

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

CLOSING DATE : 13 October 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 39/84 : **SENIOR AGRICULTURAL ECONOMIST, REF NO. AGR 2017-67**

SALARY : R 417 552 per annum, Level 10
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Honours Degree (or equivalent) with Economics or Agricultural Economics as a major subject, with a minimum of 3 years' relevant experience; A valid code B drivers licence. Recommendation: Masters' Degree with Economics or Agricultural Economics as a major; Ability to analyse large datasets and trends using Stata (or related) statistical software. Ability to conduct independent research and good understanding of the Agricultural sector and resource economics. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA, R); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; General understanding and application of resource economics.

DUTIES : Continuous in-depth study/research of development/patterns/trends in resources, macro-economics, trade, investment and rural development; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment /situation pertaining to legislation, strategy, policy, initiatives, interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers, information documents, policy documents, populated database etc. Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Perform administrative and related functions.

ENQUIRIES : Mr L Pienaar Tel no: (021) 808 5023
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/85 : **SUPPLY CHAIN MANAGEMENT CLERK, REF NO. AGR 2017-65**

SALARY : R 152 862 per annum, Level 05
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendation: A minimum of 1-year relevant experience. Competencies: Good understanding of the following: Application of relevant legislation; Working knowledge of systems; Communication skills (verbally and written) in at least two of the three official languages of the Western Cape; Interpersonal skills; Numeric skills; Searching skills; Organising and planning skills; Basic analytical skills; General administration skills; Office administration skills; Proven computer literacy.

- DUTIES** : Acquisition and Demand: Register and capture information of suppliers on LOGIS; Obtaining of quotations; Placing of orders; Maintain all databases (asset/ suppliers/ requisition); Capturing of specifications and contracts on electronic purchasing system; Render secretarial function to the Bid Committee; Compile Bid documents; Minute taking and typing; Maintain a database of suppliers; Assist with the tender administration process; Payments: Ensure that invoice, SRI's and quantities correspond; Request credit notes from suppliers when necessary; Capturing invoices and creating payments; Warehousing and Transit: Posting of relevant documentation on the LOGIS system; Preparation of payment documentation and obtain credit notes; Quality and quantity control.
- ENQUIRIES** : Mr C Starling Tel no: (021) 808 5161
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- CLOSING DATE** : 13 October 2017 @ 16:00
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OTHER POSTS

- POST 39/86** : **ENVIRONMENTAL OFFICER PRODUCTION: REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT, REF NO. EADP 2017-27 (1-YEAR CONTRACT POSITION)**
- SALARY CENTRE** : R 240 015 – R 420 690 per annum (OSD as prescribed)
Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : A relevant 3-year National Diploma in the Natural, Physical, Environmental Sciences or Engineering; A valid driver's licence (Code B). Recommendation: Technical knowledge of the integrated environmental management processes including the specific environmental management acts promulgated in terms of NEMA S30 emergency incidents, remediation and Provincial environmental policies; Technical knowledge of the functioning of ecosystems, social interactions and other environmental aspects; Knowledge of methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing. Competencies: Knowledge of environmental management, especially remediation; Knowledge of environmental legislation; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Meeting and facilitation skills; Basic Project Management skills; Proven computer literacy in Word, Excel and PowerPoint.
- DUTIES** : Provide technical advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical advice and comment with regard to compliance and enforcement of National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.
- ENQUIRIES** : Mr S Botha Tel no: (021) 483 0752
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

- POST 39/87** : **ENVIRONMENTAL OFFICER PRODUCTION: WASTE MANAGEMENT PLANNING, REF NO. EADP 2017-26**
- SALARY** : R240 015 – R 420 690 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : A relevant 3-year National Diploma in the Natural/ Physical Science, or Engineering or an appropriate equivalent qualification; A valid driver's licence (Code B). Recommendation: An appropriate recognised 3-year B-Degree; Experience in planning, organising and report writing. Competencies: Knowledge of the following: Information and / or Waste or Pollution Management field; Statistical Analysis; Environmental, general and hazardous waste management; Proven computer literacy (MS Office); Sound interpersonal and effective communication skills (written and verbal) to communicate via a wide range of media to a diverse range of stakeholders, including writing skills and the ability to communicate in at least two of the three official languages (Afrikaans, Xhosa and English) in the Western Cape; Ability to conduct research.
- 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** : Mr A Hoon Tel no: (021) 483 2712
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF HUMAN SETTLEMENTS

