

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

CLOSING DATE : 01 September 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 33/67 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: AGR 2017-58**

SALARY : R334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government.
 : 3-year National Diploma (or equivalent qualification) in Supply Chain Management or Logistics or any other relevant field, A minimum of 3 years' relevant experience in Asset Management; A valid driver's licence. Recommendations: Supervisory experience; Completion of Logistical Information System (LOGIS) Training as presented by Provincial or National Treasury; Working knowledge of SCOA and classification of assets; A financial background specifically in Asset Control. Competencies: Knowledge of the following: PFMA (Public Financial Management Act); National Treasury Regulations; Provincial Treasury Instructions; LOGIS and the systems requirements and functioning; Record keeping procedures; Proven computer literacy in MS Office; Organising and decision making skills; Liaison with personnel at all levels; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Rendering a general management and a financial service; Monitor and review the capturing of all physical moveable assets in the asset register; Oversee and review the allocation of assets in accordance with the relevant policies and procedures; Monitor and review the allocation of assets to asset controllers; Managing the disposal of assets; Managing quarterly and annual asset counts.

ENQUIRIES APPLICATIONS : Mr JMR Koen Tel no: (021) 808 5173
 : To apply submit your application online via www.westerncape.gov.za/jobs

POST 33/68 : **ADMINISTRATION CLERK: FARM SERVICES, ELSENBURG REF NO: AGR 2017-62**

SALARY : R152 862 per annum, Level 05. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Agriculture, Western Cape Government.

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driver's licence. Recommendations: A minimum of 2 years' relevant experience; IPS experience; A Secretarial/ Office Administration Diploma. Competencies: A good understanding of the application of relevant legislation; Working knowledge of systems (Source Link, LOGIS); Excellent communication skills (writing and verbal) in at least two of the official languages of the Western Cape; Good planning and organising skills; Proven computer literacy (MS Word, MS Excel).
- DUTIES** : To provide the following services: Reception services; Typing services; Office Administration; Logistical support; Perform administrative and related functions.
- ENQUIRIES** : Mr J Jordaan Tel no: (021) 808 5172/ 08290990068
- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : To apply submit your application online via www.westerncape.gov.za/jobs
- CLOSING DATE** : 01 September 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 POST

- POST 33/69** : **DEPUTY DIRECTOR: CYCLE TOURISM REF NO: DEDAT 2017-17**
2-year contract
- SALARY** : All-inclusive salary package of R657 558 per annum, 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 Economic Development and Tourism, Western Cape Government.
3-year National Diploma (or equivalent qualification) in development planning, marketing or tourism with a minimum of 3 years' management experience; A valid (code B) drivers licence. Recommendations: Experience in cycle tourism; Experience in development of Cycle routes; Project Management experience; Development of tourism routes or cycle routes. Competencies: Knowledge of Tourism; Decision making; Computer literacy (MS Office); Creative thinking; Problem solving; Team membership.
- DUTIES** : Create strategic vision for the cycle network; Initiate cycle routes across the Province; Develop a trail rating system and development guideline; Roll out cycle maps on demand and stock maintenance; Deal with responses to rider queries; Stakeholder communication and growth of cycle membership; Driving of casual and formal cycle events on route in collaboration with Wesgro; Development and directional signage process and implementation on the new routes; Data collection on new cycle routes; Monitor and evaluate the Cycle route network; Mapping of the way forward.
- ENQUIRIES** : Ms N Ntenetya Tel no: (021) 483 9463

DEPARTMENT OF EDUCATION

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

- CLOSING DATE** : Closing date for on-line applications: Thursday, 24 August 2017 by 12:00 midnight. It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.
- NOTE** : General Instructions: NB: Please read the instructions carefully before applying: All posts are advertised on the department's on-line system. The website can be accessed via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: https://www.scubedonline.co.za/recruitment_wced/. Applicants can register their profiles and apply for posts on-line. Applicants must ensure that they click on the correct post and post number when applying for posts. A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees can be uploaded on the system as part of the registration/application process. Copies of qualifications (degrees, diplomas, certificates etc.), valid driver's licence (if applicable) and ID document can be uploaded on the system as part of the registration/application process. Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the abovementioned documents. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to the on-line application. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her on-line application. Only on-line applications will be considered. General Information: The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Shortlisted candidates must be prepared to do a Practical Assessment which forms part of the interview. Candidates applying for posts on Salary Level 9 and higher will be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Communication: Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful. Selection Process: It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts.

