

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

CLOSING DATE : 18 August 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. Kindly note that technical support is only available from 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 31/250 : **PROFESSIONAL ENGINEER PRODUCTION: WATER AND IRRIGATION, REF NO. AGR 2017-56**

SALARY : R 549 639 – R 977 883 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 Agriculture, Western Cape Government.
 : Engineering Degree (B Eng/BSC(Eng) in Civil Engineering, Agricultural Engineering or relevant qualification in the required field of water and irrigation engineering; Registration as a Professional Engineer with the Engineering Council of South Africa; A minimum of 3 years post qualification engineering experience specializing in the water and irrigation engineering or completion of the candidacy period; Valid code B driver's licence. Recommendations: Post graduate studies in the field; Extensive experience in the field; Working knowledge of the Agricultural Sector, water and irrigation engineering; Management skills in Human Resource Management; Financial Management and Project Management; Computer literacy with experience in the use of CAD programmes. Competencies: Technical knowledge and experience in the theory, design and implementation of Water and Irrigation Engineering projects; Knowledge of legal compliance; Technical report writing. Excellent communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy; Excellent planning and organizing skills; Problem solving and analysis skills; Personnel and conflict management skills. Self-motivated; Work under pressure; Committed; Work under adverse field conditions.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Office administration and budget planning; Research and development; Liaison with external service providers and clients, consulting engineers, Governmental Departments as well as the public; Ensure training and development of technicians (Human Capital development).

ENQUIRIES APPLICATIONS : Mr P Keuck at (021) 808 5340
 : To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/251 : **AGRICULTURAL ECONOMIST: MARKET ACCESS LINKAGES, REF NO. AGR 2017-57**

SALARY : R 281 418 per annum (Salary level 8) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS

remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government.
: Appropriate Honours degree or equivalent qualification in Agriculture Economics, Marketing or related field; A valid code B drivers licence. Recommendations: Excellent networking and report writing experience.
- DUTIES** : Identify and conduct market research especially on products/industries/systems that are of strategic importance to the Western Cape for export expansion, value addition and diversification opportunities; Supply advice to clients with regard to market analysis/marketing information, market linkage and develop methods to link farmers to formal markets; Contribute to feasibility and viability studies with particular emphasis on marketing; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders and; Perform administrative and related functions.
- ENQUIRIES APPLICATIONS** : Ms Bukelwa Grwambi Tel no: (021) 8085187
: To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF COMMUNITY SAFETY

- CLOSING DATE** : 18 August 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. Kindly note that technical support is only available from 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 31/252** : **ASSISTANT DIRECTOR: ACCREDITATION ADMINISTRATION AND SUPPORT: NEIGHBOURHOOD WATCH ADMINISTRATION REF NO. CS 2017-22**
(12-months contract position)

- SALARY** : R 334 545 per annum plus 37% in lieu of benefits (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 Community Safety, Western Cape Government.
: 3-year National Diploma (or equivalent qualification such) with a minimum of 3 years' experience in the capacitation and development of communities. Recommendations: A valid driver's licence; Experience in community engagement and understanding of community structures. Competencies: Working knowledge in project planning; Knowledge of extensive administration and People Management in a government environment; Understanding how community structures function and engage; Proven computer literacy (MS Word, Excel, Power Point, Outlook); Advanced communication (written and verbal) skills in at least two of the official language of the Western Cape; Ability to work under pressure and self-motivated.
- DUTIES** : Manage the administration process to ensure the formal accreditation of Neighbourhood Watches; Manage effective record keeping in terms of accreditation requirements for Neighbourhood Watches; Manage the support for accredited Neighbourhood Watches; Manage all functions related to staff human resources.

- ENQUIRIES APPLICATIONS** : Ms A Fortune Tel no: (021) 483 5010
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/253 : **ADMINISTRATION CLERK: NEIGHBOURHOOD WATCH ADMINISTRATION (12-MONTH CONTRACT POSITION), REF NO. CS 2017-23**

SALARY : 152 862 per annum plus 37% in lieu of benefits (Salary level 5) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of Community Safety, Western Cape Government
: Grade 12 or equivalent qualification. Recommendations: Experience with community engagements. Competencies: A good understanding of administration, financial planning and procurement processes; Proven computer literacy (MS Word, Excel, Power Point, Outlook); Good communication (written and verbal) skills in at least two of the official languages; Ability to work under pressure and self-motivated.

DUTIES : Provide administrative support within the Neighbourhood Watch function in terms of neighbourhood watches for the following: Accreditation; Training; Resourcing; Funding.

ENQUIRIES APPLICATIONS : Ms A Fortune Tel no: (021) 483 5010
: To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS CLOSING DATE NOTE : To apply submit your application online via www.westerncape.gov.za/jobs
: 18 August 2017 @ 16:00
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OTHER POSTS

POST 31/254 : **CONTROL AUXILIARY SERVICES OFFICER: BARTOLOMEU DIAS MUSEUM, REF NO. CAS 2017-27**

SALARY : R 226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of Cultural Affairs and Sport, Western Cape Government.
: Grade 12 or equivalent qualification with a minimum of 3 years' experience in Financial Administration. Recommendations: 3-year National Diploma (or equivalent qualification); Supervisory experience. Competencies: Knowledge of BAS and Pastel; Personnel Management; PFMA norms and procedures; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Interpersonal and bilingual skills.

DUTIES : Administration and supervision of the following: Human Resources; Finance; Administration; Stock control.

