

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 22 January 2018 @ 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 49/164** : **ASSISTANT DIRECTOR: PROJECT ADMINISTRATION, REF NO. AGR 2017-73**

- SALARY** : R334 545 per annum (Salary level 9)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification with a minimum of 3 years' experience in Project Administration; A valid code B driver's licence. Recommendations: Experience of the Comprehensive Agricultural Support Programme (CASP) Reporting System. Competencies: Understanding of DORA framework for conditional grants; Knowledge of the following: Project Management principles; Project planning, Management and coordination; Audit principles; Good understanding of land reform programme and extension projects services offered; AIMS relating to the smart pen system; Proven computer literacy in MS Word, Excel and PowerPoint; Statistical analysis skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Sound organisational and leadership abilities.

- DUTIES** : Manage the following: Project and processes of the application/registration process; Record keeping of all projects within the programme; Submission of potential projects to screening committee for consideration; Monitoring and evaluation of projects within the programme; Submit reports relating to all projects, including quarterly and annual reports; Compilation of project submissions and the management of project implementation; Oversee relevant project evaluation within the monitoring and evaluation framework; Facilitate relevant training as well as support to projects; General office administration; Oversee the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant CPACs in the delivery and implementation of projects; Provide secretarial services to the Departmental Project Allocation Committee; Oversee the Project Office.

- ENQUIRIES** : Mr M Sebopetsa at (021) 808 5103

- POST 49/165** : **ASSISTANT DIRECTOR: INTERNAL CONTROL - FRAUD MANAGEMENT AND ASSURANCE SERVICES, REF NO. AGR 2017-75**

- SALARY** : R334 545 per annum (Salary level 9)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma in Financial Management/Accounting/Auditing/Forensics/Financial Information Systems with a minimum of 3 years' relevant experience in an internal/external audit or financial compliance within an internal control environment or conducting forensic investigations; A valid Code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Public Finance Management Act; Treasury Regulations; Provincial Ant-Corruption Strategy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Analytical thinking and strategic thinking skills; Budgeting skills; Monitoring evaluation and reporting skills; Ability to analyse, conceptualise and implement policy.

**DUTIES** : Compiling, coordinating, monitoring and maintaining the Fraud Prevention Policy and Plan in consultation with the Provincial Forensic Services (compile, coordinate and monitor progress with respect to the Fraud Prevention Policy and Plan); Provide support with the management of fraud prevention in the department (conduct investigations and render support to the Provincial Forensic Services in respect to investigations); Evaluate the effectiveness of financial and non-financial prescripts (assurance services); Conduct investigations into irregular expenditure, fruitless and wasteful expenditure and draft investigation reports; Managed capacity building initiatives in collaboration with the Provincial Forensic Services; Manage responses for the Department in respect to the Provincial Forensic Services and Standing Committee on Public Accounts; Perform managerial and supervisory tasks.

**ENQUIRIES** : Mr W van Zyl at (021) 808 7632

**POST 49/166** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING – REVENUE AND EXPENDITURE CONTROL, REF NO. AGR 2017-76**

**SALARY** : R281 418 per annum (Salary level 8)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification with a minimum of 3 years' experience in a financial environment; A valid Code B driving licence. Recommendations: Strong financial background specifically in the finance administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of relevant legislation and policies; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning and organising skills

**DUTIES** : Assist in the facilitation, co-ordination, compilation and control of the Medium Term Expenditure Framework (MTEF); Assist in the facilitation and implementation of the original and adjustment budget processes; Responsible for the accurate SCOA toning, the use of codes, distribution and updating of the segment codes; Maintain the detail reports on a monthly basis; Completion of monthly projections and IYM Report; Monitor Transfer payments on the Transfer Payment System; Perform managerial and administrative functions; Monitoring and review reports.

**ENQUIRIES** : Ms M Passenz at (021) 808 5050  
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**POST 49/167** : **LECTURER: OENOLOGY, REF NO. AGR 2017-78**

**SALARY** : R281 418 per annum (Salary level 8)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : A 4-year Degree in Oenology with a minimum of 3 years' experience in Education and Training. Recommendations: A valid code B drivers licence; Wine-making experience. Competencies: Proven knowledge of wine-making practices; Proven computer literacy in MS Office; Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills, High levels of assertiveness and professionalism.

**DUTIES** : To provide training, i.e. prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.

**ENQUIRIES** : Mr L Conradie at (021) 808 7701

#### **DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

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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 49/168** : **ASSISTANT DIRECTOR: EPWP PROJECT OFFICE, REF NO. CS 2017-30**
- SALARY** : R334 545 per annum (Salary level 9)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification with a minimum of 3 years' experience in a supervisory capacity. A valid driver's licence. Recommendations: Experience in job creation projects; Database development and management. Competencies: Knowledge of the budgeting process in compliance with the Public Finance Management Act (PFMA); Theoretical and practical knowledge of youth development; Project Management skills; Excellent administration skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Planning and organising skills; Report writing skills.
- DUTIES** : Coordinate the implementation of projects; Coordinate and liaise with stakeholders and within the broader community such as community based organisations, NGO's and businesses; Responsible for the daily coordination of employment contract agreements, time-sheets of beneficiaries and payments; Document handling; Database development and management; Coordination of reporting; Supervision of staff.
- ENQUIRIES** : Mr D Sauls at (021) 483 4291
- POST 49/169** : **SENIOR ACCOUNTING CLERK: FINANCE, REF NO. CS 2017-32**
- SALARY** : R152 862 per annum (Salary level 5)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate). Recommendations: A valid driver's licence; Financial background specifically in the Public Sector Finance. Competencies: Understanding of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, etc.); Basic Accounting System; PERSAL System; Communication (written and verbal) skills in two of three official languages of the Western Cape.
- DUTIES** : Payments and handling of payments queries; Capturing of payments; Safekeeping of documents; Follow up on payment queries; Request reports; Maintaining a manual payment register.
- ENQUIRIES** : Ms Maria Vos at (021) 483 3469

#### DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
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#### OTHER POST

- POST 49/170** : **ASSISTANT DIRECTOR: MUSEUM SCIENTIFIC SERVICE, REF NO. CAS 2017-44**
- SALARY** : R334 545 per annum (Salary Level 9)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification with a minimum of 3 years' experience in a research environment or museum research/exhibitions. Recommendations: A valid Code B driver's licence; Post graduate degree in

history, sociology, political science or anthropology; Publication/s on journals. Competencies: Knowledge of the following: History of South Africa; Relevant legislation/ Policies/ prescripts and procedures; Project planning and management, including financial management; People Management processes. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and make sound judgement; Problem Solving and Analysis.

**DUTIES** : Conceptual development of research and exhibitions projects; Management of exhibition development processes; Quality control in museum based collections audits; Liaison with museum managers and other stakeholders; Responsible for Human Resource Management; Responsible for development and management of budget.

**ENQUIRIES** : Mr M Dlamuka at (021) 483 5959

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

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#### **OTHER POST**

**POST 49/171** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT, REF NO. DEDAT 2017-22**

**SALARY** : R334 545 per annum (Salary level 9)

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : BComm Accounting Degree with majors in Financial Accounting and Auditing/ BTech Internal Auditing with a minimum of 3 years supervisory experience in an auditing/ accounting environment. Recommendations: B-Comm Honors in Financial Accounting and Auditing. Competencies: Knowledge of the following: National Treasury Regulations and Provincial Treasury instructions; Auditing and accounting standards; Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual); Risk Management Systems; Report writing skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Basic numeracy skills; Ability to operate office equipment; Aptitude of figures; Interpersonal relations.

**DUTIES** : Assist in the preparation and execution of the annual operational plan of the unit; Continuously monitor and provide support to staff during the execution of the plan; provide guidance to staff on audits/inspections conducted by staff; provide management with comprehensive reports on the work performed within the unit; Assist in the development of internal control policies and the implementation of internal control systems/ measures to strengthen the control environment; Provide the necessary support to internal and external assurance providers; Conduct special investigations for the Department; Develop and implement systems for the auditing and safeguarding of payments; provide training on internal control policies and procedures.

**ENQUIRIES** : Ms B Mott at (021) 483 9088

## 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.  
**ERRATUM:** Kindly note that the following post which was advertised in DPSA Public Circular No 48 dated 01 December 2017, the correct post title should read :Administration Clerk Support (Fees Department: Patient Administration (In & Out-Patients) (5/8<sup>th</sup> post) and also note that the salary has been amended from R152 862 per annum to R95 538 per annum.

### OTHER POSTS

**POST 49/172** : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED PSYCHIATRY)**

**SALARY** : R499 953 (PN-B3) 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in in Advanced Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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 1-year post-basic qualification as mentioned above. 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 skills including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing and in the specialty relevant to the advertised post. Note: No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the relevant 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. Shortlisted candidate may be expected to undergo a practical computer test.

**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** : 22 December 2017

**POST 49/173** : **SYSTEM DEVELOPMENT ANALYST (2 YEARS CONTRACT)**  
Directorate: Management Accounting

**SALARY** : R334 545 per annum including 37% in lieu of service benefits.  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year qualification in IT, Mathematics, Accounting or other subject with numerical orientation.

|                             |   |   |
|-----------------------------|---|---|
|                             |   | Experience: Appropriate relevant experience. Inherent requirements of the job: Full spectrum of systems development skills. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Acquaintance of Software development using Visual Studio.Net. Understanding BI development using SQL Server. Knowledge of Public Sector Finance Systems. Ability to analyse information. Computer literacy (MS Excel; T-SQL and Visual Studio.Net). Note: No payment of any kind is required when applying for this post.  |
| <b><u>DUTIES</u></b>        | : | Co-ordinate Business and System Analysis. Design database development and maintenance (with focus on SQL Server). Software development and maintenance (with focus on Visual Studio .Net). Quality control, client liaison and user support.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr L van Aardt, Tel. No. (021) 483-5780   |
| <b><u>APPLICATIONS</u></b>  | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a>  |
| <b><u>CLOSING DATE</u></b>  | : | 22 December 2017  |
| <b><u>POST 49/174</u></b>   | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT))</u></b><br>Chief Directorate: General Specialist and Emergency Services   |
| <b><u>SALARY</u></b>        | : | Grade 1: R 226 083 (PN-A2) per annum,<br>Grade 2: R 278 052 (PN-A3) per annum,<br>Grade 3: R 340 431 (PN-A4) per annum  |
| <b><u>CENTRE</u></b>        | : | Mowbray Maternity Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse for 2017/2018. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Experience in the provision of HIV/AIDS services. Ability to think strategically and analytically, as well as skills in the preparation of reports. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to analyse Health System Information. Computer literacy (i.e. MS Word, PowerPoint and Excel). Note: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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)" |
| <b><u>DUTIES</u></b>        | : | Introduce a PMTCT "improvement package" at Antenatal clinic. Implement the use of revised obstetric tools that integrate HIV care, as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Clinical record-keeping, data collection and information flow of PMTCT activities. Policy implementation and quality improvement initiatives in general antenatal care, as well as in labour wards. Provide health education to pregnant mothers in their care. Supervise and support of lower categories of staff.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms KE Moore, Tel. No. (021) 659-5550  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms R Hattingsh  |
| <b><u>CLOSING DATE</u></b>  | : | 22 December 2017  |
| <b><u>POST 49/175</u></b>   | : | <b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b><br>West Coast District   |
| <b><u>SALARY</u></b>        | : | R152 862 per annum  |
| <b><u>CENTRE</u></b>        | : | Vredendal Central Clinic, Matzikama Sub-district  |

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): A working knowledge of current computer software systems utilised by the Department of Health as well as computer literacy (MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems, (i.e. Health Information Systems and Sinjani). Training skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Responsible for data management, i.e. daily collection and collation of data. Capturing of data and creation of pivot tables. Completion of weekly reports. Office administration with regards to filing process, telephone and letters. Assist with data management quality monitoring.

**ENQUIRIES** : Ms E Retief, Tel. No. (027) 213-1004

**APPLICATIONS** : The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms M Tangayi

**CLOSING DATE** : 29 December 2017

**POST 49/176** : **ADMINISTRATION CLERK: SUPPORT**  
West Coast District

**SALARY** : R152 862 per annum

**CENTRE** : ID Hospital Based at West Coast TB Centre

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate administrative experience within a Hospital environment. Competencies (knowledge/skills): Computer literacy (MS Excel and Word). Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Provide clerical and receptionist function e.g. receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management and Supply Chain Management. Perform patient related administration tasks on Clinicom, Sinjani, Tier.net as well as other systems and information management e.g. folder management and data capturing. Render general support service to nursing head with regards to staff administration.

**ENQUIRIES** : Ms. M Sedeman, tel. no. (022) 487-3294

**APPLICATIONS** : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

**FOR ATTENTION** : Mr E Sass

**CLOSING DATE** : 29 December 2017

**POST 49/177** : **ADMINISTRATION CLERK: HUMAN RESOURCES**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R152 862 per annum

**CENTRE** : Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents and qualifications. Responsible for capturing transactions on PERSAL, auditing of personnel and leave records. Handle all personnel enquiries, correspondence (written and verbal) and filing of personnel data, policies, regulations and circulars. Maintain registers, (i.e. PILIR, RWOOE, Appointment and Service Terminations). Assist with the recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human

Resource and Personnel matters and effective support service to Supervisor (i.e. relief duties and attending meetings).

**ENQUIRIES** : Mr T Twalo, Tel. No. (021) 370-1246

**APPLICATIONS** : The Chief Executive Officer: Lentegeur Hospital, Highlands Drive, Lentegeur, Mitchell's Plain, 7785.

**FOR ATTENTION** : Mr T Twalo, tel. no. (021) 370-1246

**CLOSING DATE** : 29 December 2017

**POST 49/178** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Central Karoo District

**SALARY** : R152 862 per annum

**CENTRE** : Central Karoo District office (Stationed at Beaufort West Hospital)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Competent in MS Word and Excel. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions. Knowledge of LOGIS (Logistical Information System) and IPS (integrated Procurement System) would be advantageous. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Perform general LOGIS system functions. Obtain quotations for goods/services via the Integrated Procurement System (IPS) and do close outs on IPS. Place orders with companies. Regular follow-up on outstanding orders. Ensure audit compliance. Assist with administration, regarding Contracts Management. File source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments. Display the core values of the Department of Health, Western Cape Government.

**ENQUIRIES** : Ms E Abbott tel. no. (023) 414-8200

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 29 December 2017

**POST 49/179** : **DRIVER (LIGHT DUTY VEHICLE)**  
Eden District

**SALARY** : R90 234 per annum

**CENTRE** : Oudtshoorn Primary Health Care

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate driving experience in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Ability to work overtime as per operational needs and perform standby duties (after hours, weekends and public holidays). Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility and to work independently. Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in the Eden District Region. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Load and transport goods (i.e. stock/supplies, specimens, linen and goods) within the Sub-district. Effective delivery and collection of all blood products/specimens. Assist the Transport Officer in conducting routine maintenance inspections of vehicles and timeously report defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy.

**ENQUIRIES** : Mr M Everts, tel. no. (044) 203-7200

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 29 December 2017



**POST 49/180** : **FOOD SERVICES AID**  
Eden District

**SALARY** : R90 234 per annum  
**CENTRE** : Uniondale Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a food service unit. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Assist in receipt, store of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to elementary control measures and standard operating procedures, as well as Health and Safety prescripts. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

**ENQUIRIES** : Ms A Du Preez, tel. no. (044) 752-1068  
**APPLICATIONS** : The Director: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 29 December 2017

**DEPARTMENT OF LOCAL GOVERNMENT**

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**CLOSING DATE** : 22 January 2018 @ 16:00

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**MANAGEMENT ECHELON**

**POST 49/181** : **DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING, REF NO. LG 2017-31**

**SALARY** : All-inclusive salary package of R948 174 – R1 116 918 per annum (Salary level 13)

**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Appropriate qualification as recognised by SAQA on NQF 7; 5 years managerial experience. Recommendations: Post graduate qualification in Public Administration. Competencies: Knowledge of Municipal policies, legislation, guidelines, standards, procedures and best practices; Knowledge of Public Service procedures; Excellent interpretation of legislation skills; Excellent Organising and Coordinating skills; and Interpersonal skills.

**DUTIES** : Provide coordinated support to strengthen the capacity of Municipalities in the Western Cape; Provide support to Municipalities in the Western Cape with the implementation and compliance of Municipal Property Rates Act 6 of 2006; Provide municipal training initiatives to Municipalities in the Western Cape; Strategic Management; Human Resource Management; and Financial Management.

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

## OTHER POSTS

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| <b><u>POST 49/182</u></b>  | : | <b><u>DEPUTY DIRECTOR: INTERNAL CONTROL, REF NO. LG 2017-26</u></b>  |
| <b><u>SALARY</u></b>       | : | All-inclusive salary package of R657 558 per annum (Salary level 11)   |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary qualification with a minimum of 3 years' management experience of which 5 years' relevant experience must be in an Internal Control and Governance environment. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.                           |
| <b><u>DUTIES</u></b>       | : | Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render internal control review of line function processes; Verify and validate performance information, Render assurance services; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCMM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Ms B Sewall-Singh at (021) 483 0606  |
| <b><u>POST 49/183</u></b>  | : | <b><u>ADMINISTRATIVE CLERK: INTEGRATED DEVELOPMENT PLANNING, REF NO. LG 2017-24</u></b>  |
| <b><u>SALARY</u></b>       | : | R152 862 per annum (Salary level 5).   |
| <b><u>CENTRE</u></b>       | : | Department of Local Government, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 1-year relevant experience; A valid driver's licence. Competencies: Understanding of legislation and policy frameworks applicable to local government in terms of the Constitution; Municipal Systems Act; Municipal Structures; Knowledge of the functioning of local government; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages. Ability to work independently and as part of a team.   |
| <b><u>DUTIES</u></b>       | : | Provide administrative support to integrated development planning with regards to: Maintaining the directorate's filing system, including safekeeping of reports, databases and strategic planning documents; Arranging meetings, travel arrangements and documentation in support of the directorate; Assist with staff related issues in compliance with human resource management; Provide administrative support to IDP support actions to municipalities on integrated development planning with regards to: Assist the directorate in the gathering, assessment and management of integrated development planning information as part of IDP support programme; Assist in hands-on IDP support actions in municipal areas; Assist in actions to support the monitoring of IDP processes and IDP implementation, in co-operation with national, provincial and local government and relevant stakeholders.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Nene at (021) 483 0634  |

## DEPARTMENT OF THE PREMIER

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 22 January 2018 @ 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 49/184** : **BUSINESS ANALYST: EDUCATION, CULTURE AFFAIRS AND SPORT (2 POSITIONS AVAILABLE FOR A 24 MONTH CONTRACT PERIOD), REF NO. DOTP 2017-100**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R657 558 per annum (Salary Level 11)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification in IT; A minimum of 6 years' experience in Business Analysis including Business Case Development of which 3 years' must be management experience; A valid driver's licence. Recommendations: Demonstrated experience in the ECD SDLC (Systems Development Life Cycle) Model; Experience in the following: Enterprise Content Management; Records Management; Project Management; User Experience (UX). Competencies: Knowledge of the following: Enterprise Content Management; Business process re-engineering; Understand use of Waterfall Vs Agile approach within WCG ECM environment; Proven computer literacy in all versions of MS Office and process mapping tools including Bizagi and Visio, Open Text Content Server (10 and 10.5) and Web based task management systems; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Innovation and Research skills; Ability to work under pressure; Ability to train; Facilitation and negotiation skills; Innovation and research.

**DUTIES** : Project Management will involve the following: Manage ECM project activities across all phases, including initiation, planning, execution, monitoring, control and closure; Evaluate project deliverables, assumptions, constraints and dependencies; Manage business needs will entertain the following: Primary interface between the business users and vendor teams; Analyse and document business processes (identifying risks, process inefficiencies and suggesting opportunities for automation); Conduct business analysis: Obtain needed information from stakeholders to form requirements; Capture information provided in elicitation sessions; Solution assessment and validation will entertain the following: Assesses the organisational readiness for the new solution; Liaise with external technology experts; Enterprise Content Management will entertain the following: Analyse organisational structure and align to business process requirements; Evaluate workspace taxonomies and user permission structures.

**ENQUIRIES** : Mr G Mohamed at (021) 483 9710

**POST 49/185** : **PROJECT MANAGER: ECONOMIC GOVERNANCE AND ADMINISTRATION, REF NO. DOTP 2017-94**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Salary Level 9)  
: Department of the Premier, Western Cape Government  
: A 3-year tertiary qualification with a minimum of 3 years' experience in Information Technology Project Management. Recommendations: None. Competencies: Knowledge of the following: HR matters; Finance; Programming; Infrastructure planning and design; Contract Management; National and International IT policies and trends; Verbal exchange of highly specialised information requiring difficult explanation as well as tact and diplomacy; Financial Management skills; technical analysis and reporting skills; Planning and coordination skills; Managerial skills.

**DUTIES** : Plans, organise and control activities of project leaders, system analysis, developers and network technologists in the development and implementation

of computer-based systems; Design and implementation of network infrastructure technologies and projects; Plans, organise and control the activities of project leaders, systems analysts, developers and network technologists in the development, customisation and implementation of outsourced information technology projects; Design, customisation and implementation of outsourced infrastructure projects; Assign personnel to projects and co-ordinate work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepare staffing and hardware/software budgets; Contract Management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Give input on policy matters regarding information technology; Project Management qualification and experience; Experience in compiling Financial, Management reports and Business Plans.

**ENQUIRIES** :

Ms E De Bruyn at (021) 483 3816

**POST 49/186** :

**NETWORK TECHNOLOGIST, REF NO. DOTP 2017-95**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R334 545 per annum (Salary Level 9)  
Department of the Premier, Western Cape Government  
An appropriate 3-year tertiary qualification in Information Technology with a minimum of 3 years' experience in the ICT field; A valid Code B driving 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; Working knowledge of Hyper-V and VM ware. Thorough knowledge and experience of installing windows server 2012. 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 L Benting at (021) 483 8941

**POST 49/187** :

**OFFICE MANAGER: EXECUTIVE SUPPORT BRANCH, REF NO. DOTP 2017-98**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R334 545 per annum (Salary Level 9)  
Department of the Premier, Western Cape Government  
An appropriate 3-year B-Degree qualification with a minimum of 3 years' experience in Office Management and Co-ordination in a Senior Management environment. Recommendations: An appropriate higher qualification; Appropriate management experience in rendering executive support and co-ordination functions; Proven experience in Office Management and Technology applications; Ability to draft complex documentation and manage various office activities. Proven experience in stakeholder relations management. Competencies: In-depth knowledge and understanding of relevant legislation/ policies/ prescripts and procedures; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent interpersonal relations; Managerial skills; Financial Management skills; Programme and Project Management skills; Proven strategic presentation skills, and high level strategic planning, analytical and research competencies.