MANAGEMENT ECHELON

- POST 33/70** : **CHIEF DIRECTOR PHYSICAL RESOURCES REF NO: PS 98**
Job Purpose: To plan and manage physical resources
- SALARY** : R 1 068 564 per annum, Level 14. An all-inclusive salary package, consisting of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA; plus At least 5 years' experience at a senior managerial level.
- DUTIES** : (Key performance areas): Plan infrastructure and manage the delivery of projects. Plan and coordinate infrastructure projects. Facilitate the delivery of infrastructure capital and maintenance projects. Manage the project office. Plan and facilitate the

delivery of LTSM, (including Library Services), LTS and equipment (incl. e-learning equipment) in respect of learning sites: Manage the planning and delivery of LTSM to learning sites. Provide and education library service. Manage the planning and implementation of LTS. Manage the planning and delivery of equipment (including e-learning equipment) to learning sites

ENQUIRIES :

Mr A Lewis Tel no: (021) 467 2022

POST 33/71 :

**DISTRICT DIRECTOR: METROPOLE SOUTH EDUCATION DISTRICT OFFICE
REF NO: PS 99**

Job purpose: To manage the quality of education and education institutions in the district

SALARY :

R898 743 per annum, Level 13. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE :

Metropole South Education District Office, Mitchell's Plain

REQUIREMENTS :

An undergraduate qualification (NQF level 7) as recognised by SAQA; plus At least 5 years' experience at a middle/senior managerial level.

DUTIES :

(Key performance areas): Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers: Strategy, Information and governance and management Communication, Information Management systems, governance and management Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists; Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS), Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Learning and teaching support materials, Learner transport, Compliant Financial administration and management, Infrastructure management, Travel extensively within the district to visit schools. Develop, implement and maintain a plan of district improvement.

ENQUIRIES :

Mr A Meyer Tel no: (021) 467 2089

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS :

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

CLOSING DATE :

01 September 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 POST

POST 33/72 :

ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: HS 2017-17

SALARY :

R334 545 per annum, Level 9. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE :

Department of the Premier, Western Cape Government.

REQUIREMENTS :

3-year National Diploma (or equivalent qualification) in Information Science/ Public Management/ Knowledge Management or related; A minimum of 3 years' management experience in an Information Management support service working

environment. Recommendations: Extensive working knowledge with experience of the following: Information Science/Management and Knowledge Management; Relevant legislation, prescripts, policies, regulations, guidelines, procedure and best practices in the field of Information Management; Project Management; Writing/ generating content. Competencies: Knowledge of Modern Systems of Governance and Administration (especially as it relates to ICT, Knowledge Management or projects); Knowledge of programme and project planning and management; An understanding of information repositories and training; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Analytical thinking skills.

- DUTIES** : To assist with the developing, implementing and maintaining a Knowledge Management Strategy for the Department and a Knowledge Management implementation plan; Assist with the following: Creating, maintaining and promoting a knowledge Hub/Repository for departmental knowledge and information; Providing and facilitating a culture of knowledge sharing, harvesting and dissemination in the Department to improve efficiency and effectiveness of service delivery; Manage a fit-for-purpose Virtual Resource Centre (VRC), providing staff and stakeholders with easy access to relevant knowledge and information; Develop and actively promote the use of knowledge and information within the Department; Extract and collate information for Departmental reports; Assist with the development and maintenance of a web-based information system for the Department that is user friendly; Human Resource Management.
- ENQUIRIES** : Mr J van Wyngaardt Tel no: (021) 483 3634

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 33/73** : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA)**
- SALARY** : Grade 1: R 736 425 per annum
Grade 2: R 842 028 per annum
Grade 3: R 977 199 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
- : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required

in South Africa. Inherent requirement of the job: Participation in after hour's clinical work as per duty roster. Competencies (knowledge/skills): Good communication skills, Independent and effective decision- making. Possession of the ATLS, ACLS, PALS certificates. Fluency in at least two of the three official languages of the Western Cape. Trauma experience or intention to pursue a career in Trauma or Surgery. Relevant experience in the management of Trauma patients. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Evaluation and Management of the Trauma patient. Continuous professional development. Medico-legal and administrative duties. Teaching and training of undergraduate students and staff involved in the Trauma Unit and Maintain professional integrity at all times.

ENQUIRIES : Dr AJA Müller, Tel no: (021) 938-4139

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

FOR ATTENTION : Ms V De Jager

CLOSING DATE : 1 September 2017

POST 33/74 : **OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE AND THEATRE)**

SALARY : R499 953 (PN-B3) per annum plus a non-pensionable rural allowance of 8% of basic annual salary.