ENQUIRIES : Mr M Janse van Rensburg Tel no: (021) 483 9678

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- POST 31/255** : **ADMINISTRATION OFFICER: PROVINCIAL AIDED MUSEUM, REF NO. CAS 2017-28**
- SALARY** : R 226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government.
: Grade 12 (or equivalent qualification) with a minimum of 3 years' experience in a Museum or Heritage environment; A valid code B drivers licence. Recommendations: A 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' experience in a Museum environment. Competencies: Knowledge of procedures, norms and standards of the following: Human Resource Management; Financial Administration; Office Administration; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Strategically planning skills; Excellent report writing skills.
- DUTIES** : Administration of the following: Effective compliance, Governance and Administration Management; Transformative Collections and Exhibitions management; Education and Public Outreach Programmes; Marketing Management.
- ENQUIRIES** : Mr M Janse van Rensburg Tel no: (021) 483 9678
- POST 31/256** : **ADMINISTRATIVE OFFICER: INFORMATION SERVICES (CENTRAL REFERENCE): REF NO. CAS 2017-29**
- SALARY** : R 226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government.
: Senior Certificate (or equivalent qualification) with a minimum of 3 years' experience in the Library Service and SITA Library Information Management System. Recommendations: Experience of Impala Inter Library Loan System (ILLs) and SABINET (South African Bibliographic Information Network). Competencies: Sound knowledge of the following: Information retrieval and reference support; Stock development and stock building; Information retrieval; SABINET, SLIMS and Impala Inter Library Loan System (ILLs); Report writing and statistical analysis skills; Proven computer literacy (MS Office).
- DUTIES** : Information retrieval; Stock development and stock building; Building of an effective and efficient collection of reference data; Supply of library and reference material to affiliated libraries; Coordination of central reference collection; Handling Interlibrary Loans (ILLs) via Impala and Sabinet; Managing the hospital street depot; General administrative duties.
- ENQUIRIES** : Mr N Adonis Tel no: (021) 483 2145

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 18 August 2017 @ 16:00
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OTHER POSTS

POST 31/257 : **ASSISTANT DIRECTOR: DIGITAL ECONOMY, REF NO. DEDAT 2017-16 (CONTRACT POSITION)**

SALARY : R 334 545 per annum plus 37% in lieu of benefits (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 Economic Development and Tourism, Western Cape Government.
: 3-year National Diploma (or equivalent qualification) in Commerce/ Economics/ Economic Development/ Infrastructure related or Information Technology; A minimum of 3 years' Project Management experience in an economic development environment; A valid driver's licence. Recommendations: Research, monitoring and evaluation experience; Working knowledge in project management and analytical skills; Working knowledge of modern systems of governance and administration. Competencies: Knowledge of Provincial Government Western Cape strategies; Public Finance Management Act (PFMA) and other related prescripts; Project Management, project co-ordination, planning and delivery; Modern systems of governance and administration; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape including presentation skills; Excellent conceptualization, report writing and editing skills; Good organizing, problem solving and interpersonal skills.

DUTIES : Project Management and project implementation support; Provide support to strategy development within the unit; Operational planning and management including administrative support to the unit; Report writing and presentations drafting; Research and analysis; Stakeholder liaison and public consultation and maintenance of networks; Project monitoring and evaluation; Communications to various stakeholder groupings.

ENQUIRIES : Mr M Hendricks Tel no: (021) 483 9487
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 18 August 2017 @ 16:00
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OTHER POSTS

- POST 31/258** : **GISC TECHNICIAN PRODUCTION GRADE A-C: SPATIAL INFORMATION REF NO: EADP 2017-21**
- 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). 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 Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : 3-year National Diploma or equivalent qualification (T/N Stream) with Cartography/ Geography/ Information Systems; Registration with South African Council for Professional and Technical Surveyors (PLATO) as a GISc Technician; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician or proof that application for registration was already submitted; Valid Code B driver's licence. Recommendations: Comprehensive knowledge of Geographical Information Systems (GIS), specifically ESRI products; Cartographic and presentation experience. Competencies: Knowledge of the following: Legislative knowledge pertaining to spatial data; Geographical Information Systems (GIS), specifically the latest versions of ESRI products; technical GIS (knowledge regarding projections, data formats, geodatabases); Project Management; Legislation, policies, and standards pertaining to spatial data; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape including presentation skills; Excellent report writing skills; Problem solving skills; Investigation and research skills. Proven computer literacy in the MS Office suite (specific mention of MS Excel, MS Access required); Cartographic skills; Research skills.
- DUTIES** : Perform technical GISc activities; Maintain GIS Unit effectiveness; People Management; Functional requirement analysis; Converting and analysis of spatial data; Investigate and research new technology developments in the spatial information environment.
- ENQUIRIES** : Mr Andre van der Merwe Tel no: (021) 483 3499
- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 18 August 2017 @ 16:00
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OTHER POSTS

- POST 31/259** : **COMMUNITY DEVELOPMENT WORKER - DU NOON REF NO: LG 2017-11**
- SALARY** : R 183 558 per annum, Level 06. 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 Local Government, Western Cape Government.
: Grade 12 certificate or equivalent vocational certificate; A minimum of 3 years' appropriate experience in Community Development. RECOMMENDATIONS: Community Development Learnership Certificate; Unendorsed driver's licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. COMPETENCIES: A good understanding of community needs and circumstances; Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public service; Good communication (verbal and written) in at least two of the official languages of the Western Cape. Proven computer literacy in MS office, internet, MS outlook as well as PowerPoint; Organisational and planning skills; Team player; Decision making skills; Time Management and interpersonal skills; Ability to work efficiently and effectively.

DUTIES

: Inform and assist communities with access to services provided by government; Determine the needs of communities; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the Provincial Manager.

ENQUIRIES APPLICATIONS

: Mr M Bell Tel no: (021) 483 3039
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/260

: **COMMUNITY DEVELOPMENT WORKER - MERWEVILLE REF NO: LG 2017-12**

SALARY

: R 183 558 per annum, Level 06. 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 Local Government, Western Cape Government.
: Grade 12 certificate or equivalent vocational certificate; A minimum of 3 years' appropriate experience in Community Development. RECOMMENDATIONS: Community Development Learnership Certificate; Unendorsed driver's licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. COMPETENCIES: A good understanding of community needs and circumstances; Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public service; Good communication (verbal and written) in at least two of the official languages of the Western Cape. Proven computer literacy in MS office, internet, MS outlook as well as PowerPoint; Organisational and planning skills; Team player; Decision making skills; Time Management and interpersonal skills; Ability to work efficiently and effectively.

DUTIES

: Inform and assist communities with access to services provided by government; Determine the needs of communities; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the Provincial Manager.

