

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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 28/149 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**

SALARY : R805 236 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Appropriate management experience in Hospital Pharmacy. Competencies (knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act, Act 101 of 1965 as amended, GPP, Public Finance Management Act and supply chain processes. Proof of Continuous Professional Development especially in the area of evidence-based medicine and Pharmacovigilance. Knowledge of dispensing management, clinical pharmacy management and Pharmacy and Therapeutic Committee (PTC) Management. Good interpersonal, organisational and communication skills. Advanced Computer literacy (Word, Excel, and PowerPoint).

DUTIES : (key result areas/outputs): Facilitate a comprehensive dispensing process, including the approval of items that are not on the Provincial Code List. Monitor and facilitate the drug supply management. Assist with the development and implementation of standard operating procedures (SOPs). Monitor and facilitate the training and development of pharmacy staff. Assist with the management functions of supervision and control of resources and equipment as well as human resource management of pharmacy staff. Facilitate and monitor research.

ENQUIRIES : Ms. N Furumele Tel no: (021) 938-5225

APPLICATIONS : The Chief Director: Tygerberg Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms Z Mtshisazwe

CLOSING DATE : 28 July 2017

POST 28/150 : **OPERATIONAL MANAGER NURSING: (SPECIALITY: PSYCHIATRY)**
(Chief Directorate: Metro District Health Services)

SALARY : R499 953 (PNB3) per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional nurse in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience in the speciality after obtaining the 1 year qualification in Advanced Psychiatry. Inherent requirements of the job: Work after hour when required. Competencies (knowledge/skills): Sound knowledge and understanding of the Mental Health Care Act, Nursing and health service related Acts, legislation and Policies. Leadership and sound interpersonal, motivational skills and ability to facilitate and promote training. Computer Literacy (MS Word, Excel, email, PowerPoint). Good communication skills (both written and verbal) in

at least two of the three official languages of the Western Cape. Knowledge and skill in conducting research or surveys and compile comprehensive reports. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Plan, organise, coordinate operational activities and coordinate the development of nursing care plans and implementation thereof. Supervise personnel for the provision of safe quality health care, liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Develop and implement quality assurance programmes and initiatives, monitor standards of practices and adherence to National and Provincial policies and Core service Standards, develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures, Complaints and adverse event prevention or management. Ensure implementation and adherence to Infection Prevention & Control or OHS principles. Effective resource management (human, financial, physical): Performance, Conflict resolution, Problem solving and decision making, Budget, Supply and equipment management, personnel development and training. Maintenance of professional, ethical and legal standards governing nursing practice and health service delivery. Ensure efficient and accurate documentation and recording, statistical data collection and capturing.

ENQUIRIES : Ms A Brown, Tel no: (021) 370-4410

APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, Private Bag X9, Mitchell's Plain, 7789. Applications may be hand delivered to 8 AZ Berman Drive, Mitchell's Plain

FOR ATTENTION : Ms CC Johnson

CLOSING DATE : 28 July 2017

POST 28/151 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
(Chief Directorate: Metro District Health Services)

SALARY : R499 953 (PN-B3) per annum

CENTRE : Parow Community Day Clinic

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC AS Professional Nurse (proof of current registration to be submitted). 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 1 year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial and Supply Chain guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Report writing. Ability to function independently as well as in a team. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

ENQUIRIES : Mr. AE Patientia, tel no: (021) 918-1633

APPLICATIONS : The Manager: People Management, Metro District Health Services, Tygerberg-Northern Sub-structure, Bellville, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Kader

CLOSING DATE : 28 July 2017

POST 28/152 : **CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION AND CONTROL)**
(Chief Directorate: Metro District Health Services)

SALARY : R394 665 (PN-A5) per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Degree or Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) AS Professional Nurse. This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Critical and analytical thinking –and problem solving skills. Management and supervisory skills. Knowledge of the principles of Infection Prevention and Control and Occupational Health. Computer literacy (MS Office, MS Outlook, Excel, Database MS). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Manage participation in outbreak investigations. Audit the standard of clinical service delivery through identifying and addressing shortcomings. Provide effective guidance and training in Infection Prevention and Control to all staff. Manage Stoma Therapy service. Participate in Training and Research programmes relevant to the principles and management of infection prevention and control and risk mitigation.

ENQUIRIES : Mr MF Fortuin Tel no: (021) 918-1386
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 28 July 2017

POST 28/153 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (FACILITY BASED SERVICES)**
(Chief Directorate: Metro District Health Services)

SALARY : R394 665 (PN-A5) per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. 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 requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and Project management skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Appropriate knowledge and experience in Primary Health Care and Facility Based Services. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Facilitate, co-ordinate, monitor and ensure adequate integration of all Facility Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha/Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate, support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.