CENTRE : Hermanus Hospital (Overberg District)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Supervise, plan and implement the provision of effective and efficient, specialised nursing service in the Emergency Centre and theatre. Provide effective leadership and management of human and financial resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide support to supervisor and management. Maintain and participate in inter-professional and multi-disciplinary teamwork.

ENQUIRIES : Ms N Bouwer, Tel no: (028) 313-5203

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

FOR ATTENTION : Ms A. Brits

CLOSING DATE : 01 September 2017

POST 33/75 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R499 953 (PN-B3) per annum
CENTRE : Valkenberg 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 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Work shifts on day-duty when required to satisfy operational needs. Work night-duty on a planned schedule to relieve the night manager. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practices. Good leadership/people management skills and maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. The expected date of the filling of the post is 1/11/2017.

DUTIES : Key result areas/outputs: Effective management of the ward, hospital after-hours, over weekends and public holidays on a planned basis. Manage and monitor the effective utilisation of human, financial and physical resources. Ensure qualitative nursing care throughout the hospital. Provide on-going support to the nursing service. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Participate and support the implementation of the National Core Standards. Active participation in focussed training and development of nursing students and permanent nursing staff. Oversee the implementation of effective processes and practices with regard to statistical information needed to render a quality mental health care service.

ENQUIRIES : Mr M Photo, Tel no: (021) 826-5801
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500.

FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 01 September 2017

POST 33/76 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**

SALARY : R499 953 (PN-A7) per annum
CENTRE : Riversdale Hospital (Eden District)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse (current annual practicing certificate). Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work effectively in a management and multi-disciplinary team. Good organisational, interpersonal relations and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. People management and negotiation skills. Computer literacy (MS Word, Excel and PowerPoint). Strategic planning and leadership in nursing management. Expertise in quality improvement, infection prevention and control strategies in Health. Note: No payment of any kind is

required when applying for this post. Short-listed candidates may be required to do a practical test.

DUTIES : Key result areas/outputs: Provide strategic leadership towards achieving goals and objectives in the Nursing Division through the implementation and monitoring of policies, regulations, professional practices, procedures and standards to achieve quality, holistic Nursing Care. Provide professional, technical and management support for the provision of quality patient care through effective and efficient management of Nursing care programs. Utilise information technology to manage health information for the enhancement of quality patient care. Manage and effective utilisation and supervision of human resources, finances and support services through the involvement of the multi-disciplinary team that ultimately promotes effective and efficient patient care. Coordinate the provision of effective training and research.

ENQUIRIES : Dr GJ Van Tonder, Tel no: (028) 713-8640
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 01 September 2017

POST 33/77 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R334 545 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (i.e. degree/diploma). Experience: Appropriate Human Resources Management (HRM), Human Resource Development (HRD) and Labour Relations experience. Extensive PERSAL experience. Appropriate supervisory experience. Inherent requirement of the job. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of relevant Governmental/Departmental policies and legislation, as well as Human Resource Administration, Human Resource Development and Labour Relations practices and policies. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in Word/Excel/Outlook). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Note: Shortlisted applicants will be required to undergo practical and competency testing. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the overall management and control of the HRM department at the institution. Application and maintenance of all HR administrative policies and procedures, including compliance and risk management. Ensure effective and efficient Labour Relations management. Coordinate and manage Human Resource Development activities for the hospital. Management of the staff in the human resource component. Advise on the interpretation and implementation of new and existing HR policies and procedures. Management of resources in line with the budget objectives of the institution.

ENQUIRIES : Mr PW Davids, Tel no: (044) 802-4358/4364 or Mr M Vonk Tel no: (044) 802-4358/4364
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr PW Davids
CLOSING DATE : 01 September 2017

POST 33/78 : **CASE MANAGER 2 POSTS**
Directorate: Management Accounting

SALARY : R281 418 per annum
CENTRE : (Head Office, Cape Town)
REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health

Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids). Note: No payment of any kind will be required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. Candidates who applied previously need not to apply again.

DUTIES : (key result areas/outputs): Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail, Tel no: (072) 601-6586

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 01 September 2017

POST 33/79 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT))**
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 226 083 (PN-A2) per annum
Grade 2: R 278 052 (PN-A3) per annum
Grade 3: R 340 431 (PN-A4) per annum

CENTRE : Mowbray Maternity Hospital, Rondebosch

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: Proof of registration with the SANC as Professional Nurse for 2017/2018. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Experience in the provision of HIV/AIDS services. Ability to think strategically, analytically and skills in the preparation of reports. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to analyse Health System Information. Computer literacy (i.e. MS Word, PowerPoint and Excel). 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: Introduce a PMTCT “improvement package” at Antenatal clinic. Implement the use of revised obstetric tools that integrate HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Clinical record-keeping, data collection and information flow of PMTCT activities. Policy implementation and quality improvement initiatives in general antenatal care, as well as in labour wards. Provide health education to pregnant mothers in their care. Supervise and support of lower categories of staff.