ENQUIRIES

: Mr M Bell Tel no: (021) 483 3039

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- POST 31/261** : **COMMUNITY DEVELOPMENT WORKER - KNYSNA REF NO: LG 2017-13**
- SALARY** : R183 558 per annum, Level 06 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 Local Government, Western Cape Government.
: Grade 12 certificate or equivalent vocational certificate; A minimum of 3 years' appropriate experience in Community Development. RECOMMENDATIONS: Community Development Learnership Certificate; Unendorsed driver's licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. COMPETENCIES: A good understanding of community needs and circumstances; Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public service; Good communication (verbal and written) in at least two of the official languages of the Western Cape. Proven computer literacy in MS office, internet, MS outlook as well as PowerPoint; Organisational and planning skills; Team player; Decision making skills; Time Management and interpersonal skills; Ability to work efficiently and effectively. DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the Provincial Manager.
- ENQUIRIES APPLICATIONS** : Mr M Bell Tel no: (021) 483 3039
: To apply submit your application online via www.westerncape.gov.za/jobs
- POST 31/262** : **COMMUNITY DEVELOPMENT WORKER - RIVERSDALE REF NO: LG 2017-14**
- SALARY** : R183 558 per annum, Level 06 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 Local Government, Western Cape Government.
: Grade 12 certificate or equivalent vocational certificate; A minimum of 3 years' appropriate experience in Community Development. Recommendations: Community Development Learnership Certificate; Unendorsed driver's licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. Competencies: A good understanding of community needs and circumstances; Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public service; Good communication (verbal and written) in at least two of the official languages of the Western Cape. Proven computer literacy in MS office, internet, MS outlook as well as PowerPoint; Organisational and planning skills; Team player; Decision making skills; Time Management and interpersonal skills; Ability to work efficiently and effectively.
- DUTIES** : Inform and assist communities with access to services provided by government; Determine the needs of communities; Promote networks and enhance the activities

of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the Provincial Manager.

ENQUIRIES : Mr M Bell Tel no: (021) 483 3039
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

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 31/263 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
(Chief Directorate: Metro District Health Services)

SALARY : Grade 1: R 991 857 per annum
Grade 2: R 1 134 069 per annum
Grade 3: R 1 316 136 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Khayelitsha District Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime. Competencies (knowledge/skills): Literacy and proficiency skills in at least two of the three official languages of the Western Cape. Ability to work with digital imaging modalities and a PACS system. Ability to use voice dictation software, Outlook, Excel, Word and PowerPoint. Performance and reporting of imaging investigations, including fluoroscopic studies, CT scan, mammography, ultrasound and limited interventional image-guided procedures. Note: No payment of any kind is required when applying for this post. 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: Render an efficient and cost-effective Radiology service to patients. Deliver effective and efficient administration of the Radiology Department in partnership with the radiographers and the referral hospital/s. Teach, train and supervise junior staff. Deliver service with a professional and ethical behaviour at all times. Assist with the commissioning of CT Scan.

ENQUIRIES : Dr A Kharwa, Tel no: (021) 360-4520

APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 18 August 2017

POST 31/264 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
(Chief Directorate: Metro District Health Services)

SALARY : R499 953 (PN-B3) per annum
CENTRE : Mitchells Plain Community Health Centre
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 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 as mentioned above. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

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

ENQUIRIES : Ms A Hansen, Tel no: (021) 391-5820
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lenteguur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lenteguur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker
CLOSING DATE : 18 August 2017

POST 31/265 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: ARV SERVICES)**
(Chief Directorate: Metro District Health Services)

SALARY : R394 665 (PN-A5) per annum
CENTRE : Michael Mapongwana Community Day Centre
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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an HIV/ARV and TB setting. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Provide a comprehensive HIV/ARV and TB Primary Health Care package. Plan and organise clinics, complete and sign off statistics.

Involvement in community outreach projects to achieve targets and health education of patients and public staff. Maintain constructive working relationship with nursing and other. Financial planning and indirect control of expenditure. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level.

ENQUIRIES : Ms K Jacobs, Tel no: (021) 363-1080
APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms Z Willie
CLOSING DATE : 18 August 2017

POST 31/266 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: MIXED WARD)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R 394 665 (PN-A5) per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification R683 plus a qualification in Midwifery R254 that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e annual licencing receipt of 2017/18). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, weekends and public holidays to manage hospital. Competencies (knowledge/skills): Basic computer literacy (i.e. MS Word, Excel, Outlook, PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, conflict resolution, good organisational skills and the ability to function under pressure independently, as well as part of a multi-disciplinary team. Note: Shortlisted candidates may be required to do a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Clinical governance; Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Quality Assurance; develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Ensure constructive work relationships with multi-disciplinary team. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms A Badenhorst, Tel no: (023) 348-1137
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms G Owies
CLOSING DATE : 18 August 2017

POST 31/267 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: ORTHOPAEDIC)**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R 394 665 (PN-A5) per annum
CENTRE : Worcester Regional Hospital
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. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2017/18). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the

job: Willingness to work shifts, night duty, weekends and public holidays to manage hospital. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, Outlook and PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, conflict resolution, good organisational skills and the ability to function under pressure independently, as well as part of a multi-disciplinary team. Note: Shortlisted candidates may be required to do a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Clinical governance, provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Quality Assurance; develop and implement practice standards, protocols and indicators for quality improvement, evaluate nursing service practices and clinical outcomes. Ensure constructive work-relationships with multi-disciplinary team. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr C Smith, Tel no: (023) 348-1112

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

FOR ATTENTION : Ms G Owies
CLOSING DATE : 18 August 2017

POST 31/268 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL WARD)**
 (Chief Directorate: Metro District Health Services)

SALARY : R 394 665 (PN-A5) per annum

CENTRE : Karl Bremer Hospital

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. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017/18). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, weekends and night-duty as required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Basic computer skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict-management skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Coordinate the proper utilisation of physical, human and financial resource in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing and other stakeholders (i.e. multi-disciplinary team- work). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES : Ms I Adam, Tel no: (021) 918-1318

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 18 August 2017

POST 31/269 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA/EMERGENCY AND CRITICAL CARE)**
(Chief Directorate: Metro District Health Services)

SALARY : Grade: 1 R 340 431 (PN-B1) per annum, Grade 2: R418 701 (PN-B2) per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 General: Trauma and Emergency/Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017/18). 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 the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Render shift work (public holidays and night duty). Willingness to assist in other speciality areas when needed. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. 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 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: Leadership and interpersonal skills. Responsible for the coordination and render holistic and quality care in the Trauma Emergency and Critical Care services. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms I Adams, Tel no: (021) 918-1381
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 18 August 2017

POST 31/270 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY)**
(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 : Karl Bremer Hospital
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 one year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Experience: Grade 1: A minimum of 4 years

appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable 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 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Neonatal Nursing. Good Leadership and interpersonal skills. Proficient 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 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: Responsible for provision of holistic maternal and neonatal care. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Maintain ethical standards and promote professional growth and self-development.