ENQUIRIES : Ms S McCloen, Tel no. (021) 360-4673

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver

CLOSING DATE : 28 July 2017

POST 28/154 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAINING)**
(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 : Khayelitsha/Eastern Sub-Structure Office

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in one of the following: Advance Midwifery and Neonatal Nursing Science; Pediatric /Child Nursing Science; Medical and Surgical Nursing Science; Critical Care Nursing (Trauma and Emergency) Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with a professional council: Registration with the SANC as a 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 periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post-basic qualification in one of the specialities as mentioned above. Inherent requirement of the job: Valid (Code E/EB) Driver's licence. Work after hours when required. Competencies (knowledge/skills): Good communication (written and Verbal) skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training and of basic and post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literacy of MS Office suite (MS Word, Excel, Power-point) and MS Outlook. Notes: 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 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): Facilitate and teach the clinical Programmes in nursing specialties, developed for clinical areas. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for specialty nurses. Evaluate /assess the competencies and skills of specialty nursing personnel. Effective management of clinical teaching programmes in specialty areas. Ensure the accompaniment of nursing personnel. Effective management and utilisation of human resources.

ENQUIRIES : Ms S Mc Cloen, Tel no: (021) 360-4673

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver

CLOSING DATE : 28 July 2017

POST 28/155 : **ASSISTANT DIRECTOR: HEALTH (HIV/TB HOTSPOTS COORDINATOR)**
(Performance based contract until march 2019 (fixed term)
Directorate: Global Fund Programme

SALARY : R334 545 per annum plus 37% in lieu of service benefits.

CENTRE : Stationed at Drakenstein Sub-district Office of the Cape Winelands District (TC Newman Hospital, Paarl)

REQUIREMENTS : Minimum educational qualification: A Tertiary qualification in health or health related qualification or social sciences. Experience: Experience in a NPO environment or Public Health sector with a working knowledge of HIV and TB. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Analyse interpret data, report and conduct meetings. Strong computer literacy, project management and presentation skills. Good communication skills and sound interpersonal relations. Ability to work in a team environment. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Policy formulation translation into innovative prevention interventions. Hotspot mapping Intervention Development Support. Monitoring and Evaluation of community interventions. Support and participate in the development and implementation of other co-determined prevention packages. Assist in the coordination of transversal, inter-sectorial collaboration and networking with all relevant role players and the implementation of community dialogue platforms.

ENQUIRIES : Ms K Balfour Tel no: (021) 483-8290

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 28 July 2017

POST 28/156 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)**

SALARY : Grade 1: R 281 148 per annum
Grade 2: R 331 179 per annum
Grade 3: R 390 123 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with the professional council: Registration with the HPCSA as Clinical Technologist in Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the post: Competent echocardiographer. Able to travel to Bellville, Paarl and Worcester weekly. Research experience. Required to work as part of the outreach program at various Secondary and appropriate district hospitals including Paarl, Worcester and Karl Bremer (Bellville) providing an echocardiography service. Competencies (knowledge/skills): Good interpersonal relations skills, a passion for echocardiography, teaching and an interest in research. The ability to fulfil the required tasks through an exceptional academic record and/or an exceptional service record with relevant experience. Note: No payment of any kind is required when applying for this post. The applicant will play an important role in furthering the Division of Cardiology and the SUNHEART vision of providing equal access to advanced cardiac care to the people of the Western Cape. "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): Perform high quality and efficient cardiology service by providing specialised clinical technology support in all areas of non- invasive and invasive cardiology, in adults and paediatrics. Coordinate research activities of the Division of Cardiology. Duties include: administration, training and supervision of student technologists, research outputs.

ENQUIRIES : Mr I Mohammed, Tel no: (021) 938-4332

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

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 28 July 2017

POST 28/157 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR (REHABILITATION) (5/8TH POST)**
(Chief Directorate: Metro District Health Services)

SALARY : R258 792 per annum

CENTRE : Southern Western Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Registration with a professional council: Registration with the HPCSA in the relevant profession for 2017/2018. Experience: A minimum of 3 years appropriate experience in the relevant profession after registration with the HPCSA. Inherent requirements of the job: Willingness to co-ordinate rehabilitation services in the substructure. Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work across rehabilitation professions. Competencies (knowledge/skills): Appropriate experience as a rehabilitation therapist. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership and organisational 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): Promote, manage and develop Rehabilitation services in the substructure. Assist in the Planning of the Rehabilitation services in the substructure. Provide assistance to the line managers with technical supervision and development of rehab personnel. Ensure good coordination of all rehabilitation services across the sub-structure. The development of Guidelines and SOPs for rehabilitation services. Co-ordinate student placements, undertake and participate in appropriate research and investigations in area of work. Effective management of all human, financial and physical resources in the designated programme.