**DUTIES** :

Collate and co-ordinate Branch level performance management information (QPR process); Collate strategic department-wide inputs on behalf of the Branch in relation to Annual Performance Plans, Strategic Plans and Annual Reports, as well as Branch input(s) into the department's responses; Provide Secretarial Services during Branch Strategic Planning Engagements, in conjunction with the Departmental Strategy Directorate in the Branch; Manage strategic engagements; Render line administrative co-ordination services.

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|                            |   | Develop and maintain systems that will contribute towards improving efficiency in the office; Execute research, analyse information and compile documents; Provide support with regard to meetings; Co-ordinate Branch responses to Human Resource functions in the department; Manage assets in the Office of the DDG; Determine budget needs of the office, and manage budget and expenditure in the Office of the DDG; Stay up to date with regard to applicable prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Executive. Write/compose strategic reports and submissions on behalf of the Branch Head. Conduct research on various strategic matters to enrich the quality of Branch products and outputs.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Grootboom at (021) 483 642  |
| <b><u>POST 49/188</u></b>  | : | <b><u>CHIEF ORGANISATION DEVELOPMENT PRACTITIONER: PROCESS DESIGN AND IMPROVEMENT, REF NO. DOTP 2017-101</u></b>   |
| <b><u>SALARY</u></b>       | : | R334 545 per annum (Salary Level 9)  |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate 3-year tertiary qualification in Behavioural Sciences (preferably Industrial Psychology), Management Services or Public with a minimum of 4 years' experience in Organisation Development; Business Process Mapping, Redesign and Improvement Certificate; A valid driver's licence. Recommendations: Project Management; Business Process Modeling Notation (BPMN). Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Organisation development theory, practice and techniques; Project Management; Intergovernmental relations; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.     |
| <b><u>DUTIES</u></b>       | : | Design and develop OD intervention methodologies and instruments; Negotiate and supervise the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and "project contract" with the client; Execute and supervise (quality assurance) organisation diagnostic interventions to understand clients current functioning and to identify areas for further development/interventions; Execute and supervise the design and planning of appropriate OD interventions based on the organisational diagnosis; Execute and implement, advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques and supervise (quality control) such interventions; Document and report on OD interventions and assure the quality of outputs; Provide input into the directorate's Information Management System and database; Function as a Project Team Leader. |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Africa at (021) 466 9552  |
| <b><u>POST 49/189</u></b>  | : | <b><u>ANALYST DEVELOPER: EDUCATION/CULTURAL AFFAIRS AND SPORT, REF NO. DOTP 2017-106</u></b>   |
| <b><u>SALARY</u></b>       | : | R334 545 per annum (Salary level 9)  |
| <b><u>CENTRE</u></b>       | : | Department of the Premier, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | 3-year National Diploma with a minimum of 3 years' experience in system development and design. Recommendations: Web development experience; Experience in Software Development – Oracle PL/SQL, Oracle forms and reports; Java Script experience; System analysis and design experience. Competencies: Knowledge of the following: Education related systems; HR and Finance related systems; Online booking systems; Technical standards and procedures; Project Management; Conflict Management; National and International IT policies and trends; Organisational standards and policies; Full spectrum of systems developmental skills; Communication skills in two of the three official languages of the Western Cape; Verbal exchange of highly technical information requiring difficult explanation; Planning and organising skills.   |
| <b><u>DUTIES</u></b>       | : | Systems analysis will entail the following: Develop functional and technical specifications to meet the business needs of clients; Systems analysis for new and existing systems; Constructs programs including coding, testing and debugging; Research; Software development will entail the following: Construct and implement application programs; Designs programs from   |

program specifications; Constructs programs including coding, testing and debugging; Quality control will entail the following: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk throughs; Prepares system documentation including training manuals; Liaison with the client.

**ENQUIRIES** :

Mr S Theys at (021) 467 2892

**POST 49/190** :

**PERSONAL ASSISTANT: PROCESS DESIGN AND IMPROVEMENT, REF NO. DOTP 2017-102**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R226 611 per annum (Salary level 7)  
Department of the Premier, Western Cape Government  
Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. A valid driver's licence. Recommendations: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

**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** :

Mr S Africa at (021) 466 9552

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** :

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

**CLOSING DATE** :

22 January 2018 @ 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 49/191** :

**SOCIAL WORK SUPERVISOR: WITZENBERG SERVICE DELIVERY TEAMS, REF NO. DSD 2017-98**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R341 322 per annum (OSD as prescribed)  
Department of Social Development, Western Cape Government  
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. Recommendations: Valid Code B driving licence. Competencies: Knowledge of the following: human behaviour and social systems; Ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and problem-solving capacities, prevent and alleviate distress and use resources effectively; Ability to compile complex reports; Skill to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Good leadership; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Organising skills.