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 : 18 August 2017

POST 31/271 : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT RECEPTION)**
 (Chief Directorate: Metro District Health Services)

SALARY : R 152 862 per annum
CENTRE : Helderberg Hospital, Somerset West
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a patient administration environment. Inherent requirement of the job: Work 12-hour shifts (including, night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Assess patients in accordance with Hospital Memorandum 18 and Uniform Patient Fee Schedule (UPFS) Manual and related Finance Instructions. Debtor assessment of patients and data capturing of patient information on Clinicom System. Report all MVA's to Batsumi Care hotline. Admission of patients. Responsible for revenue control which includes receipt of money and issuing of accounts. Folder management which includes processing of folders. Render support service to the supervisor, staff members of all discipline divisions, including ordering of stationary, supplies and dealing with written and telephonic queries or enquiries with regard to patients.

ENQUIRIES : Ms B Klue, Tel no: (021) 850-4700
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

FOR ATTENTION : Ms B Klue
CLOSING DATE : 18 August 2017

POST 31/272 : **ADMINISTRATION CLERK: SUPPORT**
(Chief Directorate: Metro District Health Services)

SALARY : R 152 862 per annum
CENTRE : Hanover Park Community Health Centre
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Strong organisational skills. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide effective and efficient patient administration in obtaining relevant information and documentation from patient and capture on computer, book patient for appointments at facility, ensuring availability of folders and necessary documents for admission. Maintain recordkeeping, compile, retrieve and filing of folder, trace lost and old folders, destroy old folders, file patient results. Deliver information Management by ensuring timeous submission of statistics. Handle patient queries via telephone and personally. Collect, manage and maintain stats register, compile monthly reports. Perform administrative duties including typing, filing, faxing and correspondence dealing with telephone inquiries, keeping notice board tidy.

ENQUIRIES : Ms M James, Tel no: (021) 692-1240
APPLICATIONS : The Facility Manager: Hanover Park Community Health Centre, Corner of Hanlyn and Hanover Park Avenue, Hanover Park, 7764.

FOR ATTENTION : Ms M James
CLOSING DATE : 18 August 2017

POST 31/273 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (PEOPLE DEVELOPMENT (6 MONTHS CONTRACT))**
Directorate: People Development

SALARY : R 152 862 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in People Development and general administrative functions. Inherent requirements of the job: Valid (Code E/EB) Driver's licence. Work irregular hours and willingness to travel if and when required. Competencies (knowledge/skills): Excellent computer literacy skills and ability to analyse reports and data. Ability to communicate in at least two of the three official languages of the Western Cape and good conflict management skills. Ability to cope with a high work volume. Good interpersonal relations and organisational skills as well as ability to deal with information in a confidential manner. Knowledge of or in the coordination and implementation of the Medical Internship and Community Service placement programme. Note: Candidates may be requested to perform a practical assessment as part of the interview process. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Administering of skills development and related programmes. Provide administrative support to the Community Service, Medical Internship, Bursary graduate and Clinical Skills Development programme. Update and maintain accurate database, ensure record keeping and files are kept and secured. Assist with logistical arrangements of meetings and provide secretarial support to the Directorate. Communicate and distribute data.

ENQUIRIES : Ms L Van Aarde or Ms A Bedeker, Tel no: (021) 483- 4074/6297
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTIONS : Ms C Dawood
CLOSING DATE : 25 August 2017

POST 31/274 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**
(Chief Directorate: Metro District Health Services)

SALARY : R 152 862 per annum
CENTRE : Helderberg Hospital, Somerset West
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience would be an advantage. Inherent requirement of the job: Ability to lift heavy loads and remain on your feet for long periods. Ability to work in confined areas. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook). Proficiency in at least two of the three official languages of the Western Cape. Ability to work within a team and independently with minimum supervision. Ability to continually work under pressure with a high degree of accuracy and care. Good analytical and problem solving abilities. Familiar with health services in the Western Cape. Note: No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

DUTIES : (key result areas/outputs): Accurately and timeously retrieve requested folders for the various departments and file all patient folders and other case notes. Maintain an effective filing system. Maintain and repair patient files. Prepare case notes or folders for archiving for salvaging or destruction.

ENQUIRIES : Ms B Klue, Tel no. (021) 850-4749
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7130.

FOR ATTENTION : Ms B Klue
CLOSING DATE : 18 August 2017

POST 31/275 : **CLEANER 4 POSTS**
(Chief Directorate: Metro District Health Services)

SALARY : R83 766 per annum
CENTRE : Mitchell's Plain Community Health Centre (3 posts), Hanover Park Community Health Centre (1 post)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirements: Ability to work shifts when required. Rotate through all departments, irregular hours e.g. weekends and public holidays. Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good Communication skills. Good interpersonal relations with supervisor, colleagues and public. Ability to work in a team. Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Maintain a high standard of cleanliness and hygiene in the facility by general cleaning, which includes sweeping, scrubbing, mopping of floors and dusting, polishing of floors and furniture, emptying dustbins, cleaning windows, walls, light shades, and ad hoc cleaning duties. Effective cleaning and maintenance of equipment by ensuring that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc are clean after usage and securely stored. Cost effective use of cleaning equipment and materials such as stock management, linen management and waste management as per facility protocols.

ENQUIRIES : Ms JF Isaacs, Tel no. (021) 391-5899
APPLICATIONS : The Facility Manager: Mitchell's Plain Community Health Centre, 1st Avenue, Eastridge, Mitchell's Plain, 7785.