ENQUIRIES : A Janse Van Rensburg, Tel no: (021) 202-0925

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

FOR ATTENTION : Mr F Le Roux

CLOSING DATE : 28 July 2017

POST 28/158 : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING / REFRIGERATION)**

SALARY : Grade A: R 167 778 per annum
Grade B: R 197 631 per annum
Grade C: R 230 721 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade

Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's licence (Code B/EB). Work overtime should the need arise, day or night and standby duties. Attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to fault-find and repairs down to component level. Knowledge of Air-Conditioning/ Refrigeration and Mechanical plants. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Supervise, train Handyman and Tradesman Aids. Perform routine inspections and general repairs and oversee the preventative maintenance programme. Manage outsourced contracts and drawing up of minor specifications. Maintenance service and repairs of Hospital plants and equipment. Manage Disciplinary and Procedure. Manage Human Resource Management of staff, compilation of reports and statistics and general administration. Maintain, repair, install and service Air- Conditioning plants, service refrigeration equipment.

ENQUIRIES : Mr D Dryling, Tel no (021) 938-4241

APPLICATIONS : The Chief Executive officer: Tygerberg Hospital, Private Bag x3, Tygerberg, 7505.

FOR ATTENTION : Mr R Mckenzie

CLOSING DATE : 28 July 2017

POST 28/159 : **PORTER**
(Chief Directorate: Metro District Health Services)

SALARY : R90 234 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks e.g. lifting patients and heavy equipment. Willingness to work shifts. Willingness to handle corpses. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three of the official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Support with loading of patients in and out of ambulance and vehicles. Accompany walking patients and transport sitting and non-walking patients per trolley or wheelchair between treatment areas. Assist nursing staff with transfer of patients to bed or trolleys and vice versa. Transport medical documentation.

ENQUIRIES : Mr RW Africa, Tel no: (021) 799-1206

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

FOR ATTENTION : Ms N Petersen

CLOSING DATE : 04 August 2017

PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT

DEPARTMENT OF AGRICULTURE

CLOSING DATE : 28 July 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. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/160 : **SENIOR LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 2017-45**

SALARY : R334 545 per annum, Level 09

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : 4 year BSc Degree (or equivalent qualification) in Agriculture with specialisation in Viticulture and Oenology; A minimum of 6 years' appropriate experience in an

agricultural scientific environment of which 3 years must be lecturing experience; A valid (code B) driver's licence. Recommendations: Successfully completed training as an assessor and moderator; A qualification in Education, e.g. Post graduate certificate in Education/ Diploma in Higher Education. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training, presentation and facilitation skills; Good communication skills (write, read and speak) in at least two of the official languages of the Western Cape.

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

ENQUIRIES : Ms R Wentzel Tel no: (021) 808 5019/8

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

POST 28/161 : **SCIENTIFIC TECHNICIAN PRODUCTION: ENTOMOLOGY REF NO: AGR 2017-46**

SALARY : Grade A: R 274 440 – R 295 638 per annum
Grade B: R 313 782 – R 338 253 per annum
Grade C: R 357 150 – R 420 690 per annum (OSD as prescribed).

CENTRE : Department of Agriculture, Western Cape Government, Elsenburg
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a major in Entomology; SACNASP registration as a Certificated Natural Scientist in Agricultural Science; A minimum of 3 years' post qualification technical (scientific) experience; A valid (code B) driver's licence. Recommendations: Experience as research technician in Entomology; Experience in Entomology in tunnels/ glasshouses and fields. Competencies: Knowledge of the following: Insects and pests in crops of the Western Cape; Basic maintenance of appropriate equipment; Breeding and keeping insects in a controlled environment; Technical scientific inputs needed for research projects; Handling a budget; Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Technical Management and technical planning skills; Proven computer literacy (MS Office, in particular Excel).

DUTIES : Technical execution of research projects, including managing a budget, trial layout, preparation, planting, maintenance, applying treatments, data collection, data input; Responsible for the creation/ adaption/ maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Dr JM Laubscher Tel no: (021) 808 5300

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

POST 28/162 : **SCIENTIFIC TECHNICIAN PRODUCTION: ALTERNATIVE CROPS REF NO: AGR 2017-47**

SALARY : Grade A: R 274 440 – R 295 638 per annum
Grade B: R 313 782 – R 338 253 per annum
Grade C: R 357 150 – R 420 690 per annum (OSD as prescribed).

