

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

CLOSING DATE : 29 September 2017 @ 16:00
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 37/223 : **REGIONAL LIBRARIAN REF NO: CAS 2017-32**

SALARY : R281 418 per annum, Level 08
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year National Diploma or B. Bibl Degree/ PGDLIS/ BTech (or equivalent qualification) in Library and Information Science as recognised by SAQA. Recommendations: A minimum of 2 years' relevant operational experience; A valid code B driver's licence. Working knowledge of a computerised library system. Competencies: Knowledge of computerised library system; Good collection building and stock control skills; Excellent report writing skills; Strategic planning and people management skills; Strong administrative skills; Proven computer literacy (MS Word, Excel, PowerPoint, Internet); Excellent communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Training and development; Collection development and stock control in affiliation public libraries; Administrative functions; Managing, planning, budget and organising of regions operational activities; personnel related functions

ENQUIRIES : Mr S Andries at (023) 342 5053
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/224 : **AUDIOVISUAL CONSERVATOR REF NO: CAS 2017-30**

SALARY : R226 611 per annum, Level 07
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : A 3-year degree in the preservation and conservation repair of tangible heritage, and a minimum of 1 year technical/ scientific experience in the heritage preservation and conservation field. Alternatively, a 3-year degree with an appropriate major subject such as history, anthropology, archaeology or other appropriate heritage/ cultural subject as major; combined with a minimum of 1 year technical/ scientific experience in preservation and conservation of tangible history / heritage. Recommendations: Experience in working with archival materials; an understanding of South Africa's archival legislation and policy, and the role functioning of archives in South Africa; an understanding of automated storage and retrieval systems and electronic records; knowledge/ experience regarding the digitisation of heritage collections, especially paper-based archival collections; Experience in basic conservation treatment and repair of heritage objects. Competencies: Awareness of heritage conservation. issues and objectives, ethics, terminology and concepts; Working knowledge of handling, storing, and caring for heritage collections in order to ensure compliance with current best practices; Knowledge of methods and strategies for promoting preservation of cultural heritage within a context of appropriate access and use; Factors and mechanisms responsible for chemical and physical change, damage, or loss of cultural heritage over time, as well as the means treat or minimise these destructive processes; Knowledge of Provincial procedures and protocols relating to Archives Services in the Western Cape Province; Understanding of archival practices; Knowledge of

health and safety policies, procedures, and regulations, especially as they pertain to the practice of conservation. Good hand-eye coordination skills and motor control; Sound communication skills that include: Proven computer literacy (Word, Excel, Power Point, and Outlook); Good verbal and written communication skills in at least two languages of the three official languages of the Western Cape; Ability to maintain good interpersonal relations; Ability to advocate for preservation-related issues, both within the institution and to external bodies. Ability to meet strict deadlines; Ability to work well within a team and independently.

DUTIES : Preservation of digital and audio visual records; Conservation treatment, repair, cleaning and storing of digital and audio visual records; Administrative duties, including supervision of staff and input into Section matters such as policy, budget input.

ENQUIRIES : Ms M Minicka at (021) 483 0446
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/225 : **CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 2017-35**

SALARY : R226 611 per annum, Level 07
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : 3-year National Diploma or B-Degree in Arts or equivalent qualification; A valid driver's licence. Recommendations: A minimum of 2 years' relevant experience; Understanding/ experience in community liaison. Competencies: Knowledge of Project Management; Proven computer literacy in (MS Office); Excellent communication (written and verbal) skills in at least two of the official language of the Western Cape including drafting submissions, minutes and reports; Expert in data capturing and analysis.

DUTIES : Financial and Operational Management and administration of facility bookings; Management of correspondence/ complaints; Provide administrative assistance to the component; Management of information and data.

ENQUIRIES : Mr L Jephtha at (021) 483 9722
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/226 : **GROUNDSMAN, MELKBOSSTRAND REF NO: CAS 2017-33**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Must be able to read and write (ABET); Valid drivers' licence. Recommendations: A minimum of 6 months' experience; Client liaison; Understanding/ Experience in a maintenance environment. Competencies: Knowledge of basic maintenance of grounds, buildings and equipment and gardening; Knowledge of rules and regulation applicable to relevant facilities; Basic organisational skills; Communication skills in at least two of the official languages of the Western Cape; Cleaning and maintenance skills.

DUTIES : Maintenance of building and equipment; Maintenance of grounds; Interaction with clients.

ENQUIRIES : Mr C Johnson at (021) 483 9715
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 29 September 2017 @ 16:00
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undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 37/227** : **CHIEF WORKS INSPECTOR: BUILDING REF NO: HS 2017-18**
- SALARY** : R 281 418 per annum, Level 08
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or A N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years' experience in a building environment; A valid driver's licence. RECOMMENDATIONS: Good knowledge and working experience of the following: National Housing Code, Construction Industries Development Board (CIBD) guidelines, National Home Builders Registration Council (NHBC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Costing of housing projects; Occupational Health and Safety Act (OCHSA); Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. COMPETENCIES: Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independantly and in a team within stringent timelines; Ability to work within specific timeframes; Ability to work irregular hours as required and under pressure ; Must be innovative, creative, pragmatic, assertive, flexible, decisive, persuasive, impartial and consistent.
- DUTIES** : Rendering support with regards to the management of housing projects (PHP, IRDP, CRU's, Individual, Provincial and implementation of Occupational Health and Safety Act OCHSA by contractors); Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.
- ENQUIRIES** : Mr K Hendricks at (044) 805 8757
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 37/228** : **REGISTRY CLERK/ DRIVER REF NO: HS 2017-35**
- SALARY** : R 152 862 per annum, Level 05
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 or equivalent qualification. A valid code EB driver's licence. Recommendations: Registry experience. Proven computer literacy in File Tracking Systems. Competencies: Understanding of the Provincial Archives and Records Service Act (Act 3 of 2005); Must be dedicated, a team player, innovative and self-motivated; Good verbal and written communication skills in at least two of the official languages of the Western Cape; Planning; organising and client orientation skills; Proven computer literacy in MS Office.
- DUTIES** : Applications of registry procedures; Maintenance of the filing system and records control schedule; Control of franking machine and remittance register; Distribution and collection of files and correspondence; Controlling of the mailbag; Assist

registry personnel and other officials; Assist transport officer with transport driving duties.

ENQUIRIES : Ms C Timotheus at (021) 483 2579
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/229 : **MESSENGER REF NO: HS 2017-33**

SALARY : R 90 234 per annum, Level 02
CENTRE : Department of Human Settlements
REQUIREMENTS : Grade 10/ Junior Certificate or equivalent qualification. Recommendations: Registry experience. Competencies: Excellent communication skills in at least two of the three official languages of the Western Cape; Must be dedicated, a team player, innovative and self-motivated; Planning, organising and client orientation skills.

DUTIES : Collecting, delivery and distribution of all files, post and correspondence from and to various Directorates in the Department and to other Departments in the Western Cape Government as well as Private institutions; Collecting and delivery of postal items from and to the Post Office; Collecting and distributing daily newspapers to all managers; Prepare file covers; Prepare letters for franking; Assist with photocopying and binding documents; Assist registry personnel and other officials.

ENQUIRIES : Ms C Timotheus at (021) 483 2579
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 29 September 2017 @ 16:00
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OTHER POSTS

POST 37/230 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE, REF NO. LG 2017-16 2 POSTS**
12 Month Contract Period)

SALARY : All-inclusive salary package of R 657 558 per annum, Level 11
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year B-degree (or equivalent qualification) in Law with a minimum of 3 years' management experience in providing legal support; A valid code B drivers' licence. Recommendations: Admission as an attorney or advocate; A minimum of 3 years post graduate work experience in providing legal support within the public sector. Competencies: Knowledge of the following: Local Government legislation and application thereof; Financial Management; Excellent verbal and written communication skills in at least two of the three languages of the Western Cape; Conflict Management skills.

DUTIES : Responsible for maintaining institutional functionality; Ensure to facilitate the training to municipal officials on local government legislation; Advise on legislation; Administer Legal Resource Centre; Coordinate litigation in the department; Human Resource Management; Responsible for Financial Management.

ENQUIRIES : Mr K Makan Tel no: (021) 483 4365
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/231 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT REF NO: LG 2017-20**
(Contract position available for a 12 month period)

SALARY : All-inclusive salary package of R 657 558 per annum, Level 11
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year B-degree (or equivalent qualification) in Law with a minimum of 3 years' management experience in providing legal support; A valid code B drivers' licence. Recommendations: Admission as an attorney or advocate; A minimum of 3 years post graduate work experience in providing legal support within the public sector. Competencies: Knowledge of the following: Local Government legislation and the application thereof; Project management; Monitoring and reporting procedures; Analytical skills; Excellent written and verbal communication skills.

DUTIES : Responsible for assessing the state of governance in dysfunctional municipalities or a particular area of governance; Responsible for managing formal interventions in municipalities in terms of section 106 of the Municipal Systems Act and section 139 of the Constitution, as well as informal interventions in municipalities; Required to render strategic support to the (Acting) Director: Specialised Support; Required to manage allocated financial and human resources; Required to render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr K Makan Tel no: (021) 483 4365
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF THE PREMIER

CLOSING DATE : 29 September 2017 @ 16:00
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OTHER POSTS

POST 37/232 : **ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS REF NO. DOTP 2017-67**
(2-Year Contract Position)

SALARY : All-inclusive salary package of R 657 558 per annum, Level 11
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma or B-degree (or equivalent qualification) in Computer Science, Computer Systems, Software Development, Web Development or similar aligned qualification with a minimum of 5 years' experience in ICT planning and development of which 3 years must be management experience. Recommendations: A minimum of 5 years' experience in planning and developing websites, web applications and/or mobile applications; A minimum of 3 years' experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Network architecture, design, installations, hardware, routing, protocols and standards; Open source and proprietary content management and web portal software; Large scale web project/enterprise portal development; Software development models, specifically regarding Object Orientated programming; Project management best practices and

		theory, specifically Agile approaches; Accessibility and user experience concepts; Participation in Open Source communities of practice; Excellent analytical and problem solving skills; Ability to work and make decisions under pressure; Lead and be a team player; Sound planning and organising skills.
<u>DUTIES</u>	:	Maintain, extend and support content management and hosting platforms for E-Government channels; Coordinate E-Government front-office development and support teams and projects; Plan, develop and maintain web and mobile applications including research, system analysis, module development, integration, theming, testing and debugging; Develop and implement standard operating procedures and technical standards aligned to E-Government policies and strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Du Bois Tel no: (021) 483 9640
	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/233</u>	:	<u>ICT SERVICES MANAGER- SCHOOLS, REF NO. DOTP 2017-79</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R 657 558 per annum, Level 11
	:	Department of the Premier, Western Cape Government
	:	3-year National Diploma or B-degree (or equivalent qualification) in Information Technology; A minimum of 5 years' experience in the ICT Service Management field of which 3 years must be management experience; A valid driver's licence. Recommendations: Experience in working with schools and schools based technology and networks. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Strategic Planning skills.
<u>DUTIES</u>	:	Line Management will entail the following: Manage a team of professionals and service providers, that needs to perform and deliver services in accordance with the approved requirements and prioritised needs relating to Schools IT technology support.; Ensure quality control; Ensure effective Capacity Management; Liaison with schools and WCED staff. Provide inputs on to the development and understanding of CGIT (Corporate Governance of IT in schools. Provide input to and support for ICT network infrastructure and security, policy, strategy, architectures, standards and processes; Ensure that effective programme and project documentation and reporting takes place on the approved systems. Strategic Management will entail the following: Define and review on a continual basis the purpose, objectives, priorities and activities; Participate in the Centre for E-Innovation and own component's strategic planning process; Report to DGITO on a regular basis on the activities of the component; Human Resource Management will entail the following: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Actively manage and promote the maintenance of discipline within the component; Financial Management will entail active participation in the budgeting process at Centre for e-Innovation level, and component level..
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Du Bois at (021) 483 9640
	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/234</u>	:	<u>NETWORK TECHNOLOGIST (2 POSITIONS AVAILABLE) REF NO: DOTP 2017-71</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, Level 09
	:	Department of the Premier, Western Cape Government
	:	3-year National Diploma (or equivalent qualification) in Information Technology; with a minimum of 3 years' experience in the ICT field; A valid Code B driver's licence. Recommendations: Windows Server 2008 or higher qualification and

experience; WAN and Internet connectivity experience; Network troubleshooting experience. Working knowledge of transversal systems in WCG corporate sites. Competencies: Thorough knowledge of the following: Windows Networks; Installation of various internet connections, AP's and other wireless technologies; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Strategic planning skills.