FOR ATTENTION : Ms JF Isaacs
CLOSING DATE : 18 August 2017

DEPARTMENT OF THE PREMIER

CLOSING DATE : 18 August 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. Kindly note that technical support is only available from 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 31/276 : **DEPUTY DIRECTOR: INTERNAL AUDIT, REF NO. DOTP 2017-60**

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 the Premier, Western Cape Government.
3-year National Diploma (or equivalent qualification) majoring in Accounting or Auditing with a minimum of 3 years' management experience in Auditing; A valid driver's licence. RECOMMENDATIONS: Appropriate professional qualification. COMPETENCIES: Knowledge of the following: Audit practices: Strategic planning and Management, engagement planning and execution, reporting and progress monitoring; International standards for Professional Practice of Internal Audit; Governance principles, Risk Management; Analytical skills; Excellent communication skills (written and verbal) in at least two of the official languages of the Western Cape; Client Relationship Management; Continuous development of staff.

DUTIES : Develop a risk based rolling 3 year strategic and operational plan for allocated departments and public entities including resource allocated; Develop the engagement work program which includes the control adequacy assessment and the control effectiveness assessment techniques (test procedures); Ensure quality on the entire audit process and delivery of the operational plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintain good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Facilitate structured and bespoke employee development, including mentoring and coaching of staff.

ENQUIRIES APPLICATIONS : Mr Saleh Martin Tel no: (021) 483 8293
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/277 : **STATE ACCOUNTANT: ASSURANCE SERVICES - INTERNAL CONTROL (2 POSITIONS AVAILABLE), REF NO. DOTP 2017-59**

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

CENTRE : Department of the Premier, Western Cape Government.

- REQUIREMENTS** : 3-year National Diploma (or equivalent qualification); A minimum of 3 years' relevant experience; A valid driver's licence. RECOMMENDATIONS: Evaluation of policies, instructions, circulars and reporting writing skills; Conduct presentations to various stakeholders. COMPETENCIES: Sound knowledge of Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Knowledge of Risk management frameworks, Internal Control tools and techniques; Good communication (written and verbal) in at least two of the official languages of the Western Cape; Computer proficiency in MS Office (Word, Excel and Power Point); Planning and organizing skills.
- DUTIES** : Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports and communication of post audit findings; Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised wasteful expenditure; Rendering assurance services by conducting adhoc audits/ inspections, drafting audit reports, and ensuring the implementation of corrective and preventative measures; Ensuring proper governance by developing compliance monitoring tools; Providing loss management services by maintaining an integrated loss control system.
- ENQUIRIES** : Ms E Adams Tel no: (021) 483 9451
- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 18 August 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. Kindly note that technical support is only available from 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 31/278** : **SOCIAL WORK SUPERVISOR GRADE 1, REF NO. DSD 2017-61 2 POSTS**
- SALARY** : R 341 322 - R 395 685 per annum (OSD as prescribed) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE** : Department of Social Development, Western Cape Government.
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the South African Council for Social Service Professions as Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid driver's licence. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex

reports; Proven computer literacy; Communication skills (written and verbal) in at least two of the official languages of the Western Cape Province.

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

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

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

POST 31/279 : **EDUCATION OFFICER: ADULT EDUCATION AND TRAINING (AET) AND NCS CURRICULUM, REF NO. DSD 2017-69**

SALARY : R 226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : 4-year qualification in Education; Registration with SACE; A minimum of 1-year experience as an Educationalist/ Educator. Recommendations: Experience in teaching (foundations phase/ intermediate phase) - AET and NCS curriculum; Experience in teaching academic as well as practical subjects, as well as presenting extramural activities; Experience in working with behaviorally challenging youth. Competencies: Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Facilitation skills in English and Afrikaans; Sound organising and planning skills; Proven computer literacy; Conflict resolution skills; Work under pressure and to meet deadlines; Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behaviour while exhibiting the necessary self-control.

DUTIES : Preparing and presenting educational and developmental Programmers for learners with special educational needs; Guidance/Leadership and support with regards to holistic and inclusive educational and developmental programmers; Assessment and evaluation will entail: baseline assessment of newly admitted learners academic levels; evaluate learners achievement of learning outcomes; compile quarterly school reports of each learner; provide remedial intervention per individual learner when needed; Manage the utilization of all financial and physical resources to ensure sound financial control; Planning and Administration will entail: Annual, quarterly, weekly and daily planning and reporting; administration of daily attendance registers of learners: recordkeeping of learners work and achievements in learner portfolios.

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

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

POST 31/280 : **STAFF NURSE, OUTENIEKWA, REF NO. DSD 2017-70**

SALARY : R 150 819 – R 169 737 per annum Grade 1; R 180 075 - R 202 674 per annum Grade 2; R 213 108 - R 262 092 per annum Grade 3 (Notch dependent on years of experience). 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.
	:	Qualification that allows registration with the SANC as Staff Nurse; Registration with the South African Nursing Council (SANC) as a registered Staff Nurse; A valid driver's licence. Experience: Grade 1: No Experience; Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse; Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. RECOMMENDATIONS: None. COMPETENCIES: Knowledge of the following: How to deliver appropriate nursing care and health education; Record keeping around Nursing care given; Incident reporting and or unexpected observations; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Team building and strong inter-personal skills; Ability to function in a co-operative way within the multi-disciplinary team.
<u>DUTIES</u>	:	Development and Implementation of Basic Patient Care Plan with the emphasis on: Maintenance of resident's hygiene; Sustaining the nutritional status of residents; facilitate and assist the mobility, family training and Health Education; Provide Basic Clinical Nursing care in relation to: Measuring, interpretation and recording of vital signs; Operating of all relevant apparatus/equipment; Assisting Professional Nurse with clinical procedures; Effective utilisation of all resources including the ordering of stock and equipment including the ordering of stock and equipment as well as the reporting of losses and damages; Maintain professional growth / ethical standards as well as self-development through the code of conduct, as required in the Public Service by the Professional Body.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel no: (044) 803 7500
	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 31/281</u>	:	<u>LAUNDRY AID, OUTENIEKWA, REF NO. DSD 2017-71</u>
<u>SALARY</u>	:	R90 234 per annum, Level 02. 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.
	:	Ability to read and write (ABET). Recommendations: None. Competencies: Serving clients; Basic communication skills in at least two of the official languages of the Western Cape; Good teamwork skills.
<u>DUTIES</u>	:	Washing, driving, folding and ironing; Load and unload trucks, washing machines and tumble dryers; Assist with the mixing of chemicals; Monitor quality of work; Empty solid laundry bags, for sorting and counting, sealing and stacking of clean linen bags for dispatching.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel no: (044) 803 7500
	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 31/282</u>	:	<u>DRIVER/HANDYMAN, OUTENIEKWA REF NO. DSD 2017-72</u>
<u>SALARY</u>	:	R107 886 per annum, Level 03. 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</u>	:	Department of Social Development, Western Cape Government.