CENTRE : Department of Agriculture, Western Cape Government, Elsenburg
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a major in Horticulture; SACNASP registration as a Certificated Natural Scientist in Agricultural Science; A minimum of 3 years' post qualification technical (scientific) experience; A valid (code B) driver's licence. Recommendations: Experience as a research technician in alternative crops; Experience with the cultivation production of crops in tunnels/ glasshouses and fields. Competencies: Knowledge of the following: Alternative crops used in the Western Cape; Basic maintenance of appropriate equipment and irrigation systems; Technical scientific inputs needed for research projects; Handling a budget; Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Technical Management and technical planning skills; Proven computer literacy (MS Office, in particular Excel).

DUTIES : Technical execution of research projects, including managing a budget, trial layout, preparation, planting, maintenance, data collection, data input and harvest;

Responsible for the creation/ adaption/ maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES
APPLICATIONS

: Ms P Karsen Tel no: (021) 808 5277
: To apply submit your application online only: www.westerncape.gov.za/jobs

POST 28/163

: **SCIENTIFIC TECHNICIAN PRODUCTION: SYSTEMS RESEARCH REF NO: AGR 2017-48**

SALARY

: Grade A: R 274 440 – R 295 638 per annum
Grade B: R 313 782 – R 338 253 per annum
Grade C: R 357 150 – R 420 690 per annum (OSD as prescribed).

CENTRE
REQUIREMENTS

: Department of Agriculture, Western Cape Government, Elsenburg
: 3-year National Diploma (or equivalent qualification) in Agronomy/ Crop Science; SACNASP registration as a Certificated Natural Scientist in Agricultural Science; A minimum of 3 years' post qualification technical (scientific) experience; A valid (code B) driver's licence. Recommendations: Experience in the following: Research Technician in small grain systems; Conservation agriculture in Western Cape; Detailed planning in execution of timely data gathering. Competencies: Knowledge of the following: cash crops and pastures used in the Western Cape, settings, calibration and basic maintenance of appropriate equipment and implements; small grain systems (including crops, cultivation, plant-soil-water interaction); Technical Scientific inputs needed for research projects; Skills in the following: Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Office, in particular Excel); Technical Management and planning skills.

DUTIES

: Technical execution of research projects for the development of more efficient farming practices within systems; Responsible for the creation/ adaption/ maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES
APPLICATIONS

: Dr JA Strauss Tel no: (021) 808 5479
: To apply submit your application online only: www.westerncape.gov.za/jobs

POST 28/164

: **FARM FOREMAN: OUTENIQUA RESEARCH FARM, REF NO. AGR 2017-52**

SALARY

: R152 862 per annum, Level 05

CENTRE
REQUIREMENTS

: Department of Agriculture, Western Cape Government, Outeniqua Research Farm
: Basic literacy and numeracy (ABET level 3/ Grade 7); A minimum of 3 years' relevant experience; A valid driver's licence (Code 8). Recommendations: Experience in Infrastructure maintenance e.g. pipe lines, fences, roads, reservoirs, drinking troughs, maintain buildings (plumbing, carpentry). Competencies: Knowledge of the following: Animals dairy and beef cattle; Handling and operating of machinery, power tools, tractors, digger loaders and implements; Pastures; Supervisory skills; Communication in at least two of the official languages of the Western Cape; Proven computer literacy with proficiency in Windows 7.

DUTIES

: Oversee the execution of the following: Routine activities in respect of crop/ pasture production; Routine activities in respect of livestock; General routine activities; General routine activities in respect of infrastructure; Perform all administrative and related function.

ENQUIRIES
APPLICATIONS

: Mr HS Gerber Tel no: (044) 803 3727
: To apply submit your application online only: www.westerncape.gov.za/jobs

POST 28/165

: **LABORATORY ASSISTANT: PLANT SCIENCES, ELSENBURG - REF NO. AGR 2017-49**

SALARY

: R127 851 per annum, Level 04

CENTRE
REQUIREMENTS

: Department of Agriculture, Western Cape Government, Elsenburg, Stellenbosch
: Senior Certificate or equivalent qualification. Recommendations: Proven experience in laboratory (soil, plants, water) analyses. Competencies: Knowledge of laboratory (soil, plants and water); Communication skills in at least two of the official languages of the Western Province; Ability to follow methods; Good