- CLOSING DATE** : 13 October 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 POST

- POST 39/88** : **CONSTRUCTION PROJECT MANAGER (GRADE A-C), REF NO. HS 2017-36**
- SALARY** : R 637 875 – R 977 883 per annum, Grade A-C (OSD as prescribed).
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ or BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Valid driver's licence; Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Recommendation: Proven working knowledge with experience of: Housing Development Act, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines, Planning and Environmental regulatory requirements. Competencies: Planning and Environmental regulatory requirements; Experience in relevant public service legislation, policies, regulations, guidelines; working knowledge in project management principles and methodologies, experience in building and construction legislation and standards; knowledge in contract law, contract management and contract administration; experience in Human Settlement and Local Government delivery issues; Excellent communication (written and verbal) and report writing skills in at least two official languages of the Western Cape, Proven computer literacy skills in MS Office packages; Excellent programme and project

management skills, Excellent research and development skills, Excellent technical report writing skills; ability to liaise with personnel, general public and stakeholder/clients, ability to work independently and in a team. Ability to work irregular hours as required, ability to work within specific timeframes, be innovative, pragmatic, creative, committed, assertive, self-management, motivated and diplomatic.

DUTIES

: Plan, manage and coordinate all aspects of subsidized Human Settlement Development Implementation within the Region under the supervision of the Chief Engineer: Analyse and evaluate funding applications, prepare relevant funding reports ensuring full compliance with relevant policies, Project pipeline planning, project planning implementation, monitoring, reporting and evaluation in line with project management methodology and policy, Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Chief Engineer; Identify resources needed, assign individual responsibilities and procure as required in accordance with relevant policy; Manage day-to-day operational aspects of a project and scope of work; Apply QMS on projects and manage implementation thereof; Effectively apply project management methodology and enforce project standards to minimize risk on projects; Assist in determining business plan outputs and work towards achieving them; Evaluation of project funding applications applicable to Human Settlement implementation programmes (Human Settlement development Grant and Urban Settlement Development Grant), and report findings with recommendations; Compilation, evaluation and recommendation of tender specifications applicable to relevant provincial projects; ensure through evaluation that planning and design is done according to sound engineering principles and according to norms and standards as well as codes of practice and the National Housing Code; Provide support and advice to municipalities on matters relating to Human Settlement implementation; Plan and develop new housing and infrastructure projects to be implemented by the Provincial Department of Human Settlements; Oversee construction and on-going monitoring and evaluation of projects planned and implemented by the Provincial Department of Human Settlements; Oversee budget planning and control in line with project pipelines and the human settlement chapter of integrated Development Plans; compile logs and managing significant risk according to sound risk management practice and organizational requirements; Project Accounting and Financial Management: Manage project budget and resources in consultation with Chief Engineer, Monitor project expenditure and ensure full compliance in accordance with relevant policy, Provide inputs, compile and implement the operational plan as derived from the Annual Performance Plan (APP), Manage the budget for the Sub-Directorate: Cape Winelands District in accordance with legislative frameworks regulating public finances; Office Administration: Provide inputs to Chief Engineer with tender administration, Ensure that correct tender and procurement procedures are adhered to in component, Serve as interface with the Supply Chain Management component in the Department, Ensure that full and proper records of all tender and procurement processes of the relevant projects are kept in accordance with prescribed norms and standards; Research and Development: Keep up with new technologies and procedures, Research/literature on new developments on project management methodologies, Liaise with relevant bodies/councils on project and construction management, Provide support to the Chief Engineer in the collection of data and execution of research; People Management: Function as supervisor of subordinates, Monitor and coach subordinates, Manage the discipline of subordinates, Manage the workload of subordinates.