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| <b><u>DUTIES</u></b>       | : | To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr H Braaf at (023) 315 6855/5018   |
| <b><u>POST 49/192</u></b>  | : | <b><u>SOCIAL WORK SUPERVISOR: DE NOVO, PROFESSIONAL SERVICES, REF NO. DSD 2017-100</u></b>  |
| <b><u>SALARY</u></b>       | : | R341 322 per annum (OSD as prescribed)  |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | 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. Recommendations: Experience in substance abuse; Valid Code B driving licence. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to compile complex reports. |
| <b><u>DUTIES</u></b>       | : | To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant substance abuse treatment programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms L Goosen at (021) 202 9251   |
| <b><u>POST 49/193</u></b>  | : | <b><u>SOCIAL WORK SUPERVISOR, REGIONAL OFFICE WEST COAST, REF NO. DSD 2017-105</u></b>  |
| <b><u>SALARY</u></b>       | : | R341 322 per annum (OSD as prescribed)  |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: Experience in substance abuse; Valid Code B driving licence. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behavior 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** : Ms C Nell at (027) 213 2096

**POST 49/194** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM: KRAAIFONTEIN, REF NO. DSD 2017-113**

**SALARY** : R341 322 per annum (OSD as prescribed)  
**CENTRE** : Department of 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. Recommendations: Valid Code B driving licence. 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** : Ms M Harris at (021) 812 0921

**POST 49/195** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM: EERSTE RIVER, REF NO. DSD 2017-114**

**SALARY** : R341 322 per annum (OSD as prescribed)  
**CENTRE** : Department of 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. Recommendations: Valid Code B driving licence. 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



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|                            |   | supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.   |
| <b><u>DUTIES</u></b>       | : | 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.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Harris at (021) 812 0921   |
| <b><u>POST 49/196</u></b>  | : | <b><u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM: LANGA AND DELFT, REF NO. DSD 2017-115</u></b>  |
| <b><u>SALARY</u></b>       | : | R341 322 per annum (OSD as prescribed)  |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | 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. Recommendations: Valid Code B driving licence. 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. |
| <b><u>DUTIES</u></b>       | : | 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.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Abrahams at (021) 483 7672   |
| <b><u>POST 49/197</u></b>  | : | <b><u>PROFESSIONAL NURSE (SPECIALITY NURSING) - REF NO. DSD 2017-104</u></b>  |
| <b><u>SALARY</u></b>       | : | Grade 1: R 340 341 - R 394 665 per annum;<br>Grade 2: R 418 701- R 514 962 per annum (OSD as prescribed)  |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government   |
| <b><u>REQUIREMENTS</u></b> | : | <b>Grade 1:</b> Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms; Registration with SANC as a Professional Nurse; Primary Health Care and Psychiatric Nursing; A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms; Registration with the SANC as Professional Nurse; A minimum of 14 years   |

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|                            |   | appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality.. Recommendations: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.  |
| <b><u>DUTIES</u></b>       | : | Providing quality health and nursing care to clients; Purpose developmental assessment of children; Render an efficient support service to children in facilities; Ensure a healthy and safe working environment' Perform administrative duties; Ensure the correct utilization of all resources; Facilitation of Preventative and Development Programmes.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr E Buys at (021) 986 9100  |
| <b><u>POST 49/198</u></b>  | : | <b><u>EDUCATION MANAGER, VREDELUS EDUCATION, REF NO. DSD 2017-111</u></b>  |
| <b><u>SALARY</u></b>       | : | R334 545 per annum (Salary level 09)   |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | 3-year National Diploma (or equivalent qualification) with a minimum of 3 years' management experience within Social Development facility based education or within an ELSÉN school, Trading (foundations phase/intermediate phase) and/or ELSÉN school; Registered with South African Association of Educators (SACE). Recommendations: Teaching academic as well as practical subjects, as well as presenting extra-mural activities and/or sports coaching; Teaching of practical vocational training subject; Working with behaviourally challenging youth. Competencies: Sound organising and planning; Conflict resolution; Numeracy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office package; Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behavior while exhibiting the necessary self-control. |
| <b><u>DUTIES</u></b>       | : | Oversee and management of Educational and Development Programmes for learners with special educational needs (ELSEN); Preparing and provision of Educational and Development Programmes for learners with special educational needs (ELSEN); Management and implementation of assessment and evaluation: baseline assessment of newly admitted learners' academic levels; Evaluate learners' achievement of learning outcomes; Compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the departmental budget through the utilization of all financial and physical resources to ensure sound financial control; Manage and oversee the planning and administration: annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners, recordkeeping of learners; work and achievements in learner portfolios; Effective Human Resource Management.                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Bening at (021) 931 0234  |
| <b><u>POST 49/199</u></b>  | : | <b><u>SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION, REF NO. DSD 2017-99</u></b>  |
| <b><u>SALARY</u></b>       | : | Grade 1: R323 178 – R362 106 per annum (OSD)<br>Grade 2: R384 165 – R516 279 per annum (OSD)   |
| <b><u>CENTRE</u></b>       | : | Department of Social Development, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: None. Competencies: Knowledge of the following: Advanced knowledge in the field of child care and protection; knowledge of current legislation, international instruments, policies and procedures impacting on the child care and protection field; knowledge of the policies of the government of the day;   |

knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Ability to develop, analyze, conceptualize and implement policies; Analytical thinking; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation skills; Project Management skills; Problem solving skills; Research; Strategic thinking; Strong conceptual and formulation skills; Leadership and organizing skills; team building and strong interpersonal skills; Report writing skills; Excellent communication skills (written and verbal).

**DUTIES** : Develop, implement and maintain social work policies; Keep up to date with new developments in the social work field; Monitor and study the social services legal and policy framework continuously; Research and development; Perform the administrative functions required in the unit.

**ENQUIRIES** : Ms N Nabela at (021) 483 4016

**POST 49/200** : **SOCIAL WORK POLICY DEVELOPER: SERVICE TO FAMILIES, REF NO. DSD 2017-110 (2 POSITIONS AVAILABLE)**

**SALARY** : Grade 1: R 323 178 – R 362 106 per annum (OSD)

Grade 2: R 384 165 – R 516 279 per annum (OSD)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: Experience with regards to services to families and the development of relevant programmes. Competencies: Knowledge of the following: Child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Develop, implement and maintain social work policies aimed ensuring and contributing towards services to families; Develop services to families programmes to ensure the effective and efficient implementation of the relevant policies guiding service to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to families programmes; Perform the administrative functions required in the Unit.