<u>DUTIES</u>	:	analytical skills, attention to detail, technical accuracy; Able to plan and meet strict deadlines; Ability to work under pressure; Customer focus and responsiveness.
	:	Prepare samples for analyses; Perform routine analysis of samples under mentorship/ supervision of senior personnel; Perform basic maintenance on selected equipment and instrumentation; Report all faulty equipment and instrumentation; Maintain tidiness of laboratories; Clean/ sterilize glassware and equipment; Perform basic maintenance and control functions of lab equipment and stock; Perform administrative and related functions including complying with health and safety regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jacques Rheeder Tel no: (021) 808 5288
	:	Kindly note that from level 1 to 4 you may submit online or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). To apply submit your application online via www.westerncape.gov.za/jobs or a manual application
<u>POST 28/166</u>	:	<u>AUXILIARY SERVICES OFFICER: BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE REF NO: AGR 2017-51</u>
<u>SALARY CENTRE</u>	:	R127 851 per annum, Level 04
	:	Department of Agriculture, Western Cape Government, Oudtshoorn Research Farm, Oudtshoorn
<u>REQUIREMENTS</u>	:	Grade 10 (ABET level 4); A minimum of 2 years' experience in hatchery practices and/or ostrich handling; A valid code B driver's licence. Recommendations: Experience in hatchery practices and handling and candling of ostrich eggs; Handling ostriches; Data collection/ capturing of research projects; Accurate recording of data (paper/ electronically). Competencies: Knowledge of the following: Maintaining a hatchery and farm infrastructure; Management of Ostrich breeder flock; Excellent communication skills in at least two of the official languages of the Western Province; Ability to work within a team and give guidance to farm aids; Ability to do physical work (handling of ostrich breeders and loading trays filled with eggs in incubator trollies).
<u>DUTIES</u>	:	Support the execution of research projects; Maintenance of research resources; Management of human resources; Administration; Technology transfer.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Z Brand Tel no: (044) 203 9406
	:	Kindly note that from level 1 to 4 you may submit online or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). To apply submit your application online via www.westerncape.gov.za/jobs or a manual application
<u>POST 28/167</u>	:	<u>FARM AID: FACILITIES MANAGEMENT, PLANT SCIENCES (2 POSITIONS AVAILABLE) REF NO: AGR 2017-50</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum, Level 02
<u>REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government, Elsenburg, Stellenbosch
	:	Basic literacy and numeracy (ABET level 2); Able to do hard manual labour. Recommendations: A valid driver's licence and/or a valid EC drivers licence for heavy vehicles. Proven experience in technical teams assisting research projects on canola, medic and grain crops. Competencies: Knowledge of protein and grain crops; Ability to do the following: follow relevant technical instructions in the research environment; Distinguish between crops and weeds; Detect change and variation; understand a basic trial plan.
<u>DUTIES</u>	:	Perform routine activities in respect of supporting plant sciences research through the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g. cleaning, houghing; Apply chemical crop protection e.g. operate a knapsack; Reaping, grading, weighing, packing, and storage of seed and plant material; Daily tending of crops e.g. weeding and cutting; Harvesting of crops; Asset control and safe keeping of assets; Perform general routine activities which would include: Cleaning facilities; Disposal of farm waste material and farm waste material; Provide water supply for livestock and farm buildings; Care for

- equipment; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ offloading.
- ENQUIRIES APPLICATIONS** : Mr B Shikwambana Tel no: (021) 808 5326
: Kindly note that from level 1 to 4 you may submit online or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). To apply submit your application online via www.westerncape.gov.za/jobs or a manual application
- POST 28/168** : **FARM AID: TYGERHOEK RESEARCH FARM REF NO: AGR 2017-53**
- SALARY CENTRE** : R90 234 per annum, Level 02
: Department of Agriculture, Western Cape Government, Tygerhoek Research Farm, Riviersonderend
- REQUIREMENTS** : Basic literacy and numeracy (ABET level 2). Able to do physical work. Recommendations: A valid (code B) drivers licence; Experience in handling of machinery and power tools; Handling of livestock(sheep); Knowledge of cultivating, spraying, harvesting etc. of small grain and lucern production; Maintenance of relevant equipment; Knowledge of irrigation and relevant equipment; Fencing as well as practical experience. Competencies: Knowledge of the following: Activities regarding animal production and research; small grain production and research; Lucerne production and irrigation; Good communication skills in at least two of the official languages of the Western Province; Ability to work independently as well as part of a team.
- DUTIES** : Perform routine activities and general tasks in respect of the following: Small grain production and research; Animal production and research; Farm work and maintenance; Farm infrastructure, irrigation and maintenance.
- ENQUIRIES APPLICATIONS** : Mr A Dippenaar Tel no: (028) 425 4861
: Kindly note that from level 1 to 4 you may submit online or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). To apply submit your application online via www.westerncape.gov.za/jobs or a manual application
- POST 28/169** : **FARM AID: TYGERHOEK RESEARCH FARM REF NO: AGR 2017-53**
- SALARY CENTRE** : R90 234 per annum, Level 02
: Department of Agriculture, Western Cape Government, Nortier Research Farm, Lamberts Bay
- REQUIREMENTS** : Basic literacy and numeracy (ABET level 2). Recommendations: A valid (code B) drivers licence; Experience in handling of machinery and power tools regarding maintenance of infrastructure; Handling of livestock (sheep, cattle and ostriches); Reside in the Western Cape. Competencies: Knowledge of the following: Activities regarding Plant Sciences, Animals Sciences and Research; Handling of livestock; Good communication skills in at least two of the official languages of the Western Cape; Ability to work independently as well as part of a team.
- DUTIES** : Perform routine activities in respect of crop production and livestock; Perform general routine activities; Perform general routine activities in respect of infrastructure.
- ENQUIRIES APPLICATIONS** : Mr A Dippenaar Tel no: (028) 425 4861
: Kindly note that from level 1 to 4 you may submit online or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). To apply submit your application online via www.westerncape.gov.za/jobs or a manual application