**ENQUIRIES
APPLICATIONS**

: Ms PN Mayisela Tel no: (021) 483 2854
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

**CLOSING DATE
NOTE**

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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 POST

- POST 39/89** : **OFFICE MANAGER: INTEGRATED SERVICE DELIVERY, REF NO. LG 2017-22**
- SALARY** : R 334 545 per annum, Level 09
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' experience in rendering executive support functions and/ or office administration to senior management; Proficiency in Microsoft Office Packages (Word, Excel, PowerPoint and Outlook). Competencies: Advanced knowledge of relevant software packages; In depth knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures; Excellent communication skills; Analytical thinking; Excellent report writing skills; Self-management and motivation; Customer service orientation; Project Management.
- DUTIES** : Manage engagements with respect to programme/activities; Render line administrative support services such as systems that will contribute towards improving efficiency; flow of information documents, safekeeping of all documentation; Provide support to the Senior Manager with regard to meeting e.g. screening of documents to determine actions and information required for the meeting, render secretarial services; Manage financial and human resources of the Office of the Senior Manager; Execute research, analyse information and compile complex documents for the Senior Manager; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and executive support to the Senior Manager.
- ENQUIRIES** : Ms N Zamxaka Tel no: (021) 483 4449
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** : 13 October 2017 @ 16:00
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OTHER POSTS

- POST 39/90** : **DEPUTY DIRECTOR: ICT CHANGE NAVIGATION, REF NO. DOTP 2017-82 (1-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 : An appropriate Honours Degree (or equivalent qualification) with a minimum of 3 years' management experience in an OD or HR work environment; Valid drivers' licence. Recommendation: Qualification specific in Behavioural science (Industrial Psychology) or Management science or Public Management. Competencies: Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and Influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising.
- DUTIES** : Perform functions on an advanced/complex level and manage staff that perform these functions, namely: Leading and supervising a specialist Change Management

- team; Design appropriate change management interventions for institutional improvement and development; Facilitate change management interventions related to employee, team and organisational dynamics; Perform institutional diagnostic surveys and document findings and recommendations; Manage projects to deliver on change management interventions as per agreed project timelines.
- ENQUIRIES** : Ms R Shade Tel no: (021) 466 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 39/91** : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER, REF NO. DOTP 2017-81**
 (1-Year Contract Positions)
- SALARY** : R 334 545 per annum plus 37% in lieu of benefits (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree with a minimum of 3 years' experience in an OD or HR work environment; valid drivers' licence. Recommendation: Qualification specific in Behavioural science (Industrial Psychology) or Management science or Public Management. Competencies: Delivering Results and Meeting Customer Expectations; Analysing; Persuading and Influencing; Presenting and Communicating Information; Relating and Networking; Writing and Reporting; Adapting and Responding to Change.
- DUTIES** : Design appropriate change management interventions for institutional improvement and development; Facilitate change management interventions related to employee, team and organisational dynamics; Perform institutional diagnostic surveys and document findings and recommendations; Manage projects to deliver on change management interventions as per agreed project timelines.
- ENQUIRIES** : Ms R Shade Tel no: (021) 466 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 39/92** : **PERSONAL ASSISTANT: EDUCATIONAL/CULTURAL AFFAIRS AND SPORT COMPONENT REF NO: DOTP 2017-80**
- SALARY** : R 226 611 per annum, Level 07
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to senior management. Recommendation: Working knowledge of systems. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation.
- DUTIES** : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms A Basha Tel no: (021) 467 2905
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 39/93** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO. DOTP 2017-78**
- SALARY** : R152 862 per annum, Level 05
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : Grade 12 or equivalent qualification; A valid driver's licence. Recommendation: A minimum of 2 years' experience in an Asset Control and Management/ Supply Chain Management environment; Experience and good understanding of the following: Asset Management and asset verification; Government's asset related systems. Competencies: Good understanding of the following: Assets and prescribed Asset Management requirements; AM legislative prescripts in Government; Bar coding and scanning methods; Government structure/ organization; Numeric or mathematical skills; Communication skills (verbal and written) in at least two of the three official languages of the Western Cape.; Organising skills; Co-operative and willingness to succeed; Meticulous approach to all responsibilities.
- DUTIES** : Barcoding of assets; Determination of asset values and capturing of asset unto the Asset Register or relevant Asset Management System; Maintenance of the Asset Register/ System and Asset tracking; Annual stock take of Assets, with periodic spot checks, using the relevant, register/system; Actively assist with the disposal of redundant assets; Assist with the management and control of the asset store; Assist the relevant AD with the overall management, safeguarding and control of the assets.
- ENQUIRIES** : Ms I Oliphant Tel no: (021) 483 3395
- 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** : 13 October 2017 @ 16:00
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OTHER POST

- POST 39/94** : **SOCIAL WORK SUPERVISOR: SWARTLAND SERVICE DELIVERY, REF NO. DSD 2017-94**

- SALARY** : R 341 322 per annum (OSD as prescribed)
- CENTRE** : Department of the Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective

social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES
APPLICATIONS**

- : Ms C Nell Tel no: (027) 213 2096
- : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE
NOTE**

- : 13 October 2017 @ 16:00
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OTHER POSTS

POST 39/95

- : **CHIEF ARCHITECT: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY:
HEALTH, REF NO. TPW 2017-182 (2 POSITIONS AVAILABLE)**

**SALARY
CENTRE
REQUIREMENTS**

- : R 805 806 per annum (OSD as prescribed)
- : Department of the Transport and Public Works, Western Cape Government
- : A relevant B-Degree (or relevant qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driver's licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Technical requirements to assess appropriateness of land; Provincial Infrastructure Delivery Management System; Professional judgement; Strategic capability and leadership; Problem solving and analysis; Decision making; Team Leadership; Creativity; Financial management; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Conflict management; Negotiation skills; Change management; Risk analyses and development of risk mitigation strategies; Good communication (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES

- : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; to achieve Architectural excellence and innovation within the directorate. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management through sound

Architectural practice and in accordance with the Tender Board and Treasury Regulations. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 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. People Management will entail the following: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives; To perform many diverse functions, often under pressure, of a skilled, complex and highly technical nature requiring frequent interpretation and explanation..

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 39/96 : **ACQUISITION MANAGER, REF NO: TPW 2017-181**

SALARY : R 334 545 per annum, Level 09
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' relevant experience; A valid driver's licence. Recommendation: Recognised Property management qualification. Competencies: Knowledge of the following: Western Cape Land Administration Act No. 6 of 1998 and Regulations; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Ability to engage in both independent research and as part of a team; Ability to access research sources; Sound organizing, planning time Management skills; Demonstrate initiative and creativity; liaise with personnel at all levels; Must be able to work under pressure and meet tight deadlines; Proven Computer literacy (MS Office), Excellent communication skills (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES : Implement and manage the acquisition and disposal of property for the Western Cape Government; Provide support to management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES : Ms E van der Westhuizen Tel no: (021) 483 5532
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 39/97 : **WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2017-178**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence; 3 years' building construction on-site experience; Valid driver's licence and willingness to travel regularly is also required. Recommendation: Extensive building construction on-site experience; Appropriate experience in the electrical environment and contract administration; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 10142 [Electrical wiring code],

compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written]; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and bills of quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

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 39/98 : **WORKS INSPECTOR: MECHANICAL, REF NO. TPW 2017-179**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence; 3 years' building construction on-site experience; Valid driver's licence and willingness to travel regularly is also required. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment, fire alarms, pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written]; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

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 39/99 : **ASSET CLERK: ASSET MANAGEMENT, REF NO. TPW 2017-177**