- REQUIREMENTS** : A Grade 10 qualification or 7-12 months' relevant experience; A valid driver's licence with knowledge of the city in which the functions will be performed. Recommendations: None. Competencies: Knowledge of the following: Procedures to operate the motor vehicle; The prescripts for the correct utilisation of the motor vehicle be utilised; Procedures to ensure the vehicle is maintained properly; Procedures to perform messenger functions and routine office support functions; Interpersonal skills; Mechanical skills; Skills regarding handling of gardening equipment; Communication in at least two of the official languages of the Western Cape Province.
- DUTIES** : Drive light and medium motor vehicles; Transport passengers; Collect and deliver items; Do routine maintenance on the allocated vehicle and report defects timely; Complete all required and prescribed records and logs books with regard to the vehicle and goods handled; Render a clerical support/ messenger service in the facility; Conduct general maintenance and repairs at the facility (i.e. identify and rectify faulty lights, plumbing and building related matters).
- ENQUIRIES APPLICATIONS** : Ms B Nicholas Tel no: (044) 803 7500
: To apply submit your application online via www.westerncape.gov.za/jobs
- POST 31/283** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DSD 2017-74**
- SALARY** : R226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government.
: An appropriate 3-year National Diploma or higher qualification with a minimum of 3 years' relevant experience. Recommendations: Effective office administration with a strong financial background. Competencies: Knowledge of the following: Public Financial Management Act; National Treasury Regulates; Supply Chain Management Legislation; Departmental Financial and Supply Chain Management Delegations; Supply Chain Management, Procurement, Budgeting, Contract Management and Asset Management; Good communication (written, verbal) skills in at least two of the official languages of the Western Cape Government; Proficient in conflict resolution and People Management skills; Analytical thinking skills; Proven computer literacy (MS Office); Analytical skills. DUTIES: Render effective and efficient financial administration, supply chain management practices and support services to the region; Assist and provide budget support to the region; Perform asset management functions in the region; Supervision of personnel.
- ENQUIRIES APPLICATIONS** : Ms M Meissenheimer Tel no: (022) 713 2272
: To apply submit your application online via www.westerncape.gov.za/jobs
- POST 31/284** : **MONITORING OFFICER: SERVICES TO FAMILIES, REF NO. DSD 2017-75**
- SALARY** : R 281 418 per annum, Level 08, Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government.
: A completed B-degree (or equivalent qualification) with a minimum of 3 years relevant experience. Recommendations: None. Competencies: Knowledge of the following: Performance planning, monitoring and reporting processes and practices; Project Management processes, practices and tools; Government

planning processes and cycles; Information management and practices; Global, regional and local political economic and social affairs impacting on the Western Cape Government; Proven computer literacy (MS Office); Good communication (written and verbal) in at least two of the official languages of the Western Cape; Adaptable and flexible with the ability to work under pressure; Team building and strong interpersonal; Monitoring, evaluation and reporting skills; Presentation skills; High level in-house advisor.

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

ENQUIRIES : Mr T Kwakwini Tel no: (021) 483 4115

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

POST 31/285 : **OFFICE MANAGER: SOCIAL WELFARE, REF NO. DSD 2017-76**

SALARY : R 334 545 per annum, Level 09 Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Completed 3-year National Diploma with a minimum of 3 years appropriate experience as well as management experience in rendering executive support functions to top management. Recommendations: None. Competencies: Advanced knowledge of relevant software packages; Knowledge of the following: Relevant legislative and policy frameworks as well as prescripts and procedures; Policy development; Occupation and Health and Safety Act; Tobacco Amendment Act; Government Immovable Asset Management Act (GIAMA); Provincial and departmental policies on accommodation; Security management legislation and prescripts; Budgeting processes; Financial Management; Project Management; proven computer literacy (MS Word, Excel, PowerPoint); Presentation and research skills; Excellent communication (written and verbal) in at least two of the official languages of the Western Cape; Monitoring, evaluation and reporting skills.

DUTIES : Manage engagements and logistical arrangements regarding programmes and activities; Render line administrative support services; Execute research, analyse information and compile complex documents; Provide support with regards to meetings; Manage resources of the Office of the Chief Director; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Chief Director.

ENQUIRIES : Mr C Jordan Tel no: (021) 483 2197

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

POST 31/286 : **ASSISTANT DIRECTOR - QUALITY ASSURANCE AND MONITORING, REF NO. DSD 2017-77**

SALARY : R 334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service

- benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government.
 : An appropriate B-degree with a minimum of 3 years relevant experience, of which 1 year must be on supervisory level. Recommendations: None. Competencies: Knowledge of the following: Advanced for residential care management and inspectorate regimes; Advanced for modern systems of governance and administration; Constitution, legal and institutional arrangements governing the SA public sector; Assessment system; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Proven computer literacy; The ability to render advice and guidance in an objective yet dedicated manner; Conceptual and formulation skills.
- DUTIES** : Manage and coordinate the compliance monitoring, registration compliance and risk as a Sub-directorate for the department through initiation relevant strategies and ensuring policy and standard operation procedure implementation; Drive internal and external quality assurance regimes; Drive all internal and external registration reviews and unregistered centre investigations; Establish and foster relationships with stakeholders both internal and external; Conduct high risk investigation and advise on the impact that these risks may pose; Be the watchdog on reportable incidents compliance and risk management for the department and conduct high risk investigations and advise on the impact that these risks may pose; Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mr Z Ziervogel Tel no: (021) 202 9241
 : To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 18 August 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. Kindly note that technical support is only available from 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 31/287** : **ARCHITECT (PRODUCTION): ARCHITECTURAL SERVICES REF NO. TPW 2017-105**
- SALARY** : R 549 639 – R 592 110 per annum, R 628 452 – R 677 016 per annum, R 715 323 – R 842 619 per annum (Grade A-C, 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.
 : An appropriate B-degree in Architecture or relevant qualification; Registration as an Architect with the South African Council for the Architectural Profession (Persons not yet registered must provide proof that they submitted their application for registration); A minimum of 3 years' post qualification architectural experience required or completion of the candidacy period; A valid driver's licence. RECOMMENDATIONS: Experience of the following: Contract administration and documentation; Act/ Regulations of OHS and relevant SANS. COMPETENCIES: Knowledge of the following: Architectural Professional Act; Provincial Infrastructure Delivery Management System; Construction Industry Development Board Act and Regulations; Public Sector administration, finance procurement, personnel and