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 28 July 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. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/170 : **ACCOUNTING CLERK: DEPARTMENTAL ACCOUNTING REF NO. DEDAT 2017-13**

SALARY CENTRE : R152 862 per annum, Level 05
: Department of the Economic Development and Tourism, Western Cape, Cape Town

REQUIREMENTS : Senior Certificate with Accounting and Mathematics as passed subjects or equivalent qualification with experience in a Financial Management environment. Recommendations: A Finance related qualification will be an advantage. Competencies: Proven computer literacy; Planning and organisation; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Ability to perform routine tasks.

DUTIES : Capturing of payments on BAS; Registration and maintenance of entities on BAS; Handling of state money; Verification of receipt and deposits; Clearing of accounts; Handling of petty cash.

ENQUIRIES : Mr T Johnson Tel no: (021) 483 9137

DEPARTMENT OF THE PREMIER

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 28 July 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. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/171 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER B REF NO: DOTP 2017-51**

SALARY CENTRE : All-inclusive salary package of R657 558 per annum, Level 11
: Department of the Premier, Western Cape, Cape Town

REQUIREMENTS : A 3-year National Diploma or higher qualification (as recognised by SAQA) in Commerce/ Law/ Auditing/ Forensics; A minimum of 3 years' management experience in a forensic environment or 6 years' experience in conducting forensic investigations; Valid code B driver's license. Recommendations: Certified Fraud Examiner (CFE designation) or similar professional designation; and / or; Experience in managing and investigating fraud, theft, corruption and maladministration within the public sector particularly in Local Government sphere. Competencies: Fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape at management level.

DUTIES : Planning and managing multiple investigations at the same time, prioritising investigations; Supervising a team of investigators during all activities in an investigation (from planning to reporting), providing clear and expert guidance and mentoring; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting and/or reviewing factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Present and motivate investigations outcome at executive levels; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Mr R Janse van Rensburg Tel no: (021) 483 0901

POST 28/172 : **DEPUTY DIRECTOR: PRO-ACTIVE FORENSICS REF NO: DOTP 2017-58**

SALARY : All-inclusive salary package of R657 558 per annum, Level 11
CENTRE : Department of the Premier, Western Cape, Cape Town
REQUIREMENTS : A 3-year National Diploma (or higher qualification as recognised by SAQA) in Commerce / Law / Auditing / Forensics; A minimum of 3 years' management experience in a forensic environment or 6 years' experience in pro-active or reactive forensics; A valid Code B driver's licence. Recommendations: Certified Fraud Examiner (CFE designation); and / or; Qualification in Proactive Forensics or Fraud Risk Management; and / or; Experience in managing fraud and corruption risks within the public sector. Competencies: Knowledge of National, Provincial and Departmental legislation, policies and procedures; Knowledge of fraud risk management strategies and fraud risk assessment techniques; Excellent communication skills at a management level (verbal and writing); Planning, organising and people management skills; and Well-developed analytical and problem solving skills.

DUTIES : Plan and monitor the execution of proactive strategies for the prevention of fraud, theft and corruption; Ensure appropriate strategies are in place to address fraud risk assessments and data analytics deliverables; Identify, determine and measure factors impacting on the successful implementation of anti-fraud and corruption strategies; Advise departmental stakeholders on alignment of departmental fraud prevention strategies to the Provincial strategy and assist with the drafting and approval of departmental Fraud Prevention Plans and Fraud Prevention Implementation Plans; Manage and develop processes aimed at improving sources of fraud detection and prevention, and Monitor submission of timesheets and productivity of team members against budget, determine validity of overruns and motivate any deviations to the Director and develop interventions where necessary.

