

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

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 14 July 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.

OTHER POSTS

- POST 26/131** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT, ARCHIVAL SERVICES, REF NO. CAS 2017-26**
- 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 Government.
 : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' relevant experience. RECOMMENDATIONS: Computer literacy (Word, Excel, PowerPoint, Outlook); Records management experience and training. COMPETENCIES: Records management knowledge; Organising and research skills; Good understanding of retrieval and automated storage systems; Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Management and administration of the Admin Support division; People management and supervision; Coordinate human resources management and health and safety matters; Coordinate general administrative and other support services, including records management; Coordinate expenditure control, budget and asset management.
- ENQUIRIES** : Ms J Hogg at (021) 483 0402

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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OTHER POSTS

- POST 26/132** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 2017-12**
- 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 Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : 3-year National Diploma (or equivalent qualification as recognised by SAQA) with a minimum of 6 years' relevant experience, of which 3 years must be supervisory experience; A valid Code B driver's licence. RECOMMENDATIONS: None. COMPETENCIES: Extensive knowledge of financial norms and standards (Public Finance management Act, National Treasury Regulation, Provincial Treasury Instructions, etc); Extensive knowledge of the Medium Term Expenditure Framework (MTEF) budget procedures; Extensive knowledge of Reporting procedures including Earmarked Funding Reporting, Reporting on Game Changers, etc; Extensive knowledge of the Basic Accounting System (BAS) and its structures; Knowledge of compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury, etc; Computer literacy (MS Office); Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province; Presentation Skills; The ability to work under pressure; Excellent report writing skills.
- DUTIES** : Co-ordinate the planning portfolio including the budget process; Co-ordination of the adjustment Estimate process; Co-ordinate the performance Reporting portfolio including Earmarked Funding and Game Changer Reporting process; Management and supervision of staff.
- ENQUIRIES** : Mr R Le Breton at (021) 483 9158

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 26/133** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST PROGRAM)**
- SALARY** : R 394 665 (PN-A5) per annum
- CENTRE** : George Sub-district (Eden 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to work overtime if and when required. Ability to work independently. Competencies (knowledge/skills): Experience in the provision of HIV/AIDS/TB/STI services. Ability to analyse Health Systems information, compile and present statistical information. Good communication, facilitating, and interpersonal skills. Project Management and Financial Management skills. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Plan, coordinate and evaluate HAST program and recommend system improvements. Oversee the introduction of a HAST improvement package at PHC facilities and communities. Improve clinical record keeping, data collection and information flow of HAST data. Provide onsite supervision and mentorship and develop capacity amongst service

providers at facility level to analyse routine data, review current systems, identify shortfalls in service, plan and implement quality improvement initiatives on an ongoing basis. Policy implementation and quality improvement initiatives in PHC facilities and Communities.

ENQUIRIES : Ms M Marthinus, tel. no. (044) 803-9000
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 14 July 2017

POST 26/134 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**

SALARY : Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum

CENTRE : George Sub-district (Eden 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : Key result areas/outputs): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Ms M Marthinus, tel. no. 044) 803-9000
APPLICATIONS : The District Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 14 July 2017

POST 26/135 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 340 431 (PN-B1) per annum

Grade 2: R 418 701 (PN-B2) per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognised experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognised experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status").

DUTIES : Key result areas/outputs: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Mr PC Jefftha, tel. no (021) 799-1125

APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

FOR ATTENTION : Ms N Petersen

CLOSING DATE : 21 July 2017

POST 26/136 : **INDUSTRIAL TECHNICIAN PRODUCTION**

SALARY : R 226 611 per annum

CENTRE : Directorate: Health Technology (Clinical Engineering, Goodwood Electronics Unit)

REQUIREMENTS : Minimum educational qualifications: National Diploma (T or N or S stream) Electronics or Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience with repair and maintenance to electronic circuits, systems and related medical equipment or demonstrate an aptitude for this type work. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to work overtime and travel. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on experience with repair of electronic equipment. Computer literacy. Good communication skills (written and verbal) 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. Candidates will be required to undertake a practical test.