DUTIES : Provide installations and specialist desktop support to network/LAN users i.e. support various MS Office, Outlook email and various Internet application; Carry out complex troubleshooting and resolving ICT challenges; Promoting IT risk awareness and creating an IT risk aware culture in the Schools, District Offices and all other Provincial Departments supported by ensuring that backups are regularly done, anti-virus is kept up to date and only approved software is installed; Installing and using wireless technologies; Server virtualization; Liaising with vendors. Frequent travelling to and from clients.

ENQUIRIES : Mr Stefan Coetzer at (044) 873 5191
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/235 : **STATE ACCOUNTANT: ASSURANCE SERVICES - INTERNAL CONTROL (2 POSITIONS AVAILABLE) REF NO: DOTP 2017-83**

SALARY : R281 418 per annum, Level 08
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification); A minimum of 3 years' relevant experience. Recommendations: Evaluation of policies, instructions, circulars and reporting writing skills; Conduct presentations to various stakeholders. Competencies: Sound knowledge of Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Knowledge of Risk management frameworks, Internal Control tools and techniques; Good communication (written and verbal) in at least two of the official languages of the Western Cape; Computer proficiency in MS Office (Word, Excel and Power Point); Planning and organizing skills.

DUTIES : Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports and communication of post audit findings; Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised wasteful expenditure; Rendering assurance services by conducting adhoc audits/ inspections, drafting audit reports, and ensuring the implementation of corrective and preventative measures; Ensuring proper governance by developing compliance monitoring tools; Providing loss management services by maintaining an integrated loss control system.

ENQUIRIES : Ms E Adams at (021) 483 9451
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 29 September 2017 @ 16:00
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OTHER POSTS

POST 37/236 : **DEPUTY DIRECTOR: CHILD AND YOUTH CARE CENTRE REF NO: DSD 2017-88**

SALARY : All-inclusive salary package of R 657 558 per annum, Level 11

<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in a residential care environment. Competencies: Advanced knowledge of the following: Residential Care Management and monitoring; Modern systems of governance and administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Project Management processes; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; The ability to render advice and guidance in an objective yet dedicated manner.
<u>DUTIES</u>	: Effective service delivery in terms of National, Provincial frameworks and international accords/ models for residential care; Ensuring efficient, effective and economic use of appropriated funds and physical resources; Effective Human Resource Management and development; Strategic Management and organisational development; Effective operational plan and execution; Managing the child and youth care facility for various categories of youth at risk for instance assessment, monitoring and behaviour stabilization as well as substance treatment.
<u>ENQUIRIES APPLICATIONS</u>	: Ms L Goosen Tel no: (021) 202 9251 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/237</u>	: <u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DSD 2017-90</u>
<u>SALARY</u>	: All-inclusive salary package of R657 558 per annum, Level 11
<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience in Supply Chain; A valid (code B) drivers licence. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/ Instructions); Budgeting process; Human resource management function; Industry trends and best practices per commodity groups; Records management, inclusive of registry services and policy and procedures; Skills of the following: Analytical thinking; Strategic thinking; Computer literacy (MS Office); Research and presentation; Communication in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Manage staff who performs the following: Policy and implementation; Demand Management; Performance and Compliance Management; Acquisition Management; Contract Management and administration; Logistics Management; Asset Management; Performs managerial tasks with regard to the Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Ms P Mabhokwana Tel no: (021) 483 8438 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/238</u>	: <u>PSYCHOLOGIST (CLINICAL) REF NO: DSD 2017-93</u>
<u>SALARY</u>	: R633 702 – R 703 314 per annum Grade 1, R 746 466 – R 828 474 per annum Grade 2, R 866 310 – R 1 020 462 Grade 3 (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : Qualifications: Master's Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South

Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. competencies: Project Management skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex application; Outstanding planning, organising and people management skills; Problem solving and decision making skills; 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 : Ensure the rendering of clinical psychological services to government and Child and Youth Care Centres; Ensure the development of training material and provide training to all residential care staff; Ensure the delivery of specialist clinical psychological services to the quality assurance unit.

ENQUIRIES : Ms L Goosen at (021) 202 9251
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/239 : **ADMINISTRATION CLERK: FUNDING 2 POSTS REF NO: DSD 2017-87**

SALARY : R152 862 per annum, Level 05
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification with passed subjects in Mathematics and Accounting. Recommendations: 1-year work experience. Competencies: Good understanding of the following: Performance monitoring, evaluation and reporting processes as well as departmental operations; Excellent communication skills (written and verbal); Problem solving skills; Team-building and strong interpersonal skills.

DUTIES : Updating of registers; Handling routine enquires; Make photocopies and receive or send e-mails/facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain filing system; Type letters and correspondence; Keep and maintain incoming and outgoing document register; Provide assistance with conducting of performance monitoring, evaluation and reporting; Provide high level administrative support; Provide assistance with horizontal and vertical alignment processes.

ENQUIRIES : Ms C Khatieb Tel no: (021) 483 3538
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/240 : **DRIVER/MESSENGER: VREDENDAL REF NO: DSD 2017-86**

SALARY : R 127 851 per annum, Level 04
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 10/ Junior Certificate or equivalent qualification; 7 months semi-skilled manual experience; A valid code EB driver's licence. Competencies: Knowledge of the following: Basic mechanical knowledge; Basic safety precautions; Geographical locations of district and clients; Communication (written and verbal) in at least two of the official languages of the Western Cape; Interpersonal relations/team work skills; Driving skills; Ability to perform routine tasks.

DUTIES : Collecting, delivery and posting of documents, parcels. Photo copies, records; picking up documents from various pick-up stations; Check vehicle/s to be in good working order; Assist with the execution of functions attached to the records division; Record documentation received and delivered in a register; Transport passengers to and from designated destinations; Minor maintenance to vehicle/s (e.g. changing flat tyres, washing vehicle etc.)

ENQUIRIES : Ms M Meissenheimer Tel no: (022) 713 2272
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual

application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

POST 37/241 : **GROUNDSMAN: LINDELANI REF NO: DSD 2017-89**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Must be able to read and write (ABET). Competencies: Serving clients and customers; Communication skills in at least two of the official languages of the Western Cape; Good teamwork skills.

DUTIES : Maintain premises and surroundings; Maintain gardening equipment and tools; Empty bins; Maintain the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers; Detect and report malfunctioning of garden equipment and tools; Repair minor defects of gardening equipment and tools.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

POST 37/242 : **LAUNDRY AID: VREDELUS SECURE CARE CENTRE REF NO: DSD 2017-92**

SALARY : R 90 234 per annum, Level 02
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Ability to read and write (ABET). Competencies: Serving clients/ customers; Good teamwork skills; Communication skills in at least two of the official languages of the Western Cape Province.

DUTIES : Washing, drying, folding and ironing; Load and unload trucks; Use of 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; Minor mending of clothes and bedding.

ENQUIRIES : Mr M Benting Tel no: (021) 931 0233
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 29 September 2017 @ 16:00
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 37/243</u>	:	<u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: TPW 2017-161 2 POSTS</u>
<u>SALARY</u>	:	All-inclusive salary package of R 935 172 per annum (as per OSD prescripts).
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil/Structural Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Competencies: Proven knowledge of the following: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Strategic capability and leadership; Financial management; People management; Planning and organising; Conflict management and Change management with research and development capabilities. Personal attributes: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Proven computer literacy; Negotiation skills.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles and theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. - Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. - Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. - Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operations to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. - People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms Jodie Thomas at (021) 483 2004
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/244</u>	:	<u>CHIEF ENGINEER: ELECTRICAL REF NO: TPW 2017-168</u>
<u>SALARY</u>	:	All-inclusive salary package of R 935 172 per annum (as per OSD prescripts).
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Electrical Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driver's licence. Competencies: Proven knowledge of the following: Knowledge of Programme and Project Management, research and planning procedures; Knowledge of Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Strategic capability and leadership; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; People Management; Planning and organising; Conflict Management; Change Management;- Personal attributes: Problem solving and analysis; Decision making; Team leadership; Negotiation skills; Creativity; Customer focus and responsiveness; Ability to work under pressure and meet deadlines.

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

ENQUIRIES : Ms Jodie Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/245 : **PROGRAMME MANAGER, CHIEF QUANTITY SURVEYOR REF NO: TPW 2017-164**

SALARY : R805 806 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant Degree in Quantity Survey or relevant qualification in the Built Environment; A minimum of 6 years post qualification Quantity Survey experience required; Compulsory registration with SACQSP as a professional Quantity

Surveyor; A valid driver's licence. Recommendations: Experience of contract documentation and administration, Act/regulations of Occupational Health and Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Formulation of policies in a multi-disciplinary professional environment. Competencies: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Knowledge of Programme and Project Management, research and planning procedures; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Knowledge of Financial Management; Communication skills; Proven computer literacy; People management; Planning and organising; Conflict management; Negotiation skills; Change Management; Ability to work under pressure.

DUTIES

: Apply Programme and Project Management principles in delivering the state-owned or leased health buildings, structures or facilities: Responsible for delivery of infrastructure projects and maintenance of existing infrastructure of health facilities in a region of the Western Cape; Ensure that infrastructure is constructed and maintained to conform to the required time, cost and quality norms; Ensure that all work is done in accordance with relevant national and provincial legislation and regulations applicable to government operations and to the constructing and maintenance of health infrastructure; Responsible for programme-level planning and execution of the design and delivery of new health facilities, upgrading, refurbishment and maintenance of health infrastructure and to produce annual performance targets against which the regional programme will be measured. This includes responsibility for procurement of professional service providers and contractors and management of finances in collaboration with the quantity surveyors in the regional unit; Liaison with the Directors and programme managers in the Chief Directorate, programme management counterparts in WCGH and all staff within the regional unit for planning and execution of works and optimum use of resources; Responsible for the management of project teams carrying out design, supervision of delivery and maintenance works; management of staff complement in terms of annual performance targets, support for professional development and advancement; Monitoring of resource requirements and allocation of resources across the regional unit with the rest of the management team; Capturing of all relevant information regarding the condition of health facilities infrastructure, progress of design and construction works and reporting on regular basis against performance plans and criteria, and capturing all record information for the health facilities infrastructure, for future planning and ongoing management; Review and update the applied project management methodologies, building technologies and procedures including the provision of feedback and input on conclusions gained during project implementation; Perform Programme Management activities by applying Business and Financial Management principles: Manage the procurement process of projects for client departments, in line with the approved Infrastructure Programme Implementation Plan and in compliance with Public Finance Management Act, Treasury Instructions, Procurement Framework and Construction Industry Development Board [CIDB] Act /Regulations; Provide inputs into the budgeting process and monitor expenditure of project budgets; Effective monitoring and management of operational budget within area of responsibility; Compile and submit Programme and Projects Management reports as required; Ensure the development, implementation and maintenance of Programme Information databases; Continuous professional development to keep up with new technologies and procedures. Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirements; Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure a competent knowledge base; Manage subordinates' key performance areas by setting and monitoring performance

		standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms J Thomas Tel no: (021) 483 2004
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/246</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE REF NO: TPW 2017-154</u>
<u>SALARY</u>	:	All-inclusive salary package of R 657 558 per annum, Level 11
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification) in Finance/ Internal Audit with a minimum of 3 years' management experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Relevant legislative and regulatory requirements; Project Management; Public Financial Management Act (PFMA); Treasury Regulations and Guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; Managing interpersonal conflict and resolving problems; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Budgeting and Financial Management skills; Planning and organising skills; Network and building bonds skills.
<u>DUTIES</u>	:	Develop an established and effective Supply Chain Management System; Develop effective Bid Committees, established with clearly defined roles, functioning in accordance with applicable legislative requirements; Develop preferential procurement goals determined in accordance with departmental policies and procedures and compliant with applicable legislative requirements; Develop and implement an effective SCM Performance Management System in accordance with departmental policies and procedures and applicable legislative requirements that measures performance; Develop, implement and maintain a risk and control framework in Supply Chain; Human Resource Management.
<u>ENQUIRIES</u>	:	Ms P van der Merwe Tel no: (021) 483 6915
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/247</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES 2 POSTS REF NO: TPW 2017-156</u>
<u>SALARY</u>	:	All-inclusive salary package of R 657 558 per annum, Level 11
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification); A minimum of 6 years' experience in a Policy and Research/ Built environment of which a minimum of 3 years' must be management experience. Recommendations: A valid code B drivers' licence. Competencies: Knowledge in the following: National, Provincial, Local and Departmental policies, prescripts and practices regarding multi-sector infrastructure, research and planning methodology; Public Policy Analysis and Public Policy Development process; Global, regional and local political, economic and social affairs impacting on infrastructure planning; Extensive knowledge of Programme and Project Management; Strategic Management skills; Policy formulation skills; Conceptual, formulation and report writing skills; Planning and organising skills; Financial Management skills; Proven computer literacy (MS Office); Communication (written and verbal) in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	To research and analyse the Public and Private sector policy environment and alignment to infrastructure programmes; To review and develop infrastructure policy directives within the mandate of the Department; To develop infrastructure report and manage the development of integrated infrastructure plan which derives from the Western Cape Infrastructure Framework; To plan and coordinate research on strategic infrastructure policy issues; Support strategic planning structures with appropriate policy formulation and implementation; To provide strategic support to the policy agenda of the key strategic public and private partners; Effective and efficient strategic operational management of the sub-directorate (Human Resource and Financial Management).

ENQUIRIES : Ms D Manuel Tel no: (021) 483 3795
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/248 : **DEPUTY DIRECTOR: LOGISTICS, REF NO. TPW 2017-175**

SALARY : All-inclusive salary package of R 657 558 per annum, Level 11
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma (or equivalent qualification); A minimum of 3 years' management experience in a Logistics and Asset Management environment; A valid code B drivers licence. Competencies: Knowledge of the Public Finance Management Act (PFMA); Knowledge of relevant prescripts; Advance knowledge of Accounting Standards; Skills in financial reconciliation; Proven computer literacy; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape.

DUTIES : Establish, develop and implement a logistics and moveable asset management system; Establish, develop and implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures compliant with application legislative requirements; Ensure that the LOGIS system is effectively utilised for provisioning, fleet management, stock control and reporting in compliance with users and legislative requirements; Ensure the Vulindlela System is effectively utilised as a management information system to monitor and report on revenue; Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that are derived from the Sub-Directorate's work plan/ project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information by applying tools and technologies to inform decision making in government operations; Management of human resources to achieve the pre-determined performance indicators and service delivery imperatives; Plan the directorate's budget and manage income and expenditure.

ENQUIRIES : Ms S Andrews Tel no: (021) 483 5180
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/249 : **PROFESSIONAL ENGINEER: CIVIL AND STRUCTURAL REF NO: TPW 2017-160**

SALARY : R637 875 - R 977 883 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant engineering degree [B Eng/BSC (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; Valid driver's licence. Competencies: Working knowledge of: Contract documentation and administration, Acts/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme/ Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Personal attributes: o Leadership, communication, organising and teamwork. Verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to work under pressure and meet deadlines. Conflict management. Able to work in a team.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and approve engineering works according to prescribed norms and standards. Human capital development:

Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES
APPLICATIONS**

: Ms Jodie Thomas Tel no: (021) 483 2004
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/250

: **ARCHITECT (PRODUCTION): ARCHITECTURAL SERVICES REF NO: TPW
2017-158**

SALARY

: R 549 639 – R 592 110 per annum, R 628 452 – R 677 016 per annum, R 715 323 R 842 619 per annum (Grade A-C, OSD as prescribed)]

**CENTRE
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government
: B-Degree in Architecture or relevant qualification; Compulsory registration as a professional architect with SACAP; Minimum of 3 years appropriate post qualification architectural experience; Valid driver's licence. COMPETENCIES: Working knowledge of: Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation. Programme I project management, research and planning procedures. Financial Management; Project Management, formulation of policies in a multi-disciplinary professional environment. Personal attributes: Leadership, communication, organising and teamwork. Verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to work under pressure and meet deadlines. Conflict management. Able to work in a team.

DUTIES

: Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; and Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

**ENQUIRIES
APPLICATIONS**

: Ms Jodie Thomas Tel no: (021) 483 2004
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/251 : **ASSISTANT DIRECTOR: CAPACITY BUILDING, REF NO. TPW 2017-155**

SALARY : R 334 545 per annum, Level 09
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) in Finance/ Internal Audit/ Marketing Management with a minimum of 3 years' experience in Supply Chain Management. Recommendations: Working knowledge and application of the relevant legislative and regulatory requirements. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; Project Management; Team membership; Project Management; Creative thinking and Problem analysis skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project).

DUTIES : Develop, implement and support capacity building programmes and ensure compliance with relevant legislative, statutory, regulatory and other relevant requirements towards the achievement of component projects and goals; Implement and review the capacity building and support framework for SCM; Manage, coordinate, monitor and facilitate the successful implementation of capacity building initiatives in SCM; Draft and implement departmental policies and standard operating procedures with reference to capacity building in SCM; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations, produce reports, enhance service delivery, support transparency, support integration/ collaboration across departments' government spheres; Human Resource Management: Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

ENQUIRIES : Ms P van der Merwe Tel no: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/252 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: TPW 2017-174**

SALARY : R 334 545 per annum, Level 09
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Relevant 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' experience in a Supply Chain and Logistics environment; A valid code B drivers licence. COMPETENCIES: Knowledge of the Public Finance Management Act (PFMA); Advance knowledge of Accounting standards; Skills in financial reconciliation; Excellent communication (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy.

DUTIES : Establish, develop and implement a logistics and moveable asset management system for the implementation of an effective bid/ quotation process and maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative requirements; Establish, develop and implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements; Implement an approved and appropriate disposal plan; Ensure that the LOGIS system is effectively utilised for provisioning, stock control and reporting in compliance with user and legislative requirements; Fleet management; Ensure that Vulindlela is effectively utilised as a management information system to monitor and report on revenue; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply Batho Pele concept in service delivery; Communicate on a managerial level with regards to the functions of the component; Human Resource Management.

ENQUIRIES : Ms S Andrews at (021) 483 5180
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

<u>POST 37/253</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT, REF NO. TPW 2017-176</u>
<u>SALARY</u>	:	R 334 545 per annum, Level 09
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Relevant 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' experience in Asset Management; A valid drivers' licence. Recommendations: Asset Management experience; Accounting experience and SCOA knowledge; LOGIS experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Asset Management; SCOA; Accounting; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	Responsible for the administration of Asset Management by ensuring the accuracy of the procedures for: Ordering of assets; Obtaining of quotes; Placing orders; Receiving assets; Reporting on movements of assets; Updating the LOGIS System; Analysis of assets reports and following the barcoding procedures; Responsible for the maintenance of the Asset Register; Supervision of staff; Reconciliation between systems.
<u>ENQUIRIES</u>	:	Mr PW Kruger Tel no: (021) 483 4949
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 37/254</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (ELECTRICAL: LIFT SPECIALIST), REF NO. TPW 2017-165</u> (12-Month Contract Position)
<u>SALARY</u>	:	R396 375 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	National Diploma (as recognised by SAQA) in Civil Engineering with a minimum of 6 years post qualification technical experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. Recommendations: Experience of contract documentation and administration, Acts/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, all relevant built environment legislation and financial management. Competencies: Knowledge of public sector procurement; Technical design and analysis knowledge; Knowledge of legal compliance; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Project Management; Research and development; Computer-aided engineering applications; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Financial Management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People Management; Willingness to travel on a regular basis; Proven computer literacy (MS Office); Ability to work under pressure.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority; Responsible for Planned Preventive Maintenance (PPM) in conjunction with other professional disciplines and consulting engineering firms; Responsible for Emergency call outs; Pioneering of new lift engineering services and management methods; Undertake project leading and investigations – undertaking inspection and assessment of existing lift equipment to ensure compliance with relevant legislation and directives; Undertake new systems and technologies to solve practical lift challenges and improve efficiency and enhance safety of the public; and report on and plan the lift maintenance. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related

personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms J Thomas Tel no: (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/255 : **ENGINEERING TECHNICIAN, MECHANICAL (PRODUCTION) REF NO: TPW 2017-170**

SALARY : R274 440 – R 420 690 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); A valid driver's licence. Competencies: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; People management skills; Computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES : Working knowledge in: Technical: Project Management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; and Technical consulting. Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape Province; Computer literacy (MS Project, Word, Excel, and PowerPoint). Personal attributes: Excellent verbal and written communication in skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to act with tact and discretion; Reliable and self-motivated; Good planning and organisational skills; Ability to work in a team; Good attitude; Desire to achieve excellence.

ENQUIRIES : Ms J Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/256 : **CREDIT CONTROLLER: PROPERTY SUPPORT REF NO: TPW 2017-166**

SALARY : R281 418 per annum, Level 08
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma or equivalent qualification with a minimum of 1-year experience in Financial Management and Debt Collection. Competencies: Extensive knowledge of the following: Applicable policies and procedures; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity building; Project Management; Community facilitation; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others.

DUTIES : Recover all costs/ income according to the lease obligations and promote the timeous collection thereof; Ensure that all tenant account is reconciled; Perform debt management and credit control functions; Ensure that all rentals due by state officials are deducted through PERSAL; Submissions of monthly reports on the status of each outstanding debt for the portfolio.