ENQUIRIES : Ms D Viljoen Tel no: (021) 483 4701

POST 28/173 : **POLICY ANALYST: ICT POLICY AND STRATEGY (12-MONTH CONTRACT PERIOD) REF NO: DOTP 2017-56**

SALARY : All-inclusive salary package of R657 558 per annum, Level 11
CENTRE : Department of the Premier, Western Cape, Cape Town
REQUIREMENTS : Completed 3-year National Diploma (or equivalent qualification) with a minimum of 5 years' experience in IT as well as 2 years' experience in policy development of which 3 years' must be management experience. Recommendations: Proven experience in a leadership role in an ICT environment. Competencies: Knowledge of the following: Systems architecture (software, hardware and networks); E-government and enterprise ICT policy development; E-government and ICT practices; Government policy making processes; Information security and authentication; Exceptional communication (written and verbal) skills; Strategic thinking and planning; Policy development, sound organizing and planning skills; Well-developed analytical skills.

DUTIES : Develop and refine E-government and ICT policies, frameworks and standards. This includes policies such as ICT acceptable usage policies, infrastructure, integration or interoperability, metadata, security and authentication policies as well as any E-government policies such as the content management policy; Develop and maintain a process of policy-making to ensure that all policies have then appropriate approvals; Ensure that policies are maintained through the planning and development and operational components; Monitor the alignment of policy with the policies and strategies at the National, Provincial and Local level; Develop appropriate policies for risk management; Arrange and facilitate

consultations with all stakeholders regarding E-government and ICT policy; Participate in organised public and private sector E-government policy development initiatives of significant importance to the WCPG; Supervisory responsibility with respect to contract staff.

ENQUIRIES : Mr G Mohamed Tel no: (021) 483 4828

POST 28/174 : **NETWORK TECHNOLOGIST REF NO: DOTP 2017-37**
(12 Month Contract Position)

SALARY : R334 545 per annum, Level 09
CENTRE : Department of the Premier, Western Cape, Cape Town
REQUIREMENTS : A relevant recognised National Diploma (or higher qualification as recognised by SAQA); A minimum of 3 years' experience in an ICT infrastructure and Cape Access environment; A valid driver's licence. Competencies: Knowledge of the following: Technical standards/ procedures; Needs and priorities of stakeholders; Service Level Agreements; National and International IT policies and Trends; Networks; Communication skills (written and verbal) in at least two of the official languages of the Western Province; Planning, organising and coordination skills.

DUTIES : Develop and maintain network infrastructure by performing the following activities and manage contractors who are responsible for the following activities: Technical evaluations, Site designs for Cape Access e-Centres, Site infrastructure assessments, Site designs; Manage ICTs Cape Access new e-centres and relocations; Helpdesk, Technical and Infrastructure support for Cape Access e-Centres, Provides first-line support to network/LAN users; Management of Broadband implementation of the Cape Access Programme; Manage all Hardware and Software (problem resolution, updates and maintenance), on-site and remote support, Infrastructure related problems, escalations, rollout, setup and configuration of ICT equipment; Ensure hardware and software is installed and working at Cape Access e-Centre Procurement, provide figurations and quantities on all ICT equipment for Cape Access e-Centre to required and relevant partners; Research and Development; Liaise with contracted vendors and client departments; Governance; Administrative functions; Ensure competency of subordinates through training.

ENQUIRIES : Mr C Wakeford Tel no: (021) 483 9640

POST 28/175 : **WEB DESIGNER (USER EXPERIENCE DESIGNER): E- GOVERNMENT FOR CITIZENS REF NO: DOTP 2017-57**
(12 Month Contract Position)

SALARY : R334 545 per annum, Level 09
CENTRE : Department of the Premier, Western Cape, Cape Town
REQUIREMENTS : A 3-year National Diploma (or higher qualification in Human-Computer Interaction, Interaction Design or related field); A minimum of 3 years' relevant experience. Recommendation: User centred design process experience; User research experience. Competencies: User Interface Design principles; User-Centred Design Processes; Research / Analysis; Prototyping/design; Usability Testing Methodologies.

DUTIES : Implement advanced interaction design; Provide usability and user experience expertise across all channels and platforms; Ensure and implement universal accessibility for all users; Conduct heuristic and expert evaluations; Develop personas, flows and journey maps; Implement and administer the Western Cape Government policy and UX guidelines.