DUTIES : (key result areas/outputs): Completing task with time limits, liaising with clients with regard to information and work progress and ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via Logis system, maintain maintenance management and internal records, write reports and assist with specifications. Carry out maintenance, repairs and installation of electronic and related medical equipment as well as visiting institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr K Lutchman or Mr Gary Lee, tel. no. (021) 591-7126
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 14 July 2017

POST 26/137 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 152 862 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Development, Training and Labour Relations. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Ability to compile reports. Computer literacy (MS Office). Knowledge of personnel administration systems or other systems. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Assist with the needs analysis, co-ordination of training, information sessions, sourcing of service providers, process nominations, confirmation letters, attendance registers and statistics. Complete and submit HRD records, statistics, training reports and in-service course and administer function within the component. Assist with the implementation, administration and evaluation of Learnership, internships, ABET/AFET, and Workplace Skills Plan. Understand LR and HRD and Training policies and prescripts, manage/monitor its implementation. Assist Line Managers on all LR and HRD and Training policies, procedures and interventions. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist the Senior Officer with the secretariat service to the Institutional Management, Labour Committee (IMLC) as well as the HRD and Training Committee Training or forums and provide feedback/advice accordingly.

ENQUIRIES : Mr N Mc Gregor, tel. no. (021) 503-5034
APPLICATIONS : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

FOR ATTENTION : Mr N Mc Gregor
CLOSING DATE : 21 July 2017

POST 26/138 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro District Health Services

SALARY : R 90 234 per annum
CENTRE : Metro TB Centre

- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Physical ability to pick up heavy laundry bags. Experience: Appropriate experience in a health/patient environment. Competencies (knowledge/skills): Basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues and the public. Ability to communicate effectively (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.
- DUTIES** : Key result areas/outputs: Ensure timeous distribution of used and clean linen to user departments. Support to supervisor.
- ENQUIRIES** : Mr C Van Houten, tel. no. (021) 508-8333
- APPLICATIONS** : The Manager: Medical Services, Metro TB Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
- FOR ATTENTION** : Ms A Gertse
- CLOSING DATE** : 21 July 2017

DEPARTMENT OF THE PREMIER

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OTHER POSTS

- POST 26/139** : **CHIEF RISK ADVISOR REF NO: DOTP 2017-47**
- 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** : Department of the Premier, Western Cape Government.
- REQUIREMENTS** : Completed 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience. **RECOMMENDATIONS:** Experience in the design and implementation of risk assessment methodologies. **COMPETENCIES:** Extensive knowledge of ERM frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the province and strategically positioning the ERM unit to align the direction; Excellent communication skills at an executive management level (verbal and writing).
- DUTIES** : Manage and drive all ERM activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management process within allocated departments; Provide support with the identification, assessment, prioritisation and management of risks and risk profiles with allocated departments; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees).
- ENQUIRIES** : Ms Aaqelah Haq at (021) 483 8318

POST 26/140 : **RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 2017-46**

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 Government
: 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' risk management experience. RECOMMENDATIONS: Experience in the facilitation of risk identification and analysis workshops. COMPETENCIES: Extensive knowledge of ERM processes and techniques; Excellent communication skills at a management level (verbal and writing); Analytical thinking.

DUTIES : Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate of risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.

ENQUIRIES : Ms Aaqelah Haq at (021) 483 8318

DEPARTMENT OF SOCIAL DEVELOPMENT

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OTHER POSTS

POST 26/141 : **ADMINISTRATIVE SUPPORT OFFICER: INSTITUTIONAL CAPACITY BUILDING (ICB), REF NO: DSD 2017-66**

SALARY : 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.

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A completed 2-year post Matric qualification (or equivalent qualification) with a minimum of 3 years' relevant experience. RECOMMENDATIONS: None. COMPETENCIES: Knowledge of the following: Modern system of governance and administration, Policies of the government of the day; Consultation, legal and institutional arrangements governing the South African public sector, Project Management processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Good communication skills (written and verbal); Conflict resolution; Analytical thinking; Strong conceptual and formulation skills.