ENQUIRIES : Ms Tracy Davids Tel no: (021) 483 5882

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 37/257** : **FINANCIAL CONTROLLER: PROPERTY SUPPORT, REF NO. TPW 2017-167**
- SALARY** : R281 418 per annum, Level 08
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 1-year Financial Management experience. Competencies: Extensive knowledge of applicable policies and procedures; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity building; Project Management; Community facilitation; Excellent communication in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others.
- DUTIES** : Financial administration will entail the following: Manage the bank account; Manage the Lease Management System suspense account of unallocated amounts; Investigate amounts that cannot be allocated on a daily basis; Report on the status of the suspense account each month; Perform regular internal audits of financial data on the system; Monitor payments and amounts received to ensure that all liabilities are budgeted for. Payments will entail the following: Obtain authorization for payments; Verify and reconcile accounts before processing payments; Register and update the invoices status on SITS; Obtain the relevant verification and authorization signatures for the payments to be processed; Co-ordinate the capture of payments on BAS; Ensure and monitor that the payments have been affected; Tenant administration will entail the following: Open tenant and property financial files for the tenants; Input financial information on MDA in accordance with the lease agreement or instruction from the portfolio officers; Tenants statements will entail the following: Process meter readings to calculate the costs for municipal services and charge these to the relevant tenant account; Update MDA and charge the next month billing for the statement; Ensure that correct statements are provided to the Credit Controller for remittance to clients; Tenant queries will entail the following: Deal with tenant queries regarding statement timeously; Ensure that proof of payment is provided for amount which have not been allocated to the tenant account; Parking will entail: Ensure that the parking leases are captured on MDA; Ensure that all financial information and amendments are filed on a tenant lease file; Ensure that all stop orders are instituted by the CSC; Reporting will entail the following: Report on all the municipal recoveries and suspense account on a monthly basis; draw budget report from MDA.
- ENQUIRIES** : Ms Tracy Davids at (021) 483 5882
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 37/258** : **PORTFOLIO OFFICER: PROPERTY SUPPORT REF NO: TPW 2017-163**
- SALARY** : R 226 611 per annum, Level 07
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 or equivalent qualification with a minimum of 6 years' experience in Financial Management and Administration. Competencies: Knowledge of the following: Applicable policies and procedures; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity building; Project Management; Community facilitation; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Service delivery innovation.
- DUTIES** : Effective municipal services in the portfolio will entail the following: Reconcile accounts and certify payments; Capture the payments on the relevant systems; Obtain authorization for payments; Register and update the invoices status on SITS; Reconcile the BAS, i-e Works and physical amounts each month and submit to manager for the sign off; Ensure and monitor that payments have been effected within 30 days as per prescripts; Prepare submissions in the payment of accounts additional to the portfolio; Update the payments schedule daily on ECM; Effect property rates payments in the portfolio will entail the following: Update payment

master list (PML) on rate-able provincial immovable asset; ensure correct calculation of property rates claims; Register and update the invoice status on SITS; Effect timeous payment of property rates accounts; Compile i-e Works and BAS documentation; Reconcile the CAS, i-e Works and physical amounts each month and submit to manager for sign off; Ensure and monitor that payments have been affected within 30 days as per prescripts; Reporting on the portfolio will entail: Prepare a monthly report on the status of the portfolio including the unpaid accounts, outstanding debts, which will be collated by the manager; Report on accounts exceeding 30 days in the portfolio; Report on the expenditure each month.

**ENQUIRIES
APPLICATIONS**

: Ms Tracy Davids at (021) 483 5882
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/259

: **ADMINISTRATION CLERK: DEPARTMENTAL COMMUNICATION, REF NO. TPW 2017-116**

**SALARY
CENTRE
REQUIREMENTS**

: R 152 862 per annum, Level 05
: Department of Transport and Public Works, Western Cape Government
: Grade 12 or equivalent qualification. Competencies: A good understanding of the following: Application of relevant legislation; Working knowledge of systems (e.g. Live-link); Records disposal programme; Proven computer literacy in MS Office; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Record keeping, problem solving and basic numeracy skills.

DUTIES

: Provide office administration in terms of the following: Provision of effective record keeping including filing of documents on Live-link; Updating and maintaining relevant database; Efficient managing, collecting and capturing of electronic data; Distribution and tracking of documents; Binding and laminating of documents; Assist clients with enquiries and complaints; Providing logistical support in terms of the following: Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and the purchases of the stock and stationery; Preparation of BITCOM applications.

**ENQUIRIES
APPLICATIONS**

: Ms B Thomas at (021) 483 5256
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/260

: **ADMIN ASSISTANT: PROPERTY SUPPORT REF NO: TPW 2017-162**

**SALARY
CENTRE
REQUIREMENTS**

: R 152 862 per annum, Level 05
: Department of Transport and Public Works, Western Cape Government
: Grade 12 or equivalent qualification. Recommendation: A minimum of 1-year administrative experience. Competencies: Understanding of the following: Administer GG vehicles; Minute taking; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES

: Procurement of stock (stationery, movable assets, refreshments and equipment); Prepare requisition forms; Assist with the issuing and control of stock; Ensure the issuing, purchasing, maintenance and repair of equipment; Assist with placing of notices, bids and advertisements in the various newspapers and in the Government Gazette; Assist with the annual inventory of movable assets; Render general administrative support; Assist with the compilation of submissions; Render a Secretariat function for various committee and staff meetings and arrange for logistics as well; Compiling of payments for processing and signature; Registering and updating of payments on SITS; Accurately capture payments; Assist with enquiries and complaints regarding payments and escalate queries that cannot be resolved; Render general administrative financial support to the Chief Directorate; Maintain the GG vehicles register.

**ENQUIRIES
APPLICATIONS**

: Ms T Davids at (021) 483 5882
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 37/261 : **CLEANER: TRAFFIC SUPPORT SERVICES (LAINGSBURG), REF NO. TPW 2017-152**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Able to read and write. Recommendation: Experience with the use of cleaning equipment, materials and detergents. Competencies: Knowledge of appropriate cleaning products and machines; Good communication and interpersonal skills in at least two of the official languages of the Western Cape.

DUTIES : Execute cleaning task in order to ensure a clean hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

ENQUIRIES : Mr W Groenewald Tel no (023) 551 1021
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

POST 37/262 : **CLEANER: TRAFFIC SUPPORT SERVICES (KNYSNA), REF NO. TPW 2017-153**

SALARY : R90 234 per annum, Level 02
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Able to read and write. Recommendation: Experience with the use of cleaning equipment, materials and detergents. Competencies: Knowledge of appropriate cleaning products and machines; Good communication and interpersonal skills in at least two of the official languages of the Western Cape.

DUTIES : Execute cleaning task in order to ensure a clean hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

ENQUIRIES : Mr V Oliphant at (044) 382 5525
APPLICATIONS : Kindly note that from level 1 to 4 you may submit online via www.westerncape.gov.za/jobs or manual application: Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp).

EDUCATION DEPARTMENT (WCED)

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 : Date of issue: Friday, 29 August 2017. Closing date for on-line applications: Thursday, 21 September 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 : Please read the instructions carefully before applying: All posts are advertised on the department's on-line system. The website can be access 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

<u>POST 37/263</u>	:	<u>DIRECTOR: COMMUNICATION REF NO: PS 101</u> Job Purpose: To render departmental communication services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level
<u>DUTIES</u>	:	Provide a communication strategy service. Develop and manage the WCED communications strategy and oversee overall implementation of associated communication plan for the Department Plan, manage and ensure effective execution of communication strategies for departmental initiatives/programmes/campaigns. Co-ordinate, source, develop and manage the digital ecosystem Manage, develop, promote and monitor use of the WCED ePortal facility. Develop and implement a plan for the design and development of resources in the digital ecosystem. Develop all necessary systems and processes to monitor, evaluate and statistically report on e-Content and utilisation of digital resources deployed in support of the e-Education strategy. Provide a corporate communication service (including Edumedia). Render an editorial and media service. Liaise with media and ensure effective WCED media coverage. Render a media monitoring service, and identify and advise on contentious media issues. Draft speeches, articles and presentations. Act as Departmental spokesperson. Promote and develop internal and external communications, e.g. newsletters, videos and multimedia. Develop and manage WCED website, general online presence and social media identity Ensure innovative and meaningful utilisation of technology and relevant social platforms for internal and external communications. Provide a corporate communication service (including Edumedia). Network well and act as the primary communications liaison with other Provincial and National Governmental departments and agencies to facilitate on-going communications.

Optimal promotion of the corporate image and identity of the Department. Determine, implement and review management and cooperative communication strategies. Draft communications strategy and oversee overall implementation of associated communication plan for the Department. Provide a departmental client service. Provide manage and administer a professional, effective and efficient client enquiry service for the WCED clients. Manage and develop a team of experienced communications and client service professionals who display the values of the Department. Provide an administrative support service. Render a language service. Translate documents (including examination papers) in all three official languages. Support the implementation of the WCED language policy. Render marketing and events management services. Manage and implement the WCED / WGC brand identity with regard to signage and stationery. Plan, develop and manage corporate campaigns. Promote the online WCED corporate identity. Develop and manage delivery of corporate publications, e.g. annual report. Production and Publications (managing and preparing the content of corporate and departmental publications, designing corporate and departmental communication products and material, providing photographic services • Events and Public Participation (managing and co-ordinating National and Provincial events, providing communication project management services, managing a provincial contact list. Advertising, Marketing and Media Support (managing the implementation of the WCED/PGWC's brand identity with regard to stationery, signage and branding, rendering a corporate and departmental branding support function, managing the communication database and distribution of media releases, and a media monitoring service.

ENQUIRIES : Mr BK Schreuder Tel no: (021) 467-1935.

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 37/264 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL)**

SALARY : R 1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs) (It may be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg/University of Stellenbosch Forensic Laboratory Services
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years appropriate experience as a Forensic Pathologist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, (manual transmission driver's licence) and willingness to travel when required. Competencies (knowledge/skills): Appropriate managerial experience. Strong leadership qualities, motivational skills, decision making, organisational and planning skills, with the ability to work under pressure. Appropriate knowledge and understanding of the Public Sector Policies (National and Provincial) governing Human and Physical Resource management, strategic management, financial management, Management of Labour Relations and the application thereof when applicable. Understanding of quality assurance and strong commitment to high service standards. Extensive clinical experience within an academic Forensic Pathology Environment, experience to train and supervise staff and students as well as organizational change management. The ability to inform service delivery with academic and research incentives and outputs. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Management Support to Head Clinical Department: Assistance with the administrative and executive functions of the Division and deputizing for the Head clinical Department when necessary. Assistance with clinical duties and incentives in the division that aims to improve clinical practice and service impact, as guided by the Head Clinical Department governance. Forensic Pathology Officer and Forensic Pathology Laboratory management liaison/ staff guidance and training: Advise and assist the Provincial Government of the Western Cape, Department of Health with the professional development of the Forensic Pathology Service, with guidance and instruction of junior medical staff. Academic Component, teaching and training: Provide an effective support to the Head of the Division with regards to all undergraduate and post graduate academic functions within the Division, including active participation in all the academic activities within the Division. Maintain a strong, at least service delivery-based research portfolio. Advise and assist the Provincial Government of the Western Cape, Department of Health with the professional development of the Forensic Pathology Service, with guidance and instruction of junior medical as well as Forensic Pathology Officer staff. Active participation in all other academic activities within the Division. Service Delivery, Autopsy Practice: Forensic post-mortem examinations and completion of all investigations and documentation related thereto. Perform and advise on forensic autopsies, post mortems as well as assistance with autopsies as required at the Tygerberg Forensic Pathology Laboratory, within the consultation area of the Division including the Westcoast, Winelands and Winelands Overberg Geographic Service Areas as required. Service Delivery: Death Scenes, Assistance to SAPS, Court Medical Jurisprudence: Attend crime scenes, present evidence to court, assess medico-legal reports, inquest dockets, and advise the state prosecutors involved in the assessing of forensic inquests, including proposals for the appointment of expert witnesses and assessors.

ENQUIRIES : Prof. J Dempers, Tel no. (021) 931-8043

APPLICATIONS : The Director: People Practices and Administration, PO Box 2060, Cape Town, 8000

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 29 September 2017

POST 37/265 : **HEAD CLINICAL UNIT GRADE 1 (ANAESTHESIA AND PERIOPERATIVE MEDICINE)**

SALARY : R1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital and University of Cape Town, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide comprehensive clinical services. Provide academic leadership in the areas of under- and postgraduate teaching, training and research. Manage and provide leadership for the departmental human resource requirements, and contribute significantly to the administrative duties of the combined department including staff appointments, assessments and performance management, to build and maintain Departmental team spirit and development.

ENQUIRIES : Prof J Swanevelder, Tel no: (021) 404-5004/ (021) 406-6143
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 29 September 2017

POST 37/266 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SPECIALTY: NEUROSURGERY/NEUROSPINE)**

SALARY : Grade 1: R 991 857 per annum
Grade 2: R 1 134 069 per annum
Grade 3: R 1 316 136 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Neurosurgery. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients with neurosurgical disorders of the spine, with special interest in Oncological Surgery, innovations such as Minimally Invasive Spinal Surgery (MISS) and training. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : Key result area/outputs: Headship of the Neurosurgical Spine Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in the areas of Spinal Surgery and General Neurosurgery. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with the Division of Orthopaedic Surgery. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery. Participate in clinical audit and outreach programmes in Neurosurgery. Develop and implement research pertinent to Neurosurgery in South Africa.

ENQUIRIES : Prof G Fieggen, Tel no: (021) 406-6213 or Vuyiwe.Bathaka@uct.ac.za
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 29 September 2017

POST 37/267 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) (PAEDIATRICS AND OBSTETRICS AND GYNAECOLOGY)**

SALARY : R756 525 (PN-A8) per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after

registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint). Ability to be on call and availability for Emergency situations. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs): Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

ENQUIRIES : Ms F Baartman, Tel no: (021) 938-4055
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 29 September 2017

POST 37/268 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)**

SALARY : R499 953 (PN-B3) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of R212 in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and abovementioned post-basic nursing qualification. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse 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 in the relevant specialty. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management including computer literacy (MS Word, Excel, PowerPoint, Outlook). Extensive knowledge in general nursing and the relevant nursing specialty. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the Neonatology Department including performance of after-hour and weekend duties. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. After-hours/weekend cover for Nursing and deputising for Assistant Manager: Nursing.

ENQUIRIES : Mr A Mohamed, Tel no: (021) 404-2092
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 29 September 2017

POST 37/269 : **PSYCHOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R633 702 per annum
Grade 2: R746 466 per annum
Grade 3: R866 310 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. Registration with a professional council: Current registration with the HPCSA as Clinical Psychologist and proof of payment. Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Ability to connect with people and communicate about emotional issues. Ability to communicate (both written and verbal in at least two of the three official languages of the Western Cape. Ability to function as part of a multidisciplinary team to promote the overall well-being of clients. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, e.g. the Mental Health Care Act and the Child Care Act. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : Key result areas/outputs: Develop, train, manage and provide evidence-based individual, group- and family-based psychological services within the in- and out-patient acute service platform of the hospital. Contribute a psychological perspective to the work of the multi-disciplinary team. Perform administrative tasks associated with the clinical work. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa.

ENQUIRIES : Dr A Anthony, Tel no: (021) 902-8024
APPLICATIONS : The Chief Executive Officer: Eerste River Hospital, Private Bag X5, Eerste River, 7103
FOR ATTENTION : Ms N Wege
CLOSING DATE : 29 September 2017

POST 37/270 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: General Specialist and Emergency Services)

SALARY : R499 953 (PN-B3) per annum
CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with 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 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. Competencies (knowledge/skills): Clinical nursing skills to promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy (Word and Excel). Knowledge of FBU functions and management. Ability to work collaboratively within FBUs. Appropriate/recognisable experience working with in the Acute Psychiatric Services. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Coordinate, supervise and control nursing services. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources and the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Ms BL McKay, Tel no. (021) 370 -1248 / Ms A Jarvis, Tel no: (021) 370 -1231
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms G Owies
CLOSING DATE : 06 October 2017

POST 37/271 : **ASSISTANT MANAGER NURSING (AREA)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R499 953 (PN-A7) per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. 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. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure that prescribed policies and procedures are adhered to and

co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation and utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.

ENQUIRIES : Ms L Saville, Tel no: (021) 370-2314
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500
FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 06 October 2017

POST 37/272 : **OPERATIONAL MANAGER NURSING (GENERAL: OPD/GIT DEPARTMENT)**

SALARY : R394 665 (PN-A5) per annum
CENTRE : Groote Schuur 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: Current registration with SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-hours weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape, including computer skills (i.e. MS Word, Excel, PowerPoint and Outlook). Ability to manage finances to stay within allocated budgets. Knowledge of FBU management and skills in general nursing science. Knowledge and skills in endoscopic procedures. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES : Mr A Mohamed, Tel no: (021) 404-2071
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 29 September 2017

POST 37/273 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST PROGRAM)**
Cape Winelands Health District

SALARY : R394 665 (PN-A5) per annum
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to work overtime if and when required. Ability to work independently. Competencies (knowledge/skills): Experience in the provision of HIV/AIDS/TB/STI services. Ability to analyse Health Systems information, compile and present statistical information. Good communication, facilitating, and interpersonal skills. Project Management and Financial Management skills. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Plan, coordinate and evaluate HAST program according to Community Orientated Primary Care principles. Oversee the introduction of a HAST improvement package at PHC facilities and communities with good stakeholder management. Validate and improve clinical record keeping, data collection and information flow of HAST data. Provide onsite clinical care and mentorship and develop capacity amongst service providers at facility level to analyse routine data, review current systems, identify shortfalls in service, plan and implement quality improvement initiatives on an ongoing basis. Policy implementation and quality improvement initiatives in PHC facilities and Communities, especially in strengthening the TB program in order to improve outcomes.

ENQUIRIES : Ms S Titus, Tel no: (023) 348-1124
APPLICATIONS : The District Manager: Cape Winelands District Office, Private Bag X3079, Worcester, 6849

FOR ATTENTION : Ms JB Salie
CLOSING DATE : 06 October 2017

POST 37/274 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R334 545 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: A health-related Degree or National Diploma registrable with a South African Statutory Health Professional Council. Experience: Extensive experience in Health Services. Appropriate managerial experience. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance Framework, as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders using the Microsoft Office Suite (Excel, Word, PowerPoint and Outlook). Ability to direct a multi-disciplinary team to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency testing.

DUTIES : Key result areas/outputs: Effective development, coordination, monitoring and evaluation and reporting of the quality assurance programme, quality improvement

initiatives, Occupational Health and Safety compliance and Infection Prevention and Control programmes in line with applicable health policies and standards, to internal and external stakeholders. Facilitate the development, implementation and monitoring of compliance to policy and Standard Operating Procedures where required to improve quality. Coordinate interventions aimed at improving the patient experience and respond to consumer enquiries by investigating and managing complaints and adverse incidents within the context of FBU management, in addition to supporting activities that demonstrate appreciation and care of staff. Ensure that the Institution achieves compliance with National Core Standards requirements and coordinate and participate in audits to maintain quality. Prepare management reports and provide statistical data. Manage and supervise staff.

ENQUIRIES : Ms JC Joemat, Tel no: (021) 659-5544
APPLICATIONS : The office of the Chief Director: General Specialist and Emergency Services, Bellville Health Park, Private Bag X15, Parow, 7500
FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 29 September 2017

POST 37/275 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (GIS)**
 Head Office, Cape Town

SALARY : R334 545 per annum
CENTRE : Directorate: Information Management
REQUIREMENTS : Minimum educational qualification: 4-year B degree in GISc or relevant qualification. Formal training in Esri products (ArcGIS 10.2). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to travel within the Western Cape Province and overnight (if and when required). Willingness to work extended hours based on operational requirements/service delivery needs. Experience: Appropriate experience in a GIS, data management and information management environment. Experience in the application of GIS software packages (including Arc GIS Server Products and Microsoft SharePoint). Experience in database administration. Competencies (knowledge/skills): Excellent knowledge of geographic information systems and data management. Knowledge and understanding of GIS standards and related policies. Advanced knowledge of information and communication technology systems. Project management and report-writing skills. Knowledge of public policy analysis, development, monitoring and review processes. Ability to think strategically, innovate and conduct independent research. Arrange, facilitate and present at meetings and workshops. Ability to work independently and demonstrate leadership in complex applications. Note: Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Administration and governance of an integrated spatial information system. Ensure standardisation and integration of GIS into the data and information systems in the Provincial and National Government departments. Provide GIS services in support of information management activities of the department and external stakeholders, including health mapping services, spatial data management and a WebGIS for decision making, planning, monitoring and evaluation. Manage GIS projects. Facilitate GIS advocacy, awareness and capacity building of GIS as a decision-making support system in the province.

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

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 29 September 2017

POST 37/276 : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 AND 2**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 185 301 per annum
 Grade 2: R 218274 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with a Professional Council Registration with the

HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining appropriate qualification that allows for registration as an Occupational Therapy Technician with the HPCSA. Grade 2: A minimum of 10 years appropriate experience after obtaining appropriate qualification that allows for registration as an Occupational Therapy Technician with the HPCSA. Competencies (knowledge/skills): Report writing and leadership skills. Good interpersonal, organisational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Sound knowledge of various physical and mental health conditions. Supervisory and student training experience. Computer literacy. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 with the relevant council (including individuals who must apply for change in registration status).

DUTIES : Key result areas/outputs: Contribute to Resource management. Contribute to Training and Development.

ENQUIRIES : Ms F Sedick, Tel no: (021) 508-7464

APPLICATIONS : The Chief Executive Officer: Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425

FOR ATTENTION : Ms DM Swartz

CLOSING DATE : 06 October 2017

POST 37/277 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH POST)**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 175 719 per annum
Grade 2: R 206 988 per annum
Grade 3: R 243 828 per annum

CENTRE REQUIREMENTS : Eerste River Hospital,
Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession 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 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership skills and planning skills. Good and sound knowledge of appropriate national and provincial legislation and policies. Basic computer literacy. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the

relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status.

DUTIES : Key result areas/outputs: Sound management of the Occupational Therapy service in the hospital environment. Provide a specific Occupational Therapy service within the Work Assessment Unit. Manage all resources in Occupational Therapy Work Assessment Unit such as financial, physical and infra-structural. Contribute to the work of the multi-disciplinary team. Perform administrative tasks associated with the clinical work.

ENQUIRIES : Dr A Anthony, Tel no: (021) 902 8024
APPLICATIONS : The Chief Executive Officer: Eerste River Hospital, Private Bag X5, Eerste River, 7103

FOR ATTENTION : Ms N Wege
CLOSING DATE : 29 September 2017

POST 37/278 : **ADMINISTRATION CLERK: SUPPORT**
Eden District

SALARY : R152 862 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administrative experience in a hospital environment. Procurement experience to facilitate and maintain adequate stock and equipment levels. Inherent requirements of the job: Willingness to relieve in other ward. Willingness to be delegated by the staff and Health team, also in other departments. Competencies (knowledge/skills): Computer literacy (MS Office) (proof must be attached). Electronic processing of operational statistics. Excellent communication skills (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 this post.

DUTIES : Key result areas/outputs: Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective inter-personal communication. Facilitate the feedback to the Manager regarding patients, stock, equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement, complete files and UPFS documentation. Perform Administration tasks.

ENQUIRIES : Ms GA Lloyd Tel no: (044) 302-8400
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 06 October 2017

POST 37/279 : **ADMINISTRATION CLERK: SUPPORT SERVICES**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate secretarial and administration experience. Inherent requirements of the job: Relief and other related duties. Willingness to perform overtime and shifts, including night shift as required. Willingness to undergo development courses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Language and minute-taking skills. Knowledge of office administration practice. Computer literacy (MS Office) and typing proficiency. Good planning and organisational skills. Professional appearance and approach. Note: No payment of any kind is required when applying for this post. Shortlisted applicants will be required to undergo a practical test.

DUTIES : Key result areas/outputs: Effectively provide typing and secretarial support Service, Office management and reception function. Create, register, data base maintenance and electronic management of records. Type documents, reports, correspondence and photocopy hospital folders. Prepare documents for completion by medical staff. Ensure timeous submission of statistics data, as well

as collate and compile monthly report and statistical data. Assist at telephone exchange with the following duties: Manage switchboard, answer telephonic queries and deliver messages. Monitor, place and record of all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Ensure that switchboard and telephone equipment is in working order. Report all faults to Telkom and other Service providers.

ENQUIRIES : Mr JC Corner, Tel no: (021) 404-2303
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 06 October 2017

POST 37/280 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Human Resource Development field. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to interpret and apply policies. Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with heavy workload. Knowledge of the Human Resources Development Legislation and Policies. Understanding of Human Resource Development functions. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Administration of Skills Development: handle training needs analysis and skills audits, assist with the compilation of the Workplace Skills Plan. Assist the training committee with meeting(logistics) and minutes taking. Prepare stats for the drafting of monthly, quarterly, annual and ad-hoc training reports on training implemented. Facilitate the procurement of training providers and handle the records of the utilisation of the skills development fund to ensure compliance. Arrange training logistics such as venue bookings and capture stats for all training provided. Assist with coordination of the bursary administration function.

ENQUIRIES : Ms N Mqushulu, Tel no: (021) 404-6313
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 06 October 2017

POST 37/281 : **HANDYMAN (PAINTER)**

SALARY : R127 851 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of painting, glazing and spray-painting. Inherent requirements of the job: Ability to work on ladders and multi-storied buildings. Ability to perform heavy physical labour. Competencies (knowledge/skills). Ability to work independently with good organisational and team skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act. Ability to operate and use required tools and equipment skilfully and safely. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Carry out maintenance and repairs by painting, glazing and spray-painting. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out (restrooms, ablutions and changing areas) for engineering staff. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan cadre in the execution of their respective duties. Assist with repairs (including after-hours).

ENQUIRIES : Mr D Brindley, Tel no: (021) 658-5124
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital,
Rondebosch, 7701
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 06 October 2017

POST 37/282 : **STERILISATION OPERATOR PRODUCTION**
Cape Winelands Health District

SALARY : R107 886 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum educational qualification` General Education and Training Certificate (GETC)/Grade 9 (Std 7). Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the decontamination sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment or independently. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will undergo a competency test.

DUTIES : Key result areas/outputs: Provide effective sterilisation service to the hospital and the relevant clinics and promote/adhere to infection control as well as health and safety regulations. Use and maintain autoclaves and equipment/consumables in a cost effective manner. Monitor, control and maintain adequate stock levels and issue stock according to departmental needs. Support supervisor with record keeping, projects and functioning within the multi-disciplinary team.

ENQUIRIES : Ms DL Jacobs, tel. no. (023) 348-1313/Ms IA Jacobs, Tel no: (023) 348-1314
APPLICATIONS : The Medical Manager: Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION : Mr E Booyse
CLOSING DATE : 06 October 2017

POST 37/283 : **CLEANER**
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum
CENTRE : Elsie's River Community Health Centre
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Physically fit to lift or move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night-duties. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading/unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Ms L Jacobs, Tel no: (021) 931-0211
APPLICATIONS : The People Management Manager: Northern /Tygerberg Sub-structure Office,
Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535
FOR ATTENTION : Ms P Louw
CLOSING DATE : 29 September 2017

POST 37/284 : **CLEANER**
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum
CENTRE : Kraaifontein Community Health Centre
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Inherent requirements of the job: Physically fit to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment e.g. Polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleansing agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist the LOGIS clerk with the offloading or unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Ms T Prince, Tel no: (021) 987-0080
APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.

FOR ATTENTION : Mr C Davids
CLOSING DATE : 06 October 2017

OFFICE OF THE PREMIER

Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

APPLICATIONS : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 23 January 2017 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

OTHER POSTS

POST 37/285 : **CONTROL ENGINEERING TECHNICIAN - WATER AND IRRIGATION REF NO. AGR 2016-230**
Department of Agriculture, Stellenbosch

SALARY : R369 408 - R422 382 per annum, Grade A (OSD as prescribed).
CENTRE : Department of Agriculture, Stellenbosch
REQUIREMENTS : An appropriate recognised Bachelor of Technology in Civil/Agricultural (Bio-resources) Engineering (or equivalent qualification); • Six years post qualification technical engineering experience specialising in water and irrigation engineering; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driver's license (code B). Recommendation: Knowledge of the Agricultural sector; Computer literacy with experience in the use of CAD programs. Competencies: Technical competencies:

		o Knowledge of project management o Knowledge of legal compliance o Technical report writing; • Administrative competencies: o Excellent communication skills and at middle management level, Excellent planning and organising skills o Management skills in Human resources, financial and project management; Personal attributes: o Self-motivated o Work under pressure o Committed Work under adverse field conditions.
<u>DUTIES</u>	:	Perform and manage technical services (Engineering services – water and irrigation); Manage administrative and related functions (Operational management); Liaison with external service providers and clients, Consulting engineers, Government Departments, the public etc. (Promote cooperative governance); Research and development (Responsible for Human Capital development and training).
<u>ENQUIRIES</u>	:	Mr P Keuck 082 315 3834
<u>POST 37/286</u>	:	<u>DEPUTY DIRECTOR: SKILLS PROGRAMMES AND PROJECTS - REF NO. DEDAT 2016-221</u> Department of Economic Development and Tourism, Western Cape
<u>SALARY</u>	:	R612 822 – R 721 878 per annum, Level 11 (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape
<u>REQUIREMENTS</u>	:	A Relevant B Degree/National Diploma or equivalent as recognised by SAQA; • Minimum of 6 years' relevant experience; • Minimum of 3 years management experience; • A valid code B drivers licence. Competencies: Knowledge of the following with emphasis on Technical Vocational Education and Training (TVET) and Skills Development: Applicable policies, legislation; • Guidelines, standards, procedures and best practices; • Service procedures, Labour relations, Financial Management; • Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; • Presentation skills; Problem solving and analysis skills • Technical and vocational skills background; Understanding of the key economic sectors for the Western Cape; • Understanding of the skills development landscape.
<u>DUTIES</u>	:	Analyse, map and confirm all prevailing work placement learner administration systems and processes at DEDAT inclusive of challenges being experienced; Manage the progress of all projects eg. Develop and implement, in collaboration with relevant DEDAT staff, improved work placement learner administration systems and processes with relevant linkages to the DEDAT Workplace Placement Management System (WPMS); Develop and ensure the implementation of project management methodologies and standards in collaboration with Skills Game Changer Core Team develop standard operating procedures to link all internal and external Skills Game Changer related work placement sites to the DEDAT Workplace Placement Management System (WPMS) inclusive of automated data transfer where possible; • Monitor, evaluate and report on project performance in terms of targets and milestones, support and assist relevant DEDAT staff with capturing, monitoring and reporting on work placement of learners across Skills Game Changer sectors and occupations; Render project support on working groups and represent DEDAT at relevant Skills Game Changer meetings, workshops and fora as determined by supervisor; Draft and submit relevant performance reports.
<u>ENQUIRIES</u>	:	Mr A Phillips Tel no: (021) 483 9418
<u>POST 37/287</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DEDAT 2016-222</u> Department of Economic Development and Tourism, Western Cape
<u>SALARY</u>	:	R612 822 – R721 878 per annum, Level 11 (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape
<u>REQUIREMENTS</u>	:	A Relevant B Degree/National Diploma or equivalent as recognised by SAQA; Minimum of 3 years management experience. Competencies: Knowledge of business and organisational structure of the department; Knowledge of departmental operational management systems and procedures; Knowledge of corporate governance requirements with particular reference to prescribed plans and committees (Relate to work of the CSC); Knowledge of the provincial policies,

		service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Knowledge of the business of the CSC; Knowledge of occupational health and safety, human rights issues relating to the department; Knowledge of Human Resource Management systems.
<u>DUTIES</u>	:	Monitor, assess and report on the service delivery of the Corporate Service Centre (CSC) to the department in terms of the CSC service level agreement; • Facilitate the periodic internal review of the CSC service level agreement to ensure that the departments service delivery requirements are met; • Serve as departmental nodal point for those prescribed departmental plans that are to be drafted by the CSC and writing submissions on complex matters in this regard; Coordinate the appointment of statutory appointments as well as the nomination of departmental representative to transversal forums, committees and deal with complex matters in this regard; Facilitate follow up actions with the CSC as required; Collate consolidated departmental inputs/reports to the CSC as required and deal with complex matters in this regard; Serve as formal nodal point for the CSC to assess the departments top and senior management for decision making and consultations (as required); Distribute general CSC communications/information as required, and keep record of incoming CSC correspondence; Serve as formal nodal point for correspondence to and requests for service/advice by CSC (as agreed operational arrangements may require) and keep record of outgoing CSC correspondence; Manage the Occupational Health and Safety portfolio for the department.
<u>ENQUIRIES</u>	:	Ms C Julies Tel no: (021) 483 9000
<u>POST 37/288</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY REF NO: EADP 2016-215</u> Department of Environmental Affairs and Development Planning, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R409 989 – R468 771 per annum (As prescribed by OSD). Department of Environmental Affairs and Development Planning, Western Cape An appropriate 4-year qualification (as recognised by SAQA) in Natural/ Physical/ Environmental Sciences or Economics; 6 years post qualification experience; A valid driver's license. Note: Post qualification experience refers to relevant experience gained after obtaining a recognised SAQA qualification in the specific occupational class. Recommendations: Experience in the following: Project Management and budget control; Supervisor/Team Leader; Demonstrated communication and presentation skills (written and verbal). Competencies: Comprehensive knowledge of the Green Economy and Environmental Sustainability; Knowledge of Policy and Environmental Legislation; • Excellent communication (written and verbal skills) in two of the three official languages of the Western Cape; Comprehensive computer and internet skills; • Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Research trends, developments, and innovation in Sustainability and Environmental/Green Economy practice and monitoring; • Participate in Policy and Strategy developments across the Western Cape with a view to promote the Green Economy in all strategies; Project generation (conceptualisation and development) • Manage the implementation of Green Economy projects which includes project leadership, team management and coordination and financial management; Coordinate Green Economy activities in the Development; Develop good relations and coordinate transversally across and between levels of Government on issues of the Green Economy; Advise Senior Management of the Department on Green Economy policies and projects, Awareness raising and educating on Green Economy; • Oversee resource efficiency efforts within Western Cape Government; Investigating and applying for funding for promoting the Green Economy; Meeting with the communities and NGO's and assisting the with Green Economy projects; Project Management and Project Reporting.
<u>ENQUIRIES</u>	:	Mr R Mukanya Tel no: (021) 483 9787

POST 37/289 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: CLIMATE CHANGE MITIGATION REF NO: EADP 2016-214**
(6 Months Contract Position)
Department of Environmental Affairs and Development Planning, Western Cape

SALARY : R332 853 - R 461 847 per annum, Grade A (OSD)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape
REQUIREMENTS : An appropriate 4-year qualification or equivalent (as recognised by SAQA) in Natural, Physical, Environmental, Social Sciences, Economics or relevant Engineering; A valid (code B) driver's license. Recommendations: Experience in the following: Working at national, local or provincial government level; •Working on climate change, mitigation or a related field; Short course completed on climate change; Computer literacy. Competencies: Knowledge of climate change policy in the South African context; Understanding of climate change responses to reduce GHG emissions; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Excellent report writing skills, Strategic planning skills.

DUTIES : Support the development and implementation of dedicated provincial and municipal climate change programmes; Conduct research and assist with the development of climate change related policies and strategic documents; Develop presentation materials on climate science and climate change responses for the Western Cape and deliver these to our stakeholders - government, civil society and business; Organise meetings, climate change awareness events, seminars and conferences; Drive initiatives to mainstream climate change into provincial and local government programmes; Identify opportunities and actively communicate and profile climate change and the work of the Directorate Climate Change.

ENQUIRIES : Mr G Isaacs Tel no: (021) 483 2775

POST 37/290 : **ARCHITECTURAL TECHNICIAN PRODUCTION REF NO: HS 2016-235**
Department of Human Settlements, Western Cape

SALARY : Grade A: R263 490 per annum
Grade B: R301 266 per annum
Grade C: R 342 906 per annum OSD as prescribed

CENTRE : Department of Human Settlements, Western Cape
REQUIREMENTS : National Diploma in Architecture or relevant qualification; • Three years post qualification technical (Architectural) experience; Valid driver's license; Compulsory registration with SACAP as an Architectural Technician. Recommendations: Experience in Architectural Design within the Human Settlements context, Knowledge and working experience of Provincial Norms and Standards in the Housing context. Competencies: Project coordination; Technical design and analysis knowledge; Research and development; Computer-aided Architectural Applications (incl. AutoCAD/Caddie); Knowledge of legal compliance; Technical report writing; Technical consulting; Knowledge of house designs for sustainable human settlements.

DUTIES : Render architectural services: Assist Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects; Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedures to incorporate new technology; o Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: o Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/ architectural operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; Liaise with relevant bodies/councils on architectural -related matters.

ENQUIRIES : Mr B Verwey Tel no: (021) 483 3961

<u>POST 37/291</u>	:	<u>MANAGER COMMUNITY DEVELOPMENT POLICY: SUSTAINABLE LIVELIHOOD, REF. NO. DSD 2016-327</u> Department of Social Development, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R664 332 per annum OSD as prescribed Department of Social Development, Western Cape An appropriate 3 year tertiary qualification (as recognised by SAQA); A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. Competencies: Extensive knowledge on theories and systems, skills, attitudes and values in community development related to sustainable livelihoods in order to guide employees on its application; Expert knowledge and in depth understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Knowledge of the following: Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc; Knowledge of global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills: Problem solving; Presentation skills; Financial Management; Project Management; Computer literacy; Staff management; Policy formulation and implementation; Conceptual and formulation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.
<u>DUTIES</u>	:	Develop/facilitate the development of policies for rendering a community development service in departments, aimed at sustainable livelihoods; • Manage a community development policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the community development and management fields; Plan and ensure that community development policy research is undertaken. Undertake complex community development research; Perform and/ or ensure that all the administrative functions required in the unit are performed.
<u>ENQUIRIES</u>	:	Mr L Arnolds Tel no: (021) 483 4013
<u>POST 37/292</u>	:	<u>DEPUTY DIRECTOR - RED TAPE REDUCTION (RESEARCH) REF NO: DEDAT 2016-215</u> Department of Economic Development and Tourism, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R612 822 - R721 878 per annum, Level 11 Department of Economic Development and Tourism, Western Cape Appropriate Masters' Degree (as recognised by SAQA) in Economics or similar field; A minimum of 3 years' management experience in an economic assessment and research environment; A valid code B drivers' licence. Recommendation: Proven experience in the following: Costing tools; Cost benefit analysis; Research; Impact analysis; Project management; Understanding of the concept of red tape and its reduction; Knowledge of modern systems of governance and administration; Knowledge of constitutional, legal and institutional arrangements governing the South African public and private sector. Competencies: Research methodology; Costing methodology; Project management; Stakeholder relationship management; Understanding of the concept red tape and its reduction; Communication, presentation, competency, strategic thinking skills; Analytical thinking and problem solving skills.
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resources and Finance.
<u>ENQUIRIES</u>	:	Mr R Windvogel Tel no: (021) 483 9902

POST 37/293 : **DEPUTY DIRECTOR, MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 2016-216**
(2-Year Contract Position)
Department of Economic Development and Tourism, Western Cape

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R 612 822 - R 721 878 per annum, Level 11
: Department of Economic Development and Tourism, Western Cape
: Relevant recognised 3 year B-Degree/National Diploma (as recognised by SAQA); A minimum of 3 years' managerial experience; Valid Code B driver's licence. Recommendation: A minimum of 2 years' Project and Programme Management, and/or 2 years' Research or field study in development; Experience in financial management at a supervisory level; Experience in human resource management at supervisory level; Experience in working with municipalities or in a municipal support environment; Experience in planning in rural and urban economics; Experience in partner and stakeholder coordination in an economic development environment; Experience in monitoring and review processes; Knowledge of capacity building and stakeholder management; Post Graduate studies in Economics, developmental studies or management (e.g. Honours, Masters etc.). Competencies: Knowledge of the Provincial and National strategies and frameworks to address Economic Development; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent planning and organising skills; Sound problem solving and analytical skills; Presentation skills; Computer literacy.

DUTIES : Build the capacity of municipalities to plan and implement local economic development and growth; Build and strengthen partnerships, IGR, cross cutting and area specific initiatives that promotes (vertical and horizontal) alignment of economic activities in regions; Facilitate and develop support of spatial economic growth initiatives in regions; Build Business partnerships for the development of opportunities for growth across regions; Support Planning and management of the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Support planning and management of the sub-directorate's Budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms F Dharsey Tel no: (021) 483 5708

POST 37/294 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EADP 2016-210**
Department of Environmental Affairs and Development Planning, Western Cape

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R612 822 - R 721 878 per annum, Level 11
: Department of Environmental Affairs and Development Planning, Western Cape
: A relevant 3 year B-Degree (as recognised by SAQA); A minimum of 3 years' management experience within Supply Chain Management. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury Instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain Management; Excellent report writing skills; Strategic planning skills; Able to render advice and guidance in an objective, yet dedicated manner.

DUTIES : Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.

ENQUIRIES : Mr J Fritz Tel no: (021) 483 2748

POST 37/295 : **DEPUTY DIRECTOR: INSTITUTIONAL CAPACITY REF NO: LG 2016-237**
Department of Local Government, Western Cape

SALARY CENTRE : All-inclusive salary package of R 612 822 - R 721 878 per annum, Level 11
: Department of Local Government, Tygerberg, Cape Town

<u>REQUIREMENTS</u>	:	An appropriate B Degree/ or equivalent qualification in Disaster Management with a minimum of 3 years' management experience; A minimum of 3 years' experience in Disaster Management; A valid code B driver's licence. Recommendation: Exposure and experience in Disaster Management. Competencies: Knowledge of the Disaster Management Act (Act 57 of 2000) and relevant policies and guidelines; Ability to deal with Disaster Management stakeholders; Knowledge and understanding of the Disaster Management Framework; Knowledge and understanding of Disaster Management structures in all three spheres of government; Organisational skills; Project Management skills; Negotiation skills; Crisis Management; Conflict Management skills; Relationship and Networking Skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Co-ordinate the development of amendments of Disaster Management legislation/ frameworks; Co-ordinate the establishment and functioning of intergovernmental Relations Disaster Management structures in the province, including working groups; Co-ordinate the development of the Annual Report; Oversee the management of Human Resources, Performance Management, Financial Management, and strategic management in the Sub Directorate; Co-ordinate Special Events in the Province; Co-ordinate a Disaster Management newsletter, other forms of communication, training, research and any other matters that might strengthen and improve the institutional capacity of relevant disaster management centres stakeholders.
<u>ENQUIRIES</u>	:	Ms J Pandaram Tel no: (021) 937 6306
<u>POST 37/296</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE GRANT SUPPORT, REF NO. LG 2016-238</u> Department of Local Government, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R612 822 - R721 878 per annum, Level 11 Department of Local Government, Western Cape
<u>REQUIREMENTS</u>	:	Appropriate 3-year (B-degree) as recognised by SAQA; A recognised Project Management certificate; A minimum of 3 years' management experience in a Project Management environment; A valid Code B driver's licence. Recommendation: Proven experience in Municipal Infrastructure Grant Project Management and Financial Administration processes and procedures at a Provincial Level; Advanced Word, Excel and Power Point experience; Knowledge in the Division of Revenue Act MIG conditions; Proven experience in managing teams or sub-ordinates; Relevant experience and knowledge in the CIDB guidelines; Relevant experience and knowledge in Expanded Public Works Programme. Competencies: Knowledge of applicable legislation, guidelines and standards; Project Management principles and methodologies; Municipal Infrastructure Grant processes and procedures; Business process improvement; Report writing and presentation skills; Excel and PowerPoint proficiency.
<u>DUTIES</u>	:	Project registration administration oversight; MIG project register maintenance; Financial administration; Monthly progress reporting; Monthly financial reporting; Detail Project Implementation credibility check; Annual cash draw down schedule management; Provincial Quarterly non-financial report; Provincial Annual Report; Provincial MIG database maintenance; MIG dashboard maintenance; Monthly Municipal Capital Budget Progress reports.
<u>ENQUIRIES</u>	:	Mr L Eksteen Tel no: (021) 483 3154
<u>POST 37/297</u>	:	<u>SUPPLY CHAIN MANAGER REF NO: PT 2016-212</u> Provincial Treasury, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R 612 822 - R 721 878 per annum, Level 11 Provincial Treasury, Western Cape
<u>REQUIREMENTS</u>	:	A relevant 3 year B-Degree (as recognised by SAQA); A minimum of 5 years' appropriate management experience within Supply Chain Management; A valid driver's licence. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain

Management; Excellent report writing skills; Strategic planning skills; Able to render advice and guidance in an objective yet dedicated manner.

DUTIES : Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.

ENQUIRIES : Mr A Gildenhuys Tel no: (021) 483 4623

POST 37/298 : **ASSISTANT DIRECTOR - GOVERNANCE AND ASSURANCE, REF NO. AGR 2016-224 A**
Department of Agriculture, Elsenburg Stellenbosch

SALARY : R311 784 - R 367 254 per annum (Salary level 9)
CENTRE : Department of Agriculture, Elsenburg Stellenbosch
REQUIREMENTS : 3-year B-degree/National Diploma (as recognised by SAQA) in Financial Management/Accounting or Auditing; A minimum of 3 years' relevant experience in internal control, compliance monitoring or auditing environment; A valid Code B driver's licence. Recommendation: Studying towards a Certified Internal Auditor (CIA) or further studies in financial management; Supervisory Experience; A strong financial background specifically in the public sector finance. Competencies: Ability to analyse, map business processes and standard operating procedures; Ability to compile, monitor and report on the governance improvement plan; Working knowledge of Risk and Control models; Overall understanding of the concept of assurance; Good communication skills (verbal and written); Overall understanding of the principle of good governance.

DUTIES : Develop policies, procedures and processes pertaining to the internal control division and / or render advice on policies, procedures and processes; Compile, coordinate, monitor and report on the Governance Improvement Plan for the Department (CGRO and agreed management actions plans in respect to Internal Audits); Develop and review compliance monitoring tools; Co-ordinate and maintain financial delegations of the Department; Render assurance services through evaluating the effectiveness of financial prescripts, make recommendations for improvements and report deviations as well as rendering assurance on the Monitoring and Performance Assessment Tool (MPAT); Render secretariat and administrative support to the Enterprise Risk Management Committee.

ENQUIRIES : Mr W van Zyl Tel no: (021) 808 7632

POST 37/299 : **ASSISTANT DIRECTOR - DEPARTMENTAL COMMUNICATION, REF NO: CS 2016-213**
Department of Community Safety, Western Cape

SALARY : R311 784 - R 367 254 per annum, Level 09
CENTRE : Department of Community Safety, Western Cape
REQUIREMENTS : Appropriate B-degree / National Diploma (as recognised by SAQA) with a minimum of 3 years' relevant experience; A valid Code B driver's licence. Recommendation: Proven experience in the Communications Sector. Competencies: Mentoring and coaching skills; Leadership skills; Networking skills; Planning and organising skills; Project Management Skills; Facilitation Skills; Presentation Skills; Proven computer literacy.