SALARY : R 281 418 per annum (Salary level 8).
CENTRE : Department of the Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 12 or equivalent qualification with a minimum of 6 months working experience. Recommendation: Good understanding of Asset Management; A valid driver's licence. Competencies: A good understanding of the following: Asset Management; SCOA; LOGIS; National Treasury and Provincial Treasury Instructions and Departmental Delegations and SOP's; Internal office procedures; Principles and processes for providing customer and personal services; Procedures for receiving, responding to and managing requests/ enquiries; Verbal and written communication skills in at least two of the official languages of the Western Cape; Proven computer literacy with proficiency in Excel.
- DUTIES** : Receive and capture Log1: Receive and scrutinize Log 1 forms and financial allocations, obtain quotes; Ensure PA processed for authorisation as per delegation; Verification and barcoding of Assets: Perform stock takes throughout the financial year (quarterly and annually); Record and report on discrepancies (shortages and surpluses); Completion of forms and perform movements of disposal location on the system.
- ENQUIRIES APPLICATIONS** : Ms B Plaatjies Tel no: (021) 483 5317
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 39/100** : **ADMINISTRATION CLERK: EPWP COMPLIANCE MONITORING, REF NO. TPW 2017-183**
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Salary level 5)
: Department of the Transport and Public Works, Western Cape Government
: Grade 12 or equivalent qualification. Recommendation: Working knowledge of reporting systems; A valid driver's licence; A minimum of 2 years' relevant experience. Competencies: Good understanding of the following: Internal office procedures; National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Providing customer and personal services; Administrative and clerical procedures and systems; Working knowledge of applicable EPWP systems.
- DUTIES** : Provide administrative support to management: Assist with logistical arrangements i.e. booking of venues and transport arrangements, filing of work related documents, ensure that stationery is replenished, prepare documents, take minutes of meetings; Keep portfolio of evidence of projects received and work captured: Follow up and provide written feedback on the performance of municipalities with regards to the Expanded Public Works Programme, Display high levels of accuracy with record keeping process, and liaise with relevant stakeholders to ensure that performance data is captured and reported on.
- ENQUIRIES APPLICATIONS** : Mr A Klaas Tel no: (021) 4830982
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

- POST 39/101** : **CHIEF ENGINEER GRADE A (3 YEAR CONTRACT)**
Directorate: Engineering and Technical Support (Professional and Support Services)
- SALARY** : R 935 172 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** : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate engineering degree (B Eng/ BSC (Eng). Registration with a Professional Council: Registration with the Engineering Council of South Africa (ECSA) as Professional Engineer. Experience: Six years' post-qualification experience required as a registered professional engineer. Project Management and Contract Management experience. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to travel long distances. Willingness to work away from home for extended periods. Competencies (knowledge/skills): Good communication skills (verbal, written) in at least two of the three official languages of the Western Cape and presentation. Conversant with the requirements of the SANS 1200, SANS 10845 and SANS 10400 where applicable and Conversant with the requirements of the Occupational Health and Safety Act. Good computer skills, including Outlook, Excel, Word, PowerPoint, and Internet use. Basic knowledge of procurement and supply chain function principles and regulations (PFMA). Management of maintenance of building and civil engineering infrastructure, including design, scoping, procurement and implementation. Feasibility studies with emphasis on maintenance and life cycle costing. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Ensure that all Civil engineering, Structural engineering and related infrastructure are functioning effectively. Innovative service delivery mechanisms and feasibility studies. Project and Contract management from inception to completion. Plan and report timeously. Strategies, policies and procedures. Research or literature studies and interaction with relevant professional development boards or councils. People Management.

ENQUIRIES : Mr C Badenhorst, Tel no: (021) 918-1890
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
CLOSING DATE : 13 October 2017

POST 39/102 : **SENIOR INDUSTRIAL TECHNICIAN (ELECTRONICS/RESPIRATORY AND ANAESTHETICS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 281 418 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Qualified Technician with National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) (or equivalent) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: Valid (Code B/EB) driver licence. Willingness to work overtime. Do standby duties and handle after-hour calls. Competencies (knowledge/skills): Ability to manage and supervise the repairs of engineering equipment in a hospital environment. Computer literate. Ability to compile technical specifications for hospital equipment. Ability to manage, plan and organise, including maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Understanding of provincial supply chain policies and practices related to equipment purchasing and management. Management, maintenance and utilisation of asset registers. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. 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: Manage and carry/out maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required, (i.e. write reports, specifications and record-keeping) of departmental activities. Manage service contracts and maintenance projects. Ensure compliance with the Occupational Health and Safety Act. Attend meetings and be able to communicate effectively with clinical and other personnel, as well as private sector employees.

ENQUIRIES : Dr JDT Hendricks, Tel no: (021) 402-6408
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms C Veldman
CLOSING DATE : 13 October 2017

- POST 39/103** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : R 226 611 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources. Appropriate experience of Salaries, Service Conditions, Personnel Management, PERSAL; Recruitment and Selection. Competencies (knowledge/skills): Computer skills in MS Office. Good communication skills (written and verbal) in at least two of the official languages of the Western Cape. Strong analytical and strategic thinking abilities. NOTE: No payment of any kind is required when applying for this post.
- DUTIES** : Supervise Administration Clerks, maintain workflow and update all databases i.e. PILLIR, RWOPS and Probation reports, etc. Administer and ensure effective and efficient implementation of HRM policies and prescripts and approval of PERSAL transactions. Train and develop co-workers and all occupational groups at the institution regarding HR matters. Manage Leave, Pension Administrations and assist with the management of the Staff Performance Management Systems. Serve in an advisory capacity on the Recruitment and Selection panels. Assist with the compilation of the monthly CMI and quarterly Human Resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
- ENQUIRIES** : Ms M Page, Tel no: (021) 826-5792
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Bellville Health Park, Private Bag x15, Parow 7500.
- FOR ATTENTION** : Ms R Hattingh
CLOSING DATE : 20 October 2017
- POST 39/104** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 TO 2**
- SALARY** : Grade 1: R 185 301 per annum
Grade 2: R 218 274 per annum
CENTRE : Tygerberg Hospital, Parow Valley
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 the 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): Sound knowledge of various physical conditions (burns, plastic and reconstructive surgeries, lymphedema, etc.). Sound practical knowledge in pressure garment measurement, fabrication and prescription, sewing skills and pattern and garment making. Good interpersonal, organisational and planning skills. Sound knowledge of appropriate national and provisional legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Student training experience and computer literacy. Ability to read, write and converse in at least two of the three official languages of the Western Cape. Appropriate work experience in a hospital health environment. 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** : Implement a planned Occupational Therapy clinical service in Burns, Plastic Surgery and Pressure Garments. Contribute to specific Occupational Therapy assessments through conducting screening evaluations according to set clinical protocols and guidelines (burns; hernia repairs; lymphedema, etc.). Measurement,

fabrication, adjustment and issuing of various pressure garments and assistive devices for persons with burn injuries, plastic and reconstructive procedures, lymphedema, etc. Maintain adequate stock levels of materials needed for all sewing activities (thread, bobbins, pins, spare needles, scissors, measuring tapes, etc.). Implement and evaluate planned therapeutic activities and assist with Occupational Therapy interventions and programmes in the specified clinical areas. Complete and submit Monthly Report and Stats on time. Support the supervisor of the area by contributing to strategic and operation management and administration. Contribute to the training and development within the Occupation Therapy service.

ENQUIRIES : Ms S Ngemntu, Tel no: (021) 938-5962/5986/5062
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 13 October 2017

POST 39/105 : **HEALTH PROMOTER**

SALARY : R127 851 per annum
CENTRE : Leeu-Gamka, Central Karoo District
REQUIREMENTS : Minimum educational qualifications: General education and Training Certificate (GETC) / Grade 09 (Std 7). Experience: Appropriate working experience in Primary Health Care Facilities. Competencies (knowledge/skills): Ability to communicate well in at least two of the three official languages of the Western Cape. Knowledge of Healthcare, including policies and guidelines. Appropriate health education and promotion experience. Ability to function as part of a team. Ability to follow through instructions independently. Note: No payment of any kind is required when applying for this post.