ENQUIRIES : Mr L Essa Tel no: (021) 483 5182

POST 28/176 : **ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: DOTP 2017-61**

SALARY : R334 545 per annum, Level 09
CENTRE : Department of the Premier, Western Cape, Cape Town
REQUIREMENTS : A 3-year B-degree with a minimum of 3 years' relevant experience. Recommendation: A Degree in Industrial Psychology or Industrial Psychology as a major; Experience in Strategic Human Resource Planning and/or Industrial Psychology. Competencies: Knowledge of People Management (Human Resource Management) policies and rules within a strategic context and Workforce Planning; Excellent analysing and analytical skills; Excellent writing and reporting skills; Excellent communication (verbal and written) skills in at least two of the three

- official languages of the Western Cape; Presentation and consultancy skills; Proven computer literacy in Excel and Word.
- DUTIES** : Provide a comprehensive workforce planning service to ensure workforce plans are in place to address the current and future people capability needs of eleven provincial departments; Facilitate, co-ordinate and annually report on the implementation of the workforce planning interventions of the eleven provincial departments; Annually assess WC Provincial Departmental Workforce Plans and reports for compliance and quality; Provide an Annual People Management (PM) Planner support service to people managers of the eleven provincial departments to assess their ongoing people capability needs; Management and supervision responsibilities.
- ENQUIRIES** : Ms I Mackay Tel no: (021) 483 5478

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 28 July 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. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/177** : **REGIONAL MANAGER: PROPERTY MANAGEMENT (REGION 1), REF NO. TPW 2017-95**

- SALARY** : All-inclusive salary package of R 657 558 per annum, Level 11
- CENTRE** : Department of Transport and Public Works, Western Cape
- REQUIREMENTS** : A 3-year National Diploma or higher qualification (as recognised by SAQA) with a minimum of 6 years' management experience in a property related environment. Competencies: Knowledge of the following: Policies and procedures; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Programme and Project Management. Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strategic capability and leadership; People Management and empowerment skills; Client orientation and customer focus; Presentation and facilitation skills.

- DUTIES** : Manage the process of leasing in of immovable assets based on the accommodation requirements of users in terms of their service delivery needs; Manage the disposal including leasing out of immovable assets superfluous to service delivery requirements; Estate management such as security services, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registration of real rights; Manage all commitments to local authorities in terms of applicable municipal ordinances in respect of the region; Management of all debtors and creditors regarding immovable assets; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Communicate the Batho Pele concept to employees; Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr S Hindley Tel no: (021) 483 5549

- POST 28/178** : **ASSISTANT DIRECTOR: STRATEGIC IMMOVABLE ASSET MANAGEMENT PLANNING (GIAMA) REF NO: TPW 2017-96**

- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Department of Transport and Public Works, Western Cape
- REQUIREMENTS** : A 3-year National Diploma (or equivalent qualification) in the built environment or business, with a minimum of 3 years' supervisory experience in a property management environment. Competencies: Knowledge of Monitoring and

evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resource allocation, human resources modelling, leadership techniques; production methods and co-ordination 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 services; Project Management; legislative and regulatory requirements, policies and standards; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable and self-motivated; Ability to work in a team; Proven computer literacy with proficiency in Excel.

DUTIES

: Assist with management and achievement of component goals; Manage all projects allocated to the sub-directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; 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; Communicate the Batho Pele concept to employees, obtain support and commitment to apply the underlying principles in their day to day work operations, identify weakness and gaps in service delivery and develop and implement opportunities to improve service delivery; Management of the Human Resource of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperative, motivated, competent, appreciated and performance oriented staff and sound labour relations; Assist with the planning of sub-directorate's budget and assist with expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES

: Mr G Meyer Tel no: (021) 483 2606

POST 28/179

: **FLEET MAINTENANCE CLERK: MECHANICAL REF NO: TPW 2017-94**

SALARY CENTRE

: R152 862 per annum, Level 05

REQUIREMENTS

: Department of Transport and Public Works, Western Cape
: Senior Certificate or equivalent qualification with appropriate experience; Computer Literacy (MS Word and MS Excel); A valid (code B) driver's licence. Competencies: A good understanding of the following: Maintenance Management System (MMS); Motor vehicle licensing; Licence renewals; Transfer of equipment and the transfer of ownership; Office Administration; Proven computer literacy; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Decision making, creativity, planning and organizing, customer focus and responsiveness skills.

DUTIES

: Register vehicles; Issue and renew licences; Maintenance and administration of the database; Receive and prepare auction lists; Inform licensing section of the change of ownership at the time of auctions; Undertake filing; Type letters and documents; Handle enquiries; Reconcile and keep the costing data up to date and follow up incorrect costing data; Compilation of reports.

ENQUIRIES

: Ms R Africa Tel no: (021) 483 2128