ENQUIRIES : Ms KE Moore, Tel no: (021) 659 5550

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

FOR ATTENTION : Ms R Hattingh

CLOSING DATE : 08 September 2017

POST 33/80 : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (HIV AND AIDS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum

CENTRE : Valkenberg Hospital, Observatory

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: Proof of registration with the SANC as Professional Nurse for 2017/18. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Basic computer literacy skills. Knowledge and insight into protocols and policies pertaining to nursing practice in an ARV hospital setting. Additional courses in HIV care. 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: Effectively manage and utilise physical, financial and human resources. Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care, as well as other clinics operating in the department. Participate, supervise and monitor the provision of optimal, holistic nursing care to patients in the service, including providing point-of-contact HIV testing. Coordinate the HIV Counselling and Testing (HCT) campaign, including managing a wellness clinic. Record-keeping and administrative activities, including completing ARV register (in the absence of the clerk). Effectively maintain professional growth and participate in training of staff, patients and families.

ENQUIRIES : Mr M Photo, Tel no: (021) 806-5801

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Bellville Health Park, Bellville.

FOR ATTENTION : Ms R Hattingh

CLOSING DATE : 01 September 2017

POST 33/81 : **INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Health Technology

SALARY : R226 611 per annum

CENTRE : Clinical Engineering, Goodwood Dental Unit

REQUIREMENTS : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics and/or Mechanical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Repair, maintenance and installation of Dental and related equipment. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication. Repair and maintenance to Dental and related medical equipment. Note: No payment of any kind will be required when applying for this post.

DUTIES : (key result areas/outputs): Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Sections, prioritising work and consideration of operational requirements. Request parts and service via LOGIS system. Maintain Maintenance Management and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr G Lee/Mr A Moelich, Tel no: (021) 591-7126

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 01 September 2017

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 04 September 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 33/82 : **DEPUTY DIRECTOR-GENERAL: STRATEGIC PROGRAMMES REF NO: DOTP 2017-63**

SALARY : All-inclusive salary package of R 1 299 501 - R 1 463 8920 per annum, Level 15. The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal requirements.

CENTRE : Department of the Premier, Western Cape Government.

REQUIREMENTS : Relevant post graduate Honours qualification (NQF Level 8) or equivalent qualification; Minimum of 8 years' experience at Senior Management level within the strategic policy development and information management environment; and

in organizational performance management utilising monitoring and evaluation toolsets. Recommendations: Master's Degree in any of disciplines relating to public administration, public policy development and research methodologies, organizational performance management and data/information management/analysis, fields of socio-economic and environment policy, political studies and development planning; Experience in government in a senior capacity; and Demonstrable experience of driving delivery successfully. Competencies: Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector, including the ability to interpret and apply legislation, policies, processes, procedures, practices and reports; Knowledge of the following: Provincial executive support systems and services; Good corporate governance norms and standards, as well as public communication, education and discourse management; Strategy development, strategy implementation, monitoring, review and communication of these processes; Must have the ability to develop reports and submissions which clearly articulate the objectives and progress in implementation of the provincial government; and Working with stakeholders.

DUTIES : Development of and guiding and facilitating the development of policy, high level performance-driven service delivery plans for the Provincial Government; Ensure the availability, institutionalization of quality data production that conforms to best practice standards from Provincial Government systems/applications and from other sources; The governance, utilization and analysis of such data to adequately inform and assess the strategic direction and operational decisions of the Executing Authority, Provincial Departments and their entities in an integrated manner; Ensure that the implementation plans of the Provincial Government are aligned to the policies and high-level strategies of government, including those strategies aimed at creating value from international relationships; Drive the institutionalization of a performance culture in the Western Cape Government through the implementation of monitoring and evaluation and project management principles and tools; Establish dynamic governance arrangements and robust partnerships with the associated delivery agents, departments and entities within and outside of the Western Cape Government to achieve the former; and - Manage the branch's day-to-day financial, personnel and administrative related issues.

