/196** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2017-40**
- SALARY** : R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape
: A relevant 3-year National Diploma (or equivalent qualification as recognised by SAQA) majoring in Accounting and Auditing; A minimum of 3 years in internal/ external audit or other relevant experience; A valid driver's licence and willingness to travel within the Western Cape. RECOMMENDATIONS: Studying towards or have professional certificate. COMPETENCIES: Audit Practices-Engagement Planning and Execution; Analytical thinking; Information Gathering; Interactive – Communication; Team Work.
- DUTIES** : Relevant and reliable information obtained and logical conclusions drawn in each step of the prelim survey ensuring that results of each step are effectively utilized in other steps to optimise the audit focus; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognizant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Comprehensive and accurate systems description that enhances better understanding of key aspects of the entire process is logical documented, walkthrough appropriately supported by evidence and confirmed with client management; Appropriately extracted sample based on effective analysis of population and elements of control; Test procedures are developed in line with engagements objective requirements are key control design (addressing the content of the control); Conclusions drawn per procedure are aligned to the overall engagement objective motivation cognizant of the risks; Working papers are complete (including cross referencing) and accurate accompanied by useful, relevant sufficient and reliable evidence delivered and coaching notes signed off; The elements of audit findings are appropriate aligned including adequate evaluation of root causes giving effect to practical and value-add recommendations completed.
- ENQUIRIES** : Mr S Malan Tel no: (021) 483 9962
- POST 23/197** : **ASSISTANT DIRECTOR: CREATIVE DESIGN REF NO: DOTP 2017-39**
- SALARY** : R334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape
: National 3-year Diploma qualification (or equivalent qualification) as recognised by SAQA; A minimum of 5 years' design experience with a minimum of 3 years'

supervisory experience; A valid Code B driver's licence. Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be assessed. This is part of the shortlist process. Recommendation: Brand Management and/or development experience; Proven and demonstrable skills in Designing, Illustration and Photography. Competencies: Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills.

DUTIES : Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.

ENQUIRIES : Mr S Du Plessis Tel no: (021) 483 3139

POST 23/198 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DOTP 2017-42**

SALARY : R 281 418 per annum, Level 08. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of the Premier, Western Cape
: An appropriate B-degree or equivalent qualification as recognised by SAQA; A minimum of 3 years' experience in a Supply Chain Management environment. 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: A good understanding of Procurement principles, prescripts and procedures; Proven Computer literacy (Microsoft Office Excel, Word, PowerPoint and Outlook); Good communication skills (verbal and written) in at least two of the official languages; Ability to analyse, conceptualise and implement policy.

DUTIES : Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Compile and maintain contract register and report on Commitments; Monitor and coordinate supplier performance; Manage and administer Contract Registration application, and compilation and/or verification of reporting as per Provincial Treasury, National Treasury and Auditor General Instructions; Facilitate, renew, extend and cancel contracts; Manage and facilitate the bid opening process.

ENQUIRIES : Mr A Heron Tel no (021) 483 8187

POST 23/199 : **CHIEF SUPPLY CHAIN MANAGEMENT CLERK REF NO: DOTP 2017-43**

SALARY : R226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of the Premier, Western Cape
: Grade 12 certificate (or equivalent qualification); A minimum of 3 years' experience in Bid Administration. Competencies: A good understanding of Procurement principles, prescripts and procedures; Proven Computer literacy (Microsoft Office Excel, Word, PowerPoint and Outlook); Good communication skills (verbal and written) in at least two of the official languages; Excellent planning, organising, numeric and interpersonal skills.

DUTIES

: Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Ensure that the relevant logistics for meetings are facilitated. Compiling and placement of bid advertisements; Capturing of Contract registration application, reporting as per Provincial Treasury, National Treasury and Auditor General Instructions; Verify requisitions as to the procurement process and delegations; Dealing with the Bid Opening process.

ENQUIRIES

: Mr A Heron Tel no: (021) 483 8187