		procedures; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Good communication (written and verbal) in at least two of the official languages of the Western Cape; Ability to implement programmes and projects in line with the Provincial Quality Assurance System Standards.
<u>DUTIES</u>	:	Undertake detailed project investigations regarding design suitability in line with the approved functional and technical norms and standards; Manage external professional consulting services in line with the approved functional and technical norms and standards and agreed contract provisions in terms of legal imperatives, quality, time and budgets; Draft the architectural inputs for the client departments infrastructure programme implementation plan for the defined geographical area; Provide technical advice to client departments in terms of the development of their infrastructure programme management plan and procurement strategy; Manage the architectural implementation of programmes and projects through preparation of project execution plans, site visits, inspections, monitoring and reporting; Provide feedback and inputs to the Chief Architect on conclusions pertaining to the application of technical norms and standards in the projects; Mentor, train and develop a candidate architect and related technical personnel with the view of building sustainable capacity in terms of sound architectural principles and code of practice.
<u>ENQUIRIES</u>	:	Mr A Nieuwoudt Tel no: (021) 483 5581
<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>POST 31/288</u>	:	<u>SENIOR ADMINISTRATION OFFICER: GENE LOUW TRAFFIC COLLEGE, REF NO. TPW 2017-108</u>
<u>SALARY</u>	:	R 281 418 per annum, Level 08 Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government.
<u>REQUIREMENTS</u>	:	Senior Certificate (or equivalent qualification) with a minimum of 6 years' experience in general managerial/ supervisory experience covering the relevant areas of human resources, logistics and finance; or a 3-year National Diploma (or equivalent qualification) with a minimum of 1 year relevant experience. Recommendations: Technical expertise in BAS, LOGIS and Persal. Competencies: Knowledge of the following: BAS, LOGIS and Persal; Relevant legislation and procedures regarding personnel, administration and logistics administration; Departmental practices; Management skills; Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Interpersonal, planning and organising skills; Proven computer literacy (MS Word, Excel and Power Point).
<u>DUTIES</u>	:	Manage the facilities at Gene Louw College ensuring optimal use; Manage the provisioning processes; Provide a logistical service to the directorate; Manage the Official Transport of the College; Management and safekeeping of all state Assets at the College; Ensure that reparations of equipment and facilities are done; Ensure that cleaning and pest control of the facilities and premises are done as required; Manage all administrative processes at the college; Supervision of staff and assist with the financial processes as allocated.
<u>ENQUIRIES</u>	:	Mr WP van der Merwe Tel no: (021) 983 1500
<u>POST 31/289</u>	:	<u>ASSISTANT DIRECTOR: TECHNICAL SERVICES, REF NO. TPW 2017-113</u>
<u>SALARY</u>	:	R 417 552 per annum, lary level 10) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS

remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government.
: 3-year National Diploma (or equivalent qualification) in Building related profession or an applicable technical qualification (T- or N stream) with a minimum of 3 years' management experience and extensive practical experience in the construction industry including maintenance work. Recommendations: Extensive experience in the construction industry including maintenance work; Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer literacy (MS Project, Word, Excel, and PowerPoint); A valid driver's licence.

DUTIES

: Plan, execute and control maintenance programmes and projects Cape Town office; Manage the relevant resources i.e.: The Projects and Budgets, Maintain and update the various IT Systems, Administrative, Technical and Professional Personnel, Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed scope and specification to the satisfaction of the user department. Ensure that all facilities are operational at all times; Fulfil your role as a member of the Directorate: Infrastructure Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis, the purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, livelink and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

**ENQUIRIES
APPLICATIONS**

: Ms Jodie Thomas Tel no: (021) 483 2004
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/290

: **CHIEF ENGINEER: MECHANICAL, REF NO. TPW 2017-115**

SALARY

: All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). 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.
: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Recommendations: None. Competencies: Knowledge and experience in design of Health Engineering Services (HVAC, medical gases, -compressed air & vacuum systems, hot water generation, sterilisation, fire protection, water supply, waste disposal- and drainage, etc) systems; Willingness to travel on a regular basis; Knowledge and experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Knowledge and experience in computer support design of building and services; Experience in programme and project management; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Experience of contract documentation and administration, Act/regulations of Occupation Health & Safety

(OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Knowledge of public sector procurement; Ability to work under pressure.

DUTIES

: Design and installation of mechanical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: - ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: - manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: - Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Ms Jodie Thomas Tel no: (021) 483 2004

APPLICATIONS

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

POST 31/291

: **CHIEF CONSTRUCTION PROJECT MANAGER, REF NO: TPW 2017-124**

SALARY

: All-inclusive salary package of R 935 172 per annum (as prescribed by the Occupational Specific Dispensation). 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

: Chief Construction Project Manager: A relevant National Higher Diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP in the Built Environment/ BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment; A valid driver's licence. Recommendations: The person appointed will be responsible for the following tasks within the area of accountability: Experience of contract documentation and administration, Act/regulations of Occupational Health and Safety (OHS-Act),

National Building Regulations, SANS and all relevant built environment legislation; Experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of financial management; Knowledge of programme/project management, research and planning procedures; Leadership, communication, organising and team work; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Programme Management and Reporting; Financial Management; People Management; Legal compliance; Professional Development.
ENQUIRIES : Mr C Croeser Tel no: (021) 483 2848
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/292 : **CHIEF ENGINEER, CONSTRUCTION COORDINATION REF NO: TPW 2017-147**

SALARY : All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). 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 : Engineering Degree (B Eng/ BSc (Eng) or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A minimum of 6 years' post qualification experience; A valid driver's licence. Recommendations: Willingness to travel. Competencies: Knowledge and experience in Road infrastructure maintenance and construction; Programme and project management; Conditions of contract (GCC 2010); Standards specifications (Colto), computer skills, sound engineering and professional judgement; Problem solving and analysis; Decision making; Communication and people management skills; Process knowledge and skills; Strategic capability and team leadership; Creating of high performance culture; Financial and change management; Customer focus and responsiveness.