ENQUIRIES : Adv. B Gerber Tel no: (021) 483 6032

OTHER POSTS

POST 33/83 : **APPLICATION DEVELOPMENT MANAGER REF NO: DOTP 2017-52**

SALARY : All-inclusive salary package of R657 558 per annum, 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) with a minimum of 3 years' management experience of which 5 years' experience should be in systems and application development and ICT in an ICT environment; A valid driver's licence. Recommendations: Experience in the Full System Development Life Cycle of Enterprise scale applications; Proven experience in managing a team of developers; Experience in a variety of current development environments including Oracle, .Net, C++; Experience in managing ICT in Public Sector. Competencies: Knowledge of public policy analysis; Strategic Planning skills; Understanding of fundamental principles of an Enterprise Architecture; Excellent computer literacy skills (proficient in MS Office); Advanced verbal communication and report writing skills; Ability to work under pressure and meet deadlines; Excellent planning and organising skills; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Self-motivated and disciplined.

<u>DUTIES</u>	:	Manage the development, implementation and maintenance of systems and applications; Maintains systems and enterprise information architectures for the department within provincial strategies and architectures; Provides inputs on the development and planning of provincial ICT policy and strategy relating systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Implement and maintain systems and applications plans and strategies; Ensure proper certification of planned systems and applications solutions; Manages functional, applications training and support (FATS); Manages projects office, project manager and project processes; Co-ordinates the provision of systems and applications training; Provides inputs into the budget and fiscal processes.
<u>ENQUIRIES</u>	:	Mr L Benting Tel no: (021) 483 5607 / 8941
<u>POST 33/84</u>	:	<u>FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS REF NO: DOTP 2017-66</u>
<u>SALARY</u>	:	R334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
<u>CENTRE REQUIREMENTS</u>	:	Department of the Premier, Western Cape Government.
<u>CENTRE REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification) in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations; A valid Code B driver's licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; The Certified Fraud Examiner (CFE) professional designation or similar professional designation. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Good project management skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.
<u>ENQUIRIES</u>	:	Ms W Hansby Tel no (021) 483 4593
<u>POST 33/85</u>	:	<u>PERSONAL ASSISTANT: POLICY RESEARCH AND ANALYSIS, REF. NO. DOTP 2017-64</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Department of the Premier, Western Cape Government.
<u>CENTRE REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to senior management. Recommendations: A relevant qualification in Public Administration/ Office

Management; Experience in the following: Writing reports, submissions, memos; Functioning, systems and processes of government. Competencies: Knowledge of the following: Government Policies, regulations and procedures; Administration and Financial Management; Procurement Processes; Understand the functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent written and verbal communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organizing and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Provide receptionist/ secretarial support and diary management; Render support regarding meetings and projects; Render administrative support to the Policy Research Analysis Directorate; Ensure logistical preparations are made for meetings and secretariat support provided where required; Assist in the preparation of correspondence, reports, agendas; Support with the administration of the budget and related matters; Analyse the relevant Public Service and Departmental Prescripts, Policies and other relevant documents to ensure that the application thereof is properly understood.

ENQUIRIES : Ms A Kamish Tel no: (021) 483 3437

POST 33/86 : **HR CLERK: PERFORMANCE MANAGEMENT AND ADMINISTRATION 2 POSTS REF NO. DOTP 2017-62**

SALARY : R152 862 per annum, Level 05. 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.
: Grade 12 (or equivalent qualification) with relevant experience. Recommendations: A minimum of 1-year administrative experience. Working knowledge of Persal and Permis functions. Competencies: Basic understanding of HR related prescripts, policies and relevant resolutions; Performance Management processes; Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook); Good interpersonal and organisational skills; Ability to work well in a team.

DUTIES : Responsible for all administrative function related to performance management i.e. management of incoming and outgoing documents; Assist clients with PERMIS system related enquiries; Capturing of transactions on PERSAL (probation reports, payments, pay progressions, grade progression); Liaison with clients relating to performance related enquiries; Ensure that all incoming performance documents are captured on relevant systems and keep record; Ensure that probation reports are captured on PERSAL and on probation register.