**ENQUIRIES** : Mr T Kwakwini at (021) 483 4115

**POST 49/201** : **OCCUPATIONAL THERAPIST, GEORGE (OUTENIEKWA SECURE CARE CENTRE) - REF NO. DSD 2017-97**

**SALARY** : Grade 1: R 281 148 - R 321 462 per annum,

Grade 2: R 331 179 - R 378 687,

Grade 3: R 390 123 - R 473 445 (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualifies employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not

required to perform Community Service, as required in South Africa. **Grade 3:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Recommendations: None. Competencies: Knowledge of the following: Experience in working within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Facilitate OT training interventions for other staff members; Communicate in two of the official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Supervise and facilitate training of students and other staff members.

**DUTIES** : Optimal outcomes-based treatment of youth residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal OT health care to youth residents in secure care centre, as well as keeping a professional team of social service professionals informed about OT services rendered; Rendering and effectively support service.

**ENQUIRIES** : Mr B Nicholas at (044) 803 7500

**POST 49/202** : **EDUCATION OFFICER: AET 1-4, BONNYTOUN CHILD AND YOUTH CARE CENTRE, REF NO. DSD 2017-107**

**SALARY** : R226 611 per annum (Salary level 7)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 4-year qualification in Education; A minimum of 1-year experience as an Educationalist/ Educator. Recommendations: Experience in the following: Teaching Foundation Phase/ Intermediate Phase; Teaching academic as well as practical subjects, as well as presenting extra-mural activities and/or sports coaching; Teaching learners with special educational needs; Working with behaviourally challenging youth. Competencies: Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behaviour while exhibiting the necessary self-control; Interpret and apply relevant policies and procedures; People resource planning; Facilitation skills; Presentation skills; Influencing; Communication and interpersonal relations skills; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

**ENQUIRIES** : Mr H Arendse at (021) 986 9100

**POST 49/203** : **STAFF NURSE, VREDELUS - REF NO. DSD 2017-112**

**SALARY** : Grade 1: R150 819 - R169 737 per annum  
 Grade 2: R180 075 - R 202 674 per annum  
 Grade 3: R 213 108 - R 262 092 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable

- experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Recommendations: A valid driving licence. Competencies: Skills in the following: Organising and planning; Conflict resolution; Numeracy; Communication (written and verbal) in at least two of the official languages of the Western Cape; Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behavior while exhibiting the necessary self-control.
- DUTIES** : Development and implementation of Basic Patient Care Plan with the emphasis of: Maintenance of resident's hygiene; Sustaining the nutritional status of residents; Facilitate and assist the mobility, family training and health education; Provide basic clinical nursing care in relation to: The measuring, interpretation and recording of vital signs; Operating of all relevant apparatus/equipment; Assisting professional nurse with clinical procedures; Effectively utilization of all resources including the ordering of stock and equipment, the reporting of losses and damages; Maintain professional growth/ethical standards as well as self-development through the code of conduct, as required in the Public Service by the professional body.
- ENQUIRIES** : Mr M Benting at (021) 931 0234
- POST 49/204** : **CHILD AND YOUTH CARE TEAM LEADER, GRADE 1, DE NOVO, KRAAIFONTEIN - REF NO. DSD 2017-101**
- SALARY CENTRE REQUIREMENTS** : R138 378 - R 155 748 per annum (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: Senior Certificate or equivalent qualification with a minimum of 7 years' appropriate experience in child and youth care work after obtaining the required qualification. Recommendations: None. Competencies: Good understanding of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Ability to intervene and resolve conflict; Ability to work with children in conflict with the law; Experience in residential care.
- DUTIES** : Serve as a team leader for child and youth care workers during a shift; Oversee the following: The admission and related activities of children and youth to the care facility; Access of children/youth to medical services; The implementation of planned activities, developmental and therapeutic programmes; Basic life space work; Undertake inspections during a shift and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required by the job; Assist with the care of children as the need arises.
- ENQUIRIES** : Ms M Jonkerman at (021) 826 5972

#### DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 22 January 2018 @ 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 49/205** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT INTEGRATION, REF NO. TPW 2017-228**
- SALARY CENTRE REQUIREMENTS** : All inclusive salary package of R657 558 per annum (Level 11)  
: Department of Transport and Public Works, Western Cape Government  
: 3-year National Diploma with a minimum of 3 years' management experience. Recommendations: A valid driver's licence (code 8). Competencies: Working knowledge of the following: Information and Knowledge Management;