DUTIES : Manage the burden of disease such as Chronic Diseases program, Child Health, Maternal and Women's Health, HIV/AIDS and Dental health. Implement the applicable focus areas of the Integrated Nutrition Program: Provide disease specific nutrition education and support. Implementation of Nutrition Therapeutic Programme. Monitor and promote growth monitoring in children less than 5 years. Promotion, protection and support of breastfeeding. Assist with micronutrient malnutrition control and Nutrition Education. Collect and submit accurate data on all health promotion as well as INP activities. Manage NTP products as well as other relevant consumables.

ENQUIRIES : Ms A Jooste, Tel no: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 20 October 2017

POST 39/106 : **HOUSEKEEPING SUPERVISOR (2 POSTS)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R127 851 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a health related environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of subordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management. Note: Candidates may be subjected to a practical/competence or other assessment test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Supervise, coordinate, control and inspect the duties of the Household Aids. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Provide food and drink to patients. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of

Health: Western Cape Government in the execution of duties. Maintain self-development.

ENQUIRIES : Ms GE Sellars, Tel no: (044) 802-4536/7
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 20 October 2017

POST 39/107 : **HOUSEHOLD AID**
West Coast District

SALARY : R90 234 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Incumbent must be prepared to work shifts, day/night and overtime, which include weekends and public holidays. The incumbent must have the ability to do hard physical work (lift and move heavy objects), handle industrial cleaning machines and be on their feet the entire day. Competencies (knowledge/skills): Ability to perform routine household functions. Ability to operate machines and equipment in a cost effective way. Ability to accept accountability and responsibility. Ability to read, speak and write 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 may be subjected to a practical test.

DUTIES : Key result areas/outputs: Render effective, efficient and safe hygiene and domestic services in hospital. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus, equipment and stock. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr J Booysen, Tel no: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi
CLOSING DATE : 20 October 2017

POST 39/108 : **MESSENGER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Messenger service experience. Inherent requirements of the job: Physically fit and able to be on one's feet for long periods. Ability to lift heavy loads. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised. Basic computer literacy skills. Note: Shortlisted candidates will be expected to complete a practical test/competence. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Ensure effective and efficient messenger service. Effective and efficient management of Postal Services. Efficient and effective control of stock and assets. Effectively support Human Resources functions.

ENQUIRIES : Ms ZZZ Kwinana, Tel no: (023) 348-1277
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart
CLOSING DATE : 20 October 2017

POST 39/109 : **PORTER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the health sector Porter services. Inherent requirements of the job:

Physically fit to lift patients and heavy equipment. Willingness to work overtime as operational needs require. Physically able to be on one's feet for long periods. Willingness to work with and handle corpses. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised. Note: Shortlisted candidates may be required to complete a practical test. No payment of any kind is required when applying for this post

DUTIES : Key result areas/outputs: Efficient, safe-handling and transportation of patients. Effectively and efficiently manage Mortuary Services and equipment. Effectively support human resources function.

ENQUIRIES : Ms ZZZ Kwinana, Tel no: (023) 348-1277

APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

CLOSING DATE : 20 October 2017

POST 39/110 : **CLEANER**
Central Karoo District

SALARY : R83 766 per annum

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, overtime and attend training. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Execute cleaning tasks in order to ensure a clean, hygienic and safe environment as per infection and prevention control protocols. Cost effective use and storage of cleaning equipment and cleaning materials. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties. Assists at other support services units when necessary like Laundry, Food Services, CSSD etc.

ENQUIRIES : Mr W. Frans, Tel no: (023) 541-1300

APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 20 October 2017