ENQUIRIES : Ms C Miles Tel no: (021) 483 4167

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS NOTE : To apply submit your application online via www.westerncape.gov.za/jobs
: Only applications submitted online will be accepted. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment

will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

<u>POST 33/87</u>	:	<u>DIRECTOR: EARLY CHILDHOOD DEVELOPMENT AND PARTIAL CARE, REF NO. DSD 2017-59</u>
<u>SALARY</u>	:	All –inclusive salary package of R 898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government.
	:	Relevant qualification on NQF level 7 as recognised by the Qualifications Framework; Minimum of 5 years' experience at a Middle/Senior Managerial level. Recommendations: 5 years' management experience in a Social Development environment. Competencies: Extensive knowledge of applicable policies and procedures of social welfare and ECD; Knowledge of the following ECD norms and standards as well as contract management; Management principles; Public Service procedures; Research; Labour Relations People management; Financial management; Project management; Excellent communication skills (verbal and written), as well as facilitation and presentation skills; Excellent report writing skills; Sound budgeting skills; and Analytical and problem solving skills.
<u>DUTIES</u>	:	Participate in the formulation of policy/legislation at national and provincial level (including policy guidelines and education); Develop an implementation framework for ECD; Design, manage and evaluate pilot ECD special programmes; Manage and coordinate interdepartmental committees, including the coordination of stakeholder engagements; Manage the registration, implementation, and monitoring of partial care and ECD facilities and programmes; Manage all information in the programme including the NFD gathering process; Ensure efficient and effective oversight and management of all financial resources/aspects; Management of people management of the Directorate to achieve pre-determined performance indicators and service delivery imperatives, as well as sound employee relations; Manage the implementation of norms and standards for the programme.
<u>ENQUIRIES</u>	:	Mr C Jordan Tel no: (021 483 2197)
<u>CLOSING DATE</u>	:	04 September 2017 @ 16:00

OTHER POSTS

<u>POST 33/88</u>	:	<u>ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO DSD 2017-85</u>
<u>SALARY</u>	:	R334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government.
	:	3-year National Diploma (or equivalent qualification) in Computer Science, Mathematics or Statistics; A minimum of 3 years' experience in the Information systems, ICT and data governance field. Competencies: Advanced knowledge of the following: Information Management and Information Management Systems; The latest technological developments in the field of Information Management; Project Management in an ICT environment; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organizing and people management skills; Research, monitoring and evaluation skills; Analytical and strategic thinking skills; Strong communication (written and verbal) skills in at least two of the official languages of

the Western Cape; Team building and strong interpersonal skills; Proven computer literacy.

DUTIES : Participate in the development, implementation and review of Departmental policies to govern information systems; Coordinate and oversee user management services; Coordinate and oversee system support; Manage and oversee the governance of systems, including the Change Control Board; Plan, manage and coordinate the Disaster Recovery Plan for the Department in respect of systems; Plan, manage and coordinate the development and implementation of Departmental systems e.g. the NPO system; People management.

ENQUIRIES : Mr G Miller Tel no: (021) 483 4168

CLOSING DATE : 01 September 2017 @ 16:00

POST 33/89 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: PERFORMANCE AND COMPLIANCE MANAGEMENT, REF NO. DSD 2017-83**

SALARY : R281 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.
 : 3-year National Diploma (or equivalent qualification) in Public Administration/ Public Finance with a minimum of 3 years' experience in a Supply Chain Management environment; Recommendations: Monitoring and Evaluation Certificate; A minimum of 5 years' experience in a Line Monitoring/Internal Auditing/ Risk Management environment; Extensive supervisory experience within a SCM or Finance environment. Competencies: Knowledge of the following: Public sector monitoring and government prescripts, such as Public Finance Management Act, Constitution of S.A, National Treasury Regulations, Provincial Treasury Instructions, Public Service Act, 1994 (as amended) and Public Service Regulations, 2016; Project Management; Policy analysis, implementation and process mapping and design; Advanced knowledge of systems of governance and administration; Sound and in-depth knowledge of Legislative framework and government procedures on public finance and Human Resource Management and Supply Chain Management (SCM); Planning, organising, presentation and strong analytical and problem solving skills; Decision making skills; Strong conceptual and formulation skills; Good communication (written and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Monitoring compliance with all applicable legislative and regulatory requirements; Reporting on findings, recommend and discussing non-compliance issues with relevant stakeholders; Design the performance indicators, reporting tools and systems; Facilitate and follow-up on the financial and non-financial responses for SCM in respect of Auditor-General, Internal Audit, Provincial Treasury, Enterprise Risk Management (ERM) Corporate Governance Review and Outlook (CGRO) and Performance of Assessment Tool (MPAT); Provide support to end-users in implementation of the line monitoring frameworks; Undertake performance assessment of the value chain of the SCM function; Conduct verification and quality assurance on reporting data and information; Monitor and flagship, reporting and information management; Coordinate the support for the development and or update of the risk management strategy; Undertake risk management assessments and facilitate the monitoring of management's implementation of mitigation controls; Assist in the following: development of Line Monitoring Frameworks, strategies and data-flow processes to support the implementation; review of the action plans agreed on the risk registers and together with management break them down into measurable action steps with clear time frames to enable monitoring.