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|                            |   | Enterprise Content Management; records Management; Change Management; Strategic planning skills; Presentation skills; Project Management; Problem solving and analysis; Monitoring and Evaluation skills; 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; Stakeholder relations; Advanced computer literacy skills; Planning and organisation skills.  |
| <b><u>DUTIES</u></b>       | : | Manage information (data, knowledge, wisdom) by applying tools and technology; Informed decision making in government operations; Collect, store and disseminate records of the department; Produce reports; Enhance service delivery; Support transparency; Support integration and collaboration across departments and government spheres; Drive effective Change Management to increase adoption and usage of initiatives to achieve required business outcomes; Manage the human and financial resources; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Barbier at (021) 483 4070   |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>  |
| <b><u>POST 49/206</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ELECTRICAL, REF NO TPW 2017-209</u></b>  |
| <b><u>SALARY</u></b>       | : | R417 552 per annum (Level 10)  |
| <b><u>CENTRE</u></b>       | : | Department of Transport and Public Works, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | A 3-year National Diploma (T/N/S stream); or NTC 3 and appropriately completed apprenticeship or successful passing of an official trade test with appropriate experience in the building industry; or Registration as an Engineering Technician; A minimum of 6 years' appropriate experience; A valid Code B driver's licence and willingness to travel regularly as required. Recommendations: Wireman's licence (3 phase/ installation). Competencies: Knowledge of the following: Project Management, Personnel Management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, Relevant legislation, Public Service Act, Regulations and the PFMA; Analytical, problem solving, interpersonal and organisational skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, Project and PowerPoint). |
| <b><u>DUTIES</u></b>       | : | Undertake inspections of buildings; Compilation of reports; Prepare the budget, estimates of cost maintenance projects; Prepare tender documentation and specification; Supervise and exercise quality control on projects.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr R Schreuder at (021) 483 8510   |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>  |
| <b><u>POST 49/207</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT, WEST COAST, REF NO. 2017-223</u></b>   |
| <b><u>SALARY</u></b>       | : | R334 545 per annum (Salary level 9)  |
| <b><u>CENTRE</u></b>       | : | Department of Transport and Public Works, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary qualification with a minimum of 3 years' experience; A valid Code B driving licence. Recommendations: Experience in traffic working environment or related field. Competencies: Knowledge in the following: Road safety practices and principles; Applicable policies and procedures; Background in working with communities and educational facilities; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, Excel and Outlook); Managerial and administrative skills; Ability to work under pressure and meet deadlines.  |
| <b><u>DUTIES</u></b>       | : | Compile business/operational plans; Co-ordinate and oversee the provision of education/training to educators and learners; Manage and conduct awareness interventions; Implement projects to support Human Capital and Social Capital; Co-ordinate Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes; Conduct general administration duties pertaining to operational matters in the district as well as monitoring and evaluation of subordinates.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Al-Ameen Kafaar at (021) 483 6000   |

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 49/208** : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT - OVERBERG DISTRICT, REF NO. TPW 2017-225**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Salary level 9)  
 : Department of Transport and Public Works, Western Cape Government  
 : An appropriate 3-year tertiary qualification with a minimum of 3 years' experience; A valid Code B driving licence. Recommendations: Experience in traffic working environment or related field. Competencies: Knowledge in the following: Road safety practices and principles; Applicable policies and procedures; Background in working with communities and educational facilities; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, Excel and Outlook); Managerial and administrative skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Compile business/operational plans; Co-ordinate and oversee the provision of education/training to educators and learners; Manage and conduct awareness interventions; Implement projects to support Human Capital and Social Capital; Co-ordinate Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes Conduct general administration duties pertaining to operational matters in the district as well as monitoring and evaluation of subordinates.
- ENQUIRIES APPLICATIONS** : Mr Al-Ameen Kafaar at (021) 483 6000  
 : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 49/209** : **CONSTRUCTION SAFETY OFFICER: TECHNICAL SERVICES (2 POSITIONS AVAILABLE), REF NO. TPW 2017-214**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Salary level 7)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 Senior Certificate (or equivalent) with a minimum of 3 years' experience in the built environment; A valid code B driver's licence. Recommendations: None. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, MS Project).
- DUTIES** : Managing of contract administration support; Managing health and safety plans for maintenance and construction projects; Ensure that all contractors executing construction works on maintenance projects are in accordance with approved H & S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety File; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act.
- ENQUIRIES APPLICATIONS** : Mr R Monare at (021) 483 5310  
 : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 49/210** : **PERSONAL ASSISTANT: TRAFFIC TRAINING AND DEVELOPMENT, REF NO. TPW 2017-217**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Salary level 7)  
 : Department of Transport and Public Works, Western Cape Government  
 : Grade 12 Certificate (or equivalent) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' appropriate experience in office

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|                            |   | administration. Recommendations: A valid driver's licence. 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 typing and report writing skills; Must have good communication skills (verbal and writing) and the ability to communicate well with people at different level.   |
| <b><u>DUTIES</u></b>       | : | Provides a secretarial/ receptionist support service to the Senior Manager; 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, Management of the Senior Manager's diary, appointments, meeting coordination within the office and liaison with clients; Procurement, provisioning administration inclusive of travel claims, subsistence and expenditure control. Schedule appointments for the Director; Provide logistical support with regards to travel/ accommodation arrangements for meetings/ workshops/ conference and other functions, Receive visitors, handle enquiries and liaise with clients and other stakeholders. Manage mail, faxes, and other documents. Draft and type correspondences and other documents. Take minutes during meetings and compile reports; Maintain effective filing and document tracking systems (electronically and manually). Record keeping, Maintaining confidentiality. |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Lakey at (021) 483 2213   |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>  |
| <b><u>POST 49/211</u></b>  | : | <b><u>ROAD SAFETY OFFICER: ROAD SAFETY MANAGEMENT, TPW 2017-222</u></b>  |
| <b><u>SALARY</u></b>       | : | R226 611 per annum (Salary level 7)  |
| <b><u>CENTRE</u></b>       | : | Department of Transport and Public Works, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate) with a minimum of 3 years' experience; A valid driver's licence. Recommendations: Experience in a traffic working environment or related field. Competencies: Knowledge in the following: Applicable government policies and procedures; Working knowledge of working with communities and educational facilities; 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; proven computer literacy (MS Word, Microsoft Excel, Microsoft Outlook); Facilitation skills.  |
| <b><u>DUTIES</u></b>       | : | Execute and promote road safety education and awareness campaigns; Implement education and awareness interventions; Ensure that the directorate meets its operational goals; Conduct road safety needs analysis; provide education/ training to educators and learners.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Letselebe at (021) 483 6986   |
| <b><u>APPLICATIONS</u></b> | : | Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>  