DUTIES : Draft and consult on departmental communication plans and protocols; Render departmental media liaison and public relations service in liaison with strategic communication unit; Draft speeches and content of communication products in conjunction with line functionaries; Facilitate/coordinate departmental functions, workshops, conferences, exhibitions, road shows and other events; Liaise with line function managers to ensure that the Department's Intranet and Internet web pages reflect factually correct and up-to-date information; Render a departmental language service; Operationally manage the departmental communications service level agreement with the Department of the Premier (Corporate Services); Participate in daily communication briefing sessions chaired by the strategic communications unit and manage follow-up interventions as agreed; Manage, mentor and coach staff under their supervision.

ENQUIRIES : Ms A Mohamed Tel no: (021) 483 3868

POST 37/300 : **ASSISTANT DIRECTOR - RED TAPE REDUCTION (RESEARCH), REF NO. DEDAT 2016-214**
Department of Economic Development and Tourism, Western Cape

SALARY : R311 784 - R367 254 per annum, Level 09
CENTRE : Department of Economic Development and Tourism, Western Cape
REQUIREMENTS : Appropriate 3 year B Degree/ National Diploma (as recognised by SAQA); Minimum of 3 years' experience in a research/legal/policy environment; Valid code B driver's licence. Recommendation: A postgraduate qualification; Proven experience in impact analysis; Proven experience in research; Proven experience in Project Management; Understanding of the concept of Red Tape and its reduction; Knowledge of modern systems of governance and administration; Advanced knowledge of the business industry and sectors and the processes supporting these; Knowledge of constitutional, legal and institutional arrangements governing the South African public and private sector. Competencies: Knowledge of the following: Research methodologies: Knowledge of impact analysis; Knowledge of costing tools; Project Management; Stakeholder Relationship Management; Presentation skills; Proficiency in at least two of the three official languages in the Western Cape.

DUTIES : Administer projects relating to the removal of blockages and regulatory constraints that inhibit economic growth; Provide guidance and advice regarding policies and legislation; Facilitate the resolving of identified blockages and regulatory restraints; Provide knowledge, information and relationship management services to the Unit.
ENQUIRIES : Mr R Windvogel Tel no: (021) 483 9902

POST 37/301 : **ASSISTANT DIRECTOR: ENVIRONMENTAL GOVERNANCE POLICY CO-ORDINATION AND ENFORCEMENT REF NO: EADP 2016-212**
Department of Environmental Affairs and Development Planning, Western Cape

SALARY : R311 784 - R367 254 per annum, Level 09
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape
REQUIREMENTS : 3 Year B-Degree or equivalent qualification (as recognised by SAQA) plus a minimum of 3 years appropriate experience in Data Management; or A Grade 12 Certificate (or equivalent) plus a minimum of 10 years of experience in Office Administration with specific emphasis on Data and Information Management and Statistical Reporting. Recommendation: Project Management; Database / Analytics experience in Software. Competencies: Knowledge and experience in the following: Data and information; The use of Standard Operation Procedures; Performance reporting; Public Service administrative processes and procedures; Statistical Data Management and Reporting; Strong conceptual and formulation skills; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape Province; Proven computer literacy skills.

DUTIES : Responsible for the administration, coordination and management of the Chief Directorate's data and information and its Data and Information Management processes; Responsible for the administration, coordination and management of the development and implementation of the broader Knowledge Management Strategy and other related initiatives within the Chief Directorate; Responsible for the administration and transversal coordination of all data, information and ICT needs, commitments and inputs; Responsible for the administration of all statistical data management, statistical data quality and statistical report.

ENQUIRIES : Mr A Mohamed Tel no: (021) 483 3722 or B Langeveldt Tel no: (021) 483 8371

POST 37/302 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DOTP 2016-249**
Department of the Premier, Western Cape

SALARY : R311 784 - R367 254 per annum (Salary level 9)
CENTRE : Department of the Premier, Western Cape
REQUIREMENTS : An appropriate B-degree/ National Diploma (as recognised by SAQA) in Accounting or Financial Management; A minimum of 3 years relevant experience in a financial accounting environment; A valid driver's licence. Recommendation: LOGIS and BAS (Financial System Functions) experience; Financial legislation; A

		high level of computer literacy, especially high level Excel capability and managing databases in Excel; Knowledge of Generally Recognised Accounting Practices. Competencies: Sound knowledge of financial norms and standards (Public Finance Management Act, National Treasury Regulations Provincial Treasury Instructions; Managerial knowledge of financial systems (LOGIS and BAS); Experience in drafting Financial Statements; Computer literacy in MS Office (Word, Excel and Outlook); Excellent leadership skills.
<u>DUTIES</u>	:	Management of payments, inter-departmental claims and clearing of ledger accounts; Manage the bank account of the Department; Manage the Financial System (BAS) of the Department; Compilation of the interim and annual Financial Statements; Perform general managerial functions.
<u>ENQUIRIES</u>	:	Mr LJ Petersen Tel no: (021) 483 5758
<u>POST 37/303</u>	:	<u>ASSISTANT DIRECTOR: MONITORING REF NO: DSD 2016-287</u> Department of Social Development, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 - R367 254 per annum, Level 09 Department of Social Development, Western Cape A relevant 3 year B-Degree/ National Diploma as recognised by SAQA; A minimum of 3 years appropriate experience. Competencies: Knowledge of the following: Applicable policies and procedures; Public service reporting procedures; Financial Management; Extensive knowledge of the Development Social Service key performance areas; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape Province; Analytical thinking and problem solving skills; Financial Management and Budgeting skills; Report writing skills.
<u>DUTIES</u>	:	Manage the development and review of monitoring and evaluations systems, strategies and processes; Manage the development and review of monitoring tools; Manage and review the implementation of the monitoring plan; Manage reporting quality and dissemination process; Manage the programme monitoring database; Management of Non-Financial Data (NFD) in respect of data collection, capturing and verification; Manage human resources.
<u>ENQUIRIES</u>	:	Ms N Mguda Tel no: (021) 483 8598
<u>POST 37/304</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT, REF NO: DSD 2016-294</u> Department of Social Development, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272– R308 943 per annum, Level 08 Department of Social Development, Western Cape B-Degree/National Diploma (as recognised by SAQA) in Finance/Public Management/Administration or Legal/ Law; A minimum of 3 years' management experience in a supply chain management environment. Recommendation: A valid Code B driver's licence. Competencies: Knowledge of the following: Strategy development, monitoring and review processes; o Implementation and review planning processes; Systems of governance and administration; Sound in-depth knowledge of legislative framework and government procedures on public finance, human resources management and SCM; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Interpersonal skills; Strong conceptual and formulation skills; Strong analytical and report writing skills.
<u>DUTIES</u>	:	Assist with the development of procurement plans by end-users; Perform expenditure analysis with respect to goods and services procured; Consolidate the end-users procurement plans in the overall procurement plan for the department; Coordinate the submission of the Procurement Plan to Provincial Treasury; Compile and maintain the Annual Departmental Procurement Plan; Monitoring monthly reports on implementation of Procurement Plan; Assist end-users with the drafting of specifications and terms of reference; Provide secretarial support to Bid Specification Committee; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Mr A Kamalie Tel no: (021) 483 8681

POST 37/305 : **HERITAGE OFFICER REF NO: CAS 2016-225**
Department of Cultural Affairs and Sport, Western Cape

SALARY : R211 194 – R248 781 per annum, Level 07
CENTRE : Department of Cultural Affairs and Sport, Western Cape
REQUIREMENTS : A relevant 3 year Bachelor Degree / National Diploma in a heritage-related discipline; Minimum of 3 years' experience in a heritage related environment. Recommendation: Postgraduate Qualification in a heritage-related discipline. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines; Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Excellent writing and presentation skills; Skills on office package suite and working knowledge of databases such as SAHRIS.

DUTIES : Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significances as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.

ENQUIRIES : Mr Zwelibanzi Shiceka Tel no: (021) 483 9692

POST 37/306 : **ELECTRONIC INFORMATION ANALYST: DATA COLLATING AND TECHNICAL EDITING, REF NO: PT 2016-213**
Provincial Treasury, Western Cape

SALARY : R211 194 - R 248 781 per annum, Level 07
CENTRE : Provincial Treasury, Western Cape
REQUIREMENTS : National Senior Certificate; Accredited post school certificate/diploma on NQF level 5 in Information Management or related field; A minimum of 3 years' appropriate experience in advanced/complex level typing or technical editing of various publications and electronic database management. Recommendation: Valid Code EB driver's licence to be obtained within 18 months of appointment; Secretarial/ Office administration Diploma/Certificate would be added advantage. Aptitude for numbers and good cognitive skills; Experience and exposure in technical editing and formatting of financial documents or other publications; Able to liaise with diverse people and pay attention to detail; Computer Application Technology, as a passed subject; Willingness to work irregular hours. Competencies: Accuracy; Specialist knowledge; Teamwork and analytical skills; Good numerical ability; Proven computer literacy.

DUTIES : Collect/consolidate and edit technically/ format the Provincial Budget and associated documentation; Liaise with departmental finance and planning staff on the management of budget information and provide for data warehousing capacity of the Budget and Adjusted Estimates; Collect/Consolidate and edit technically/ format PT publications which include: Annual Financial Statements, Annual Performance Plans, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Collect/consolidate and edit technically/ format municipal budget information and performance assessment reports and provide for data warehouse capacity with respect to the municipal budget information; Information Management through database co-ordination and integration (Provincial and Local Government).

ENQUIRIES : Mrs E Smit Tel no: (021) 483 4433

POST 37/307 : **FARM FOREMAN (KROMME RHEE) REF NO: AGR 2016-221**
Department of Agriculture, Kromme Rhee, Stellenbosch

SALARY : R142 461 - R 167 814 per annum (Salary level 5)

- CENTRE REQUIREMENTS** : Department of Agriculture, Kromme Rhee, Stellenbosch
 : Basic education (literacy and numeracy - Abet Level 3/ Grade 7); A minimum of 3 years' relevant experience in caring for farm animals. A valid code B driver's licence. Recommendation: Grade 12 (Senior Certificate); Proven skill of supervision of personnel for at least 2 years; Proven skill of working with farm animals, including management and record keeping; Proven skill of working in research trail by collecting data and preparation of samples; Experience in maintenance of equipment and facilities; Be able to work overtime, during weekends and public holidays. Competencies: Knowledge of farm animals; Knowledge of management of personnel; Excellent communication skills at a management level; Excellent writing and communication skills.
- DUTIES** : Supervision of farm aids as well as the recording of performance and accompanied administrative tasks; Preparing of research trails and the collection of samples and records of experimental animals; Maintenance of research facilities, infrastructure and pasture management; Carry out research trails according to research protocols including feeding of animals, feed mixing and general record keeping and management of the animals.
- ENQUIRIES** : Ms C Van der Walt Tel no: (021) 865-2323
- POST 37/308** : **MESSENGER REF NO: PT 2016-211**
 Provincial Treasury, Western Cape
- SALARY CENTRE REQUIREMENTS** : R84 096 - R99 060 per annum, Level 02.
 : Provincial Treasury, Western Cape
 : A Grade 10 (or equivalent qualification). A valid driver's licence (Code 08). Recommendation: Working experience in a registry environment. Competencies: A good understanding of all relevant procedures regarding the functioning of the registry and record keeping procedures; Communication skills in at least two of the three official languages of the Western Cape; Good planning and organising skills; The ability to operate office equipment.
- DUTIES** : Collecting and delivering mail / articles and official documents; Maintain registers of documents received and delivered; Maintaining neatness in registry and storage rooms; Assist with driving duties; Assist with photocopying services.
- ENQUIRIES** : Ms G Adams Tel no: (021) 483 8001