ENQUIRIES : Mr A Kamali Tel no: (021) 483 8275

CLOSING DATE : 01 September 2017 @ 16:00

POST 33/90 : **SOCIAL WORKER: SOCIAL WORK SERVICES, DRAKENSTEIN 2 POSTS REF NO: DSD 2017-79**

SALARY : Grade 1: R226 686 – R 262 785 per annum,
Grade 2: R278 784 – R 323 178 per annum,
Grade 3: R341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 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 Social Development, Western Cape Government.
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker.

Grade 1: No experience;
Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES : Mr T Orr Tel no: (021) 871 1682

CLOSING DATE : 01 September 2017 @ 16:00

POST 33/91 : **SOCIAL WORKER: SOCIAL WORK SERVICES, STELLENBOSCH 4 POSTS REF NO. DSD 2017-80**

SALARY : Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 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

CENTRE REQUIREMENTS

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.

Department of Social Development, Western Cape Government.

A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker.

Grade 1: No experience;

Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES CLOSING DATE

Mr T Orr Tel no: (021) 871 1682

01 September 2017 @ 16:00

POST 33/92

SOCIAL WORKER: SOCIAL WORK SERVICES, THEEWATERSKLOOF 3 POSTS REF NO: DSD 2017-81

SALARY

Grade 1: R 226 686 – R 262 785 per annum,

Grade 2: R 278 784 – R 323 178 per annum,

Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 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 Social Development, Western Cape Government.

A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker.

Grade 1: No experience;

Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES : Ms D De Bruyn Tel no: (028) 214 3000

CLOSING DATE : 01 September 2017 @ 16:00

POST 33/93 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES 2 POSTS REF NO. DSD 2017-82**

SALARY : R152 862 per annum, Level 05. 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 : Grade 12 (or equivalent qualification). Recommendations: None. Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Excellent Communication (written and verbal) in at least two of the three official languages of the Western Cape; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide

assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Mr A Mercur Tel no: (023) 348 5300
CLOSING DATE : 01 September 2017 @ 16:00

POST 33/94 : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITIONS MANAGEMENT 2 POSTS REF NO. DSD 2017-78**

SALARY : R152 862 per annum, Level 05. 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.
: Grade 12 (or equivalent qualification) with relevant experience in an acquisition management environment. Recommendations: A minimum of 1-year experience within a Logistics Management / Supply Chain Management environment. Competencies: Good understanding of the following: Financial Management and Supply Chain Management services; LOGIS as Procurement Operating System; Public service reporting structure; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations; Preferential Procurement Framework Act (PPPFA) and Regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

DUTIES : Responsible for maintaining the bid register; Maintain proper filing for all bid files and recordkeeping; Drafting and submitting of bid advertisements in the prescribed mediums (e-portal, GTB, etc.); Issuing of bid documents and maintaining the bid issues register; Co-ordinate the bid opening process of bids and maintain the bids received register; Co-ordinate the meetings for bid committee meetings briefing and information sessions; Assist with minute taking of all bid committee meetings and prepare draft minutes of bid committees; Prepare briefing, site, information session certificates of attendance; Compilation of bid extension letters to prospective bidders with regard to bid validity and communication thereof; Assist in providing feedback on all bid related queries; Continuously maintain confidentiality.

ENQUIRIES : Mr J Burricks/ Mr T Mamve Tel no: (021) 483 4541/4840
CLOSING DATE : 01 September 2017 @ 16:00

POST 33/95 : **LAUNDRY AID, OUTENIEKWA, REF NO. DSD 2017-71**

SALARY : 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.

CENTRE REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms B Nicholas Tel no: (044) 803 7500
CLOSING DATE : 01 September 2017 @ 16:00

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE : 01 September @ 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 33/96 : **DEPUTY DIRECTOR: CORPORATE SERVICE MANAGEMENT, REF NO. TPW 2017-145**

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

CENTRE : Department of Transport and Public Works, Western Cape Government.
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' Management experience; A valid (code B) drivers licence. Recommendations: None. Competencies: Knowledge of the following: People Management policies and prescripts; National and Provincial Treasury Regulations; Communication (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Word, Excel, Power Point and Outlook); Ability to lead a team and People Management skills; Ability to work under pressure and to meet deadlines.