<u>DUTIES</u>	:	Assist with the registration/ deregistration of Non Profit Organisations (NPO) in terms of the NPO Act; Manage the engagement with NPOs on all relevant issues pertaining to NPO registration and compliance; Assist with administrative support to the Line Function Programme Manager; Manage the NPO provincial helpdesk; Assist with the implementation and quality assurance of the contents of relevant NPO File Plans of the relevant sub-directorate; Manage the engagement with NPOs on all the relevant issues pertaining to progress reports, source document and logistically coordinate stakeholder meeting with NPOs and Regions; Assist with the administrative process around the role out of programmes within the community and partnership development environment; Provide high level administrative support to the Line Function Programme Manager; Assist the programme with the administrative processes of NPO contract management (Transfer payment agreement - TPA) and the compiling of TPAs; Assist the development of operational review of sub-directorate line function operation; To ensure horizontal and vertical alignment with programme offices and other relevant; Departments and institutions such as the Auditor-General, Internal Control and Internal Audit units.
<u>ENQUIRIES</u>	:	Mr A Ryklief at (021) 483 9939
<u>POST 26/142</u>	:	<u>SOCIAL AUXILIARY WORKER (GEORGE) REF NOI: DSD 2017-67</u>
<u>SALARY</u>	:	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 3 (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 Social Development, Western Cape Government.
	:	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 following: Relevant legislation, policies and prescripts/ manuals, Customer Service Orientation, Self-management and motivation; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.
<u>DUTIES</u>	:	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; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Implementation of the recommended interventions by providing continuous support, basic counselling and guidance to the affected individuals, groups, families and communities; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and assist in identifying further/amended interventions to address the identified conditions; Disseminate basic information on legislation, policies and procedures in the social work field; Collect and provide information for the performance of statutory functions by the social worker; Produce and maintain records and data of interventions, processes and outcomes; Conduct promotion, prevention, protection, and rehabilitation, outreach, and empowerment initiatives in the social work field. Keep abreast with new developments in the social work and social services field. This would, inter alia, entail the following: Read publications in order to ensure that cognisance are taken of new developments; Monitor and study the social services legal and policy framework continuously, attend meetings, workshops, symposia, conferences and any other relevant developmental activities to take cognisance of the latest developments in the relevant field. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Mr K Mazeleni at (044) 801 4300

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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OTHER POSTS

POST 26/143 : **DEPUTY DIRECTOR: ICT SERVICE, MANAGEMENT SUPPORT REF NO. TPW 2017-82**

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 : Department of Transport and Public Works, Western Cape Government.
REQUIREMENTS : Completed 3-year IT related B-Degree (or equivalent qualification) with a minimum of 3 years' management experience; Valid Code B drivers' licence. RECOMMENDATIONS: Working knowledge of business and management principles. COMPETENCIES: Knowledge of the following: Monitoring and evaluating methods, tools and techniques, business and management principles involving strategic planning, resource allocation, human resource 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; Public management and administration; Political science and public policy; relationship management.
<u>DUTIES</u>	:	Manage the performance of assigned personnel to achieve (agreed) key results areas (KRAs) that derive from the Sub-Directorates work plan/ project plans; Manage all projects allocated to the sub-directorate; 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 government spheres; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Management the human resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated, and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
<u>ENQUIRIES</u>	:	Mr Ramesh Maharaj at (021) 483 4123
<u>POST 26/144</u>	:	<u>DEPUTY DIRECTOR: EXPENDITURE (PURCHASE AND PAYABLE) REF NO: TPW 2017-81</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government. Completed 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in financial accounting. RECOMMENDATIONS: Valid Code B drivers' licence; Working knowledge of relevant prescripts. COMPETENCIES: Knowledge of Public Finance Management Act (PFMA) and of the National Treasury Regulations/ Provincial Treasury Regulations; Skills in financial reconciliations, analytical skills; Computer skills in MS Excel.
<u>DUTIES</u>	:	Responsible for the following: Manage and maintain salary deductions processes of the Department; Administer creditor accounts, i.e. managing and maintain Standard Operating Procedures, the implementation of a mechanism to detect irregular, fruitless and wasteful expenditure as well as deviation from SCOA, and institute remedial measures; Manage the reconciliation and information of creditor accounts in relation to various systems. Maintain payment processes and various systems of various obligations; Regularity, policy, governance framework and tactical advice on submissions with financial implications, strategies, policies, financial delegations, inability to comply with prescript requirements, develop tools and techniques for internal control, manage risks and prevention of fraud and corruption, as well as develop best practices for governance document, procedures, policies, instruments, plan and frameworks. Coordinate and prepare reports for Oversight bodies, committees and forums; Operational management of sub-component inclusive of People Management, Financial and Budgetary control, Strategic - and Business planning, service delivery, project management, information and compliance.
<u>ENQUIRIES</u>	:	Mr Johan Fabricius at (021) 483 4220
<u>POST 26/145</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTS (ASSETS AND LIABILITIES) REF NO: TPW 2017-80</u>
<u>SALARY</u>	:	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 Government.
: Completed 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in financial accounting. RECOMMENDATIONS: Valid Code B drivers' licence; Working knowledge of relevant prescripts. COMPETENCIES: Knowledge of Public Finance Management Act (PFMA) and of the National Treasury Regulations/ Provincial Treasury Regulations; Skills in financial reconciliations, analytical skills; Computer skills in MS Excel.