DUTIES : Final review and approval of technical input by Engineers (Maintenance Co-ordination) on tender and contract documentation; Co-ordinate contract management efforts and the necessary integration across other disciplines i.e. planning and design; Manage the execution of a maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and operational availability, provide control, monitor and report on all engineering and technical resources; Monitoring the exchange of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Manage the operational capital project portfolio to ensure effective resourcing according to organisational needs and objectives; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; Manage subordinates key performance area by settling and monitoring performance standards.

ENQUIRIES : Mr A Nell Tel no: (021) 483 2167
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/293 : **CHIEF ENGINEER: GEOMETRIC DESIGN, REF NO: TPW 2017-148**

SALARY : All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). 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

**CENTRE
REQUIREMENTS**

not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

: Department of Transport and Public Works, Western Cape Government.
: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Recommendations: Post graduate studies, in the field; Extensive Integrated Geometric design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111-structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms Melanie K Hofmeyr Tel no: (021) 483 5713
: To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/294

: **CHIEF ENGINEER: STRUCTURAL DESIGN, REF NO. TPW 2017-149**

SALARY

: All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). 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.
: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Recommendations: Post graduate studies, in the field; Extensive Integrated Structural design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Financial management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Strategic capability and leadership; Communication (written and verbal) in at least two of the official languages of the Western Cape Province; People Management, Planning and organising. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Conflict management, Negotiation and Change Management skills.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms Melanie K Hofmeyr Tel no: (021) 483 5713
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<u>POST 31/295</u>	:	<u>CHIEF ENGINEER: STRUCTURAL DESIGN REF NO. TPW 2017-149</u>
<u>SALARY</u>	:	All-inclusive salary package of R 935 172 per annum (as per OSD prescripts). 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.
	:	Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Recommendations: Post graduate studies, in the field; Extensive Integrated Structural design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Financial management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Strategic capability and leadership; Communication (written and verbal) in at least two of the official languages of the Western Cape Province; People Management, Planning and organising. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Conflict management, Negotiation and Change Management skills.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and

monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms Melanie K Hofmeyr Tel no: (021) 483 5713
APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

POST 31/296 : **TRADE WORKER: TECHNICAL SUPPORT SERVICES 7 POSTS REF NO. TPW 2017-100**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Transport and Public Works, Western Cape Government.
REQUIREMENTS : Basic literacy and numeracy (ABET level 2). Recommendations: Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work. Competencies: Knowledge of occupational Health Safety Act and relevant regulations; Good (verbal and written) communication skills in at least two of the three official languages of the Western Cape Province; Able to work in a team; Willing to travel regularly.

DUTIES : Assist with the following: Preparation of tools for execution of duties; Replacing external and internal lights and bulbs; Repairing power plugs reset breaker/ earth leakage (short circuit); Repairing/ replacing door locks, window panes, carpets, and repair roof leaks as well as painting of walls, floors and roofs; Investigating and replacing/ repair/ unblock sewers and drains; Plumbing work replace/ repair taps, flush valves, washers, PVC and copper pipes and sealing of gutters etc.; Repairing/ replacing toilet pans, seats and pan connectors, valves and washers; Moving furniture; Ensuring workshop, equipment and tools are kept in good order.

ENQUIRIES : Mr N Pedro Tel no: (021) 483 9471
APPLICATIONS : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite 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). Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

POST 31/297 : **GARDENER 3 POSTS REF NO. TPW 2017-101**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Transport and Public Works, Western Cape Government.
REQUIREMENTS : Basic literacy (ABET); Gardening experience. Recommendations: Ability to operate garden machinery. Competencies: Knowledge of ground maintenance; Good communication skills in at least two of the official languages of the Western Cape; Ability to work under pressure.

DUTIES : Mowing of lawns, trimming of trees, shrubs and hedges using brush cutter, chainsaw, hedges trimmer; Manual removal of weeds on plant beds; Watering of flower beds, lawns and pot plants; Spraying of weeds with herbicide on hard surfaces; Spraying diseases with fungicide and insects with insecticides on plants; Feeding of plants with fertilizers; Assist with adhoc projects.

ENQUIRIES : Ms Y Sihawula Tel no: (021) 422 1677
APPLICATIONS : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite 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). Applications not

submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

POST 31/298

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FACTOTUM REF NO. TPW 2017-107

SALARY

:

R90 234 per annum, Level 02

CENTRE

:

Department of Transport and Public Works, Western Cape Government.

REQUIREMENTS

:

Basic literacy and numeracy (ABET level 2). RECOMMENDATIONS: Ability to operate garden machinery. COMPETENCIES: Knowledge of the following: Maintenance of buildings, grounds, equipment and machinery; Departmental practices regarding health and safety; Planning and organising skills; Communication in at least two of the three official languages of the Western Cape.

DUTIES

:

The maintenance of buildings, machinery, equipment and grounds; Liaise with service providers regarding the cleaning of the garden and grounds of the college; Responsible for the inspection of buildings and grounds for defects; Assist with the key control of the College; The repair/ replacement of machinery, equipment and buildings; Responsible to liaise with service providers regarding the repair/ replacing of machinery, equipment and buildings; Management of the workshop; Responsible for the safe keeping of tools and other equipment in the workshop; Responsible to maintain a tool and equipment register of the workshop.

ENQUIRIES

:

Mr MJ Snow Tel no: (021) 983 1500

APPLICATIONS

:

To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite 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). Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.