DUTIES : Support the HOD and Senior Management in respect of the operational management of the departments working relationship with the Corporate Service Centre; Serve as nodal point for the appointment of members of prescribed departmental committee and manage logistical arrangements; Serve as nodal point for prescribed departmental plans; Serve as nodal point for the distribution of general CSC communication/ information as required; Monitor, assess and report on the service delivery of the CSC to the department in terms of the SLA; Facilitate and administer the following: Follow up with the CSC; Departmental human rights responsibilities; Staff Performance Management System process; Manage the discipline of staff.

ENQUIRIES : Mr CS Marx Tel no: (021) 483 8755

POST 33/97 : **ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS, REF NO. TPW 2017-150**

SALARY : R334 545 per annum, Level 09, Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Transport and Public Works, Western Cape Government.

<u>REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification) with a minimum of 3 years' supervisory experience. Recommendations: Minimum of 1-year experience in Project Management, GIS, Transport planning and/or transport logistics. Competencies: Knowledge of Transport Legislation; Knowledge of Transport Information systems; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Project Management skills; Proven computer literacy in MS Office.
<u>DUTIES</u>	:	Analyse, interpret and guide the process for the development and maintenance of Integrated Fair Management (IFM) Systems as well as Intelligent Transport Systems (ITS); Assist IFM and ITS projects manager to ensure timeous completion of special IFM and ITS projects; Prepare draft motivations of funding for consultants and capital projects; Develop draft project plans with implementation focus; Provide input to the development of contract options and institutional structures for the implementation of IFM and ITS projects; Coordinate with relevant role-players to facilitate successful delivery and implementation of IFM and ITS projects; Assist with the evaluation of performance of the IFM and ITS projects.
<u>ENQUIRIES</u>	:	Mr G Martin Tel no: (021) 483 4095
<u>POST 33/98</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: TPW 2017-131</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government.
<u>REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification) with a minimum of 3 years' supervisory experience of which 1 year must be in Planning/ Transport Planning/ Transport logistics; A valid driver's licence. Recommendations: None. Competencies: Knowledge of the following: Public Management and Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the Public Transport environment; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	Assist in the provisioning of integrated public transport services and public transport infrastructure within non-metro municipalities; Assist in providing support and capacitation of non-metro local authorities with regard to the implementation of land transport services; Enable the implementation of non-motorised transport and special needs passenger plans and strategies; Facilitate, coordinate and provide project support in order to enable land transport integration; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, produce reports, enhance service delivery; Human Resource Management will entail performing all staff management tasks including training, managing performance, maintaining discipline; Determine and communicate financial requirements to execute assigned deliverables.
<u>ENQUIRIES</u>	:	Mr J Robb Tel no: (044) 801 9493
<u>POST 33/99</u>	:	<u>WORKS INSPECTOR: BUILDING SERVICES REF NO: TPW 2017-111</u>
<u>SALARY</u>	:	R281 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 REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government.
	:	A National Diploma (T/N/S streams) or equivalent; or A N 3 and a passed trade test in the building environment; A minimum of 3 years' appropriate experience; A valid driver's licence. Recommendations: Willingness to travel regularly; Experience in the preparation of tender documentations and specifications. Competencies: Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Proven computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr A February Tel no: (021) 483 2489
<u>POST 33/100</u>	:	<u>ADMINISTRATION CLERK: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: TPW 2017-132</u>
<u>SALARY</u>	:	R152 862 per annum, Level 05. 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.
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid driver's licence. Recommendations: A minimum of 2 years' administrative support experience. Competencies: A good understanding of the following: Office administration procedures; Application of legislation and policies; Operation and maintenance of office machines and other equipment; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	Provide support with regards to projects; General administration including procurement of goods and services; Document Management; Assistance and support with regards to meetings and logistics; Project administration.
<u>ENQUIRIES</u>	:	Mr J Robb at (044) 801 9493
<u>POST 33/101</u>	:	<u>REGISTRY CLERK: DOCUMENT MANAGEMENT REF NO: TPW 2017-133</u>
<u>SALARY</u>	:	R152 862 per annum, Level 05. 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.
	:	Grade 12 (or equivalent qualification) with experience in an administration/ registry environment. Recommendations: A valid driver's licence. Competencies: A good understanding of the following: Registry and document management procedures; Filing system; Electronic Document Management; File plan; Archive and regulatory

DUTIES

prescripts; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Good interpersonal relations and punctuality; Ability to work under pressure and meet deadlines.

: Distribution and handling of all incoming and out-going communication and correspondence; Answer all internal/ external enquiries; Tracking of archives files; Effective utilisation of BPM; Scanning of documentation.

ENQUIRIES

: Ms E Morris Tel no: (021) 483 0331