DUTIES

: Responsible for the following: Manage and maintain Accounting and reporting on assets and liabilities, i.e. clearances of balances, guarantees in relation to home owners guarantees, motor vehicle guarantees and PFMA section 66 approved guarantees; manage finance and operating leases and registers, the provision of Asset and Liability information for financial statements, the depreciation General Ledger account, claims against the state, reporting of contingent liabilities and the petty cash system. Cash management which involve the development and maintenance of policies, control mechanisms, and standard operating systems, assist with the Annual cash Flow projections, manage the interfaces of payment magnetic tapes into the Accounting System, managing the surrendering of voted surplus funds, cash inflow schedules as well as reconciliation of requisition and receipt of funds as well as between voted funds and the Accounting system. Banking which involves development and maintenance of policies, control mechanisms, and standard operating systems, managing of bank accounts and balances, transfers, registration details of creditors and staff, stopping of EFT payments, , NAPS payments and cash transit service contract; Regularity, policy, governance framework and tactical advice on submissions with financial implications, strategies, policies, financial delegations, inability to comply with prescript requirements, develop tools and techniques for internal control, manage risks and prevention of fraud and corruption, as well as develop best practices for governance document, procedures, policies, instruments, plan and frameworks. Coordinate and prepare reports for Oversight bodies, committees and forums; Operational management of sub-component inclusive of People Management, Financial and Budgetary control, Strategic - and Business planning, service delivery, project management, information and compliance.

ENQUIRIES

: Mr Johan Fabricius at (021) 483 4220

POST 26/146

: **DEPUTY DIRECTOR: REVENUE AND RECEIVABLES REF NO: TPW 2017-79**

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 Government.
: Completed 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in financial accounting. RECOMMENDATIONS: Valid Code B drivers' licence; Working knowledge of relevant prescripts. COMPETENCIES: Knowledge of Public Finance Management Act (PFMA) and of the National Treasury Regulations/ Provincial Treasury Regulations; Skills in financial reconciliations, analytical skills; Computer skills in MS Excel.

DUTIES

: Responsible for the following: Manage and maintain revenue and receivables by managing the development and maintenance of policies and Standard Operating Procedures, relevant accounting systems, collection of fees, the receiving system, claims against the state, reconciliations, implementation of

prescribed interest rates, preparation of bad debt written off, remission and impairment cases, monitoring and analyses of debtors, manage debt risk profiles and payments of debt; Disclosures in the financial statements and reporting according to Modified Cash Standards, Access and interpret financial reports; Regularity, policy, governance framework and tactical advice on submissions with financial implications, strategies, policies, financial delegations, inability to comply with prescript requirements, develop tools and techniques for internal control, manage risks and prevention of fraud and corruption, as well as develop best practices for governance document, procedures, policies, instruments, plan and frameworks. Coordinate and prepare reports for Oversight bodies, committees and forums; Operational management of sub-component inclusive of People Management, Financial and Budgetary control, Strategic - and Business planning, service delivery, project management, information and compliance.

- ENQUIRIES** : Mr Johan Fabricius at (021) 483 4220
- POST 26/147** : **CONTROL ENGINEERING TECHNICIAN, WINELANDS REF NO: TPW 2016-229 HH**
- SALARY** : R 396 375 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 REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government.
: Completed 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in financial accounting.
RECOMMENDATIONS: None. COMPETENCIES: Knowledge of the following: Technical design and analysis; legal compliance; computer-aided technical applications; Project Management; Research and Development; People Management; Problem Solving skills; Customer Focus and responsiveness; Planning and Organising; Technical report writing, Financial Management, Decision making.
- DUTIES** : Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment on roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution of duties; Ensure the promotion of safety in line with statutory and regulatory standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel and assets; Research /literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRY** : Mr Cecil Harman at (021) 863 2020