

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

CLOSING DATE : 23 November 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 45/103 : **ACCOUNTING CLERK, CAS 2017-43**
SALARY : R152 862 per annum (Salary level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendations: A Finance related qualification. Competencies: Proven computer literacy; Good numerical skills; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Ability to function independently and as part of a team; Ability to function under pressure; good planning and organising skills.
DUTIES : Responsible for compilation of sundry payments; Responsible for the reconciliation of corporate accounts; Processing of payments and journals on BAS and LOGIS; Perform compliance checks on payments; Control and safekeeping of financial records; Clearing suspense accounts.
ENQUIRIES : Ms A Allies at (021) 483 8614
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 23 November 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 45/104 : **DEPUTY DIRECTOR: GREEN ECONOMY PROGRAMME (2-YEAR CONTRACT PERIOD), REF NO. DEDAT 2017-20**
SALARY : R657 558 per annum, Salary level 11 (all-inclusive salary package).
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : 3-year B-degree (or equivalent qualification) in Engineering/ Science/ Resource Management/ Water Management/ Commerce/ Economics/ Sustainability/ Climate Change/ Environmental Science; A minimum of 3 years Management and Project Management experience. Recommendations: Masters qualification; Extensive experience in stakeholder engagement, particularly across multiple spheres of government, the private sector and academia; Experience in the following: Managing a programme of work; Financing mechanisms, incentives and models and accessing funding; An existing network of key stakeholders in the water sector; Understanding water related technologies; Commercialisation of technology and services. Competencies: Knowledge of applicable policies and

procedures; Deciding and initiating skills; Leading and supervising skills; Working with people; Relating and networking skills; Persuading and influencing skills; Presenting and communicating information skills; Writing and reporting skills; Applying expertise and technology; Analysing; Learning and researching; Creating and innovating; Formulating strategies and concepts; Planning and organising skills; Adapting and responding to change skills; Coping with pressure and setbacks skills; Entrepreneurial and commercial thinking skills; Strong communication (written, verbal, presentation and facilitation) skills in at least two of the three official languages of the Western Cape.

DUTIES : Co-ordinating the overall programme of work; Liaising with all relevant organisations locally and nationally to ensure alignment, identify gaps in and publicise support being provided; Working to fill those gaps through accessing finance, establishing partnerships and continually updating lists of service providers whose services (larger) businesses could procure; Working with relevant government departments, and local municipalities and the private sector to explore, develop and implement financial incentives such as rates rebates, where appropriate; Accessing finance to support the implementation of the programme; Engaging with big businesses and business associations to encourage action, provide updated information and gather information on actions undertaken and savings achieved; Developing case studies on a regular basis and sharing these through business channels and publicly; Supporting work, such as the Water Hub, and engaging with other research institutes to help increase the pace of and ability for technology demonstrations and commercialization; Working with retail, construction and property businesses to support the marketing of water storage/augmentation products and services.

ENQUIRIES : Ms H Davies at (021) 483 7845
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 45/105 : **ADMINISTRATIVE OFFICER: OFFICE OF THE HOD (24-MONTH CONTRACT POSITION), REF NO. DEDAT 2017-21**

SALARY : R226 611 per annum plus 37% in lieu of benefits (Salary level 7)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Certificate/Diploma at NQF 5 value or equivalent qualification with a minimum of 1-year experience in an executive office. Recommendations: Advanced Microsoft experience (Word, Excel, Spreadsheet analysis); Proven organisational experience; Proven problem-solving abilities especially in an executive office environment; Proven Project Management experience. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Provincial and national strategies to address sector development; Corporate governance requirements with particular reference to prescribed plans and committees (Relate to work of the CSC); 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 and the department; Human Resource Management systems; Critical thinking analysis skills being highly skilled in spreadsheet analysis; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Render line administrative support services; Render a personal assistant service to the Office Manager; Conduct applicable research on economic issues; Analyse spreadsheet data as required; Render advice and liaise with administrative matters; Communicate with Senior Managers and external stakeholders; Project manage tasks as instructed.

ENQUIRIES : Ms A Malik-Nair at (021) 483 9281
APPLICATIONS : 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 45/106 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

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

CENTRE REQUIREMENTS : Caledon Clinic, Theewaterskloof Sub-district
Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

DUTIES : (key result areas/outputs): Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility. Manage planning to practice a holistic health service on a short-/medium-/long term basis and provide effective management and administrative support to Primary Health Care services. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Co-ordinate the provision of effective mobile Primary Health Care services attached to the fixed facility and also manages the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate data, Security, Cleaning, Infection control and Ground services. Organise a cost effective service on a daily basis and participate in community involvement and attend to community engagements as required. Collect and collate monthly Primary Health Care data and discuss at staff meetings.

ENQUIRIES : Ms N Peton, tel. no. (028) 212-1070
APPLICATIONS FOR ATTENTION : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
: Ms A Brits
CLOSING DATE : 24 November 2017

POST 45/107 : **ASSISTANT DIRECTOR: FINANCE DATA ANALYST**
Chief Directorate: Infrastructure and Technical Management

SALARY : R334 545 per annum
CENTRE : Head Office, Cape Town – Norton Rose House

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree (e.g. IT, Mathematics, Accounting or other subject with numerical orientation). Experience: Appropriate relevant experience in public finance and/or built environment will be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of SharePoint/or similar system and/or knowledge of SQL Server Integrated Services (SSIS). A proven ability to analyse information and an above average computer literacy. Note: No payment of any kind is required when applying for this post. A full job description is available upon request.

DUTIES : (key result areas/outputs): Business and system analysis. Database development and maintenance (with focus on SQL Server). Software development and maintenance (with focus on SharePoint). Quality control, client liaison and user support. Financial templates creation, management and control.

ENQUIRIES : Ms Y Louw, tel. no. (021) 483-0867

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 24 November 2017

POST 45/108 : **HOUSEHOLD AID**
Chief Directorate: General Specialist and Emergency Services

SALARY : R90 234 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Crèche environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and 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. Ability to adhere to safety standards and cleaning practices. Ability to perform routine tasks within a Crèche environment. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Maintain a high standard of cleanliness, hygienic and safe environment for the children and personnel. Effective and efficient utilisation and storage of cleaning material and equipment. Provide acceptable baby, toddler and child psycho-social and physical care. Assist with the dishing and serving of meals and beverages to children. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Render a support service to supervisor.

ENQUIRIES : Ms GP Storm, tel. no. (021) 860-2844

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7646

FOR ATTENTION : Mr RM Petersen

CLOSING DATE : 01 December 2017

DEPARTMENT OF THE PREMIER

CLOSING DATE : 23 November 2017 @ 16:00

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OTHER POSTS

POST 45/109 : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES, REF NO. DOTP 2017-89**

SALARY : R334 545 per annum (Salary level 9)

CENTRE : Department of the Premier, Western Cape Government

<u>REQUIREMENTS</u>	:	3-year tertiary qualification (or equivalent) in Labour Relations/ Human Resource Management/ Law with a minimum of 3 years relevant experience as a Labour Relations Officer; A valid Code B driver's licence. Recommendations: None. Competencies: Extensive knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Act, Public Service Regulations, Employment Equity Act; Mentoring and coaching practices; Staff performance management system; Disciplinary and grievance procedures; Human Resource Management; Labour Relations Act as well as other relevant labour relations prescripts; Good communication (written and verbal), networking, facilitation, negotiation, influencing and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, motivation, research and analytical skills; Conceptual, interpretive and formulation skills; Listening and interviewing skills.
<u>DUTIES</u>	:	Function as Manager/supervisor will entail the following: Supervision; Unit operational planning; Participate in strategic planning; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/process; Training and development; Monitor and control expenditure of budget; Brief and assist Counsel in Review matters; Perform the following functions and manage the units who perform the following: Handle and supervise misconduct matters; Handle and supervise grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct, disputes and grievance matters; Handle and supervise disputes.
<u>ENQUIRIES</u>	:	Ms R Patel at (021) 483 5118
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 45/110</u>	:	<u>LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTE AND GRIEVANCE, REF NO. DOTP 2017-88</u>
<u>SALARY</u>	:	R281 418 per annum (Salary Level 8).
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year tertiary qualification (or equivalent) in Labour Relations/ Human Resource Management/ Law with a minimum of 1-year relevant experience; A valid Code B driver's licence. Recommendations: None. Competencies: Knowledge in the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act and, Public Service Regulations; Labour Relations Act as well as other relevant labour relations prescripts; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Planning and organising skills; Conflict resolution skills; Monitoring, evaluation and reporting skills.
<u>DUTIES</u>	:	Handle misconduct matters; Handle grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct and grievance matters; Manage disputes; Render a support service and represent the employer in dispute matters.
<u>ENQUIRIES</u>	:	Ms I Sinclair at (021) 483 3520/ Mr P Samuel at (021) 483 4646
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 45/111</u>	:	<u>GROUNDSMAN, GEORGE: REF NO. DOTP 2017-76</u>
<u>SALARY</u>	:	R90 234 per annum (Salary level 2)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Must be able to read and write. Recommendations: Maintenance of workshops and cleaning of vacant land, maintenance of large gardens. Competencies: Communication skills in at least two of the official languages of the Western Cape; Planning and organising skills; Ability to work in a team under tight timelines; Ability to work irregular hours as required; Ability to work under pressure and within specific time-frames
<u>DUTIES</u>	:	Site cleaning and clearing of overgrowth weed; Maintenance and cleaning of vacant areas on the property at Die Bult; Re-arranging of desks and furniture in

- the training rooms; Light maintenance tasks that are essential to keep the building and grounds in peak condition.
- ENQUIRIES APPLICATIONS** : Mr S Coetzer at (044) 873 5191 or 082 331 0723
 : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. If you want to hand deliver the application, please use the following address: Attention: Chantal Ross, WATER SOLUTIONS (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, WATER SOLUTIONS (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499.
- NOTE** : Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE NOTE** : 23 November 2017 @ 16:00
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OTHER POSTS

- POST 45/112** : **ENGINEERING TECHNICIAN PRODUCTION (3 POSITIONS AVAILABLE), REF NO. TPW 2017-92 HH**

- SALARY CENTRE REQUIREMENTS** : R274 440 – R 420 690 per annum (OSD as prescribed)
 : Department of Transport and Public Works, Western Cape Government
 : National Diploma (as recognised by SAQA) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; Completion of candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid driver's licence (Code B). Recommendations: Further post graduate studies in the field. 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** : Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.

- ENQUIRIES APPLICATIONS** : Ms Melanie K Hofmeyr at (021) 483 5713
 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

- POST 45/113** : **ENGINEERING TECHNICIAN PRODUCTION, PAARL (2 POSITIONS AVAILABLE), REF NO. TPW 2017-227**

- SALARY CENTRE** : R274 440 – R 420 690 per annum (OSD as prescribed)
 : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : National Diploma (as recognised by SAQA) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; Completion of candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid driver's licence (Code B). Recommendations: Experience in road maintenance, construction and general Civil Engineering works. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; 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); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills; Strategic capability and leadership skills; Sound Engineering and professional judgement. Technical report writing skills; Proven competencies in Human Resources Management and Development, Industrial Relations and Acquisition Management.
- DUTIES** : Assist with the planning, maintenance and construction of the Provincial Proclaimed Road network within the relevant areas; Work with other institutions with regard to road use and road transport planning, construction and maintenance; Assist with investigation to ensure practical implementation of proposed land development next to proclaimed roads; Assist in economic evaluation of road proclamation proposals; Assist with the environmental management of transport projects; Assist with the development of relevant policies and standard planning needs; Compilation of tenders and contract administration. Oversee staff and perform generic administrative functions, inclusive of Human Resources Management, Industrial Relations and Acquisition Management.
- ENQUIRIES** : Mr Cecil Harman at (021) 863 2020
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 45/114** : **ADMINISTRATION OFFICER: ROAD RIGHTS, REF NO. TPW 2017-204**
- SALARY** : R281 418 per annum (Salary level 8)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : A 3-year National Diploma with a minimum of 1-year relevant experience; A valid code B driver's licence. Recommendations: Execution of duties through applicable statutes; Experience in research methods. Competencies: Knowledge of the following: Roads Ordinance No 19 of 1976; Deeds Registries Act, 1937 (Act No 47 of 1937); Surveyor-general investigations; Deeds Office investigations; Self-assured; Innovative thinker; Team work orientated; Receptive for proposals and ideas; Excellent communication (verbal and written) skills in at least two of the three official languages; Conflict resolution and customer liaison skills; Analysing of plans/map; Excellent report writing skills; Proven computer literacy; Problem solving and decision making skills.
- DUTIES** : Close, proclaim and de-proclaim provincially owned roads in terms of the legally prescribed procedures; Divert and define the boundaries of and alter the widths and classifications of provincially owned roads in terms of the legally prescribed procedures; Compile submissions for consideration by Management and the Minister; Maintain registers and update data fields; Officiate as leader of public meetings and inspections; Conduct advanced investigation in the archives of the Deeds Office of the Surveyor General; Supervise, evaluate and train staff.
- ENQUIRIES** : Mr PJ Pienaar at (021) 483 2105
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 45/115** : **INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (METRO), REF NO. TPW 2017-199**
- SALARY** : R281 418 per annum (Salary level 8)
- CENTRE** : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	A 3-year National Diploma with a minimum of 1 year relevant administrative experience; A valid code B (08) driving licence and willingness to travel regularly away from the office. Recommendations: Appropriate Road Traffic legislation experience; Relevant NaTIS experience; Experience in the analysis and processing of financial information. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape; Planning, organising and research skills.
<u>DUTIES</u>	:	Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.
<u>ENQUIRIES</u>	:	Mr ES Lotriet at (021) 483 8526
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 45/116</u>	:	<u>ADMINISTRATIVE OFFICER: NATIS CLIENT SERVICES, REF NO. TPW 2017-197</u>
<u>SALARY</u>	:	R226 611 per annum (Salary level 7)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 3 years relevant experience. Recommendations: Relevant NaTIS experience; Analysis and processing of financial information; Citizen Service Orientation; A valid Code B (08) driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act1 of 1999); Experience in rendering direct services to the public; Proven computer literacy (Ms Office and MS Outlook) Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape; Problem-solving & decision-making skills.
<u>DUTIES</u>	:	Verification and capturing of centralised NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle licensing enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Process applications for Special Licence Numbers; Process applications for write-off of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and de-registration certificate authorisations i.r.o motor vehicles and the issuing of information to other Government Departments.
<u>ENQUIRIES</u>	:	Mr BD Ellie at (021) 483-2828
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 45/117</u>	:	<u>ADMINISTRATIVE CLERK: SPATIAL PLANNING, REF NO. TPW 2017-190</u>
<u>SALARY</u>	:	R152 862 per annum (Salary level 5)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent qualification). Recommendations: None. Competencies: A good understanding of the following: Systems (Filing System and Land Use Database); Application of relevant legislation; Proven computer literacy (Windows, MS Word, Excel, Outlook); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Record keeping skills; Problem solving skills; Basic numeracy skills.

DUTIES

: Provide office administration; Formulate comment into letter format; Typing of letters; Administer applications; Maintain and administer the Land Use Database; Handle telephone enquiries.

ENQUIRIES

: Ms G Swanepoel at (021) 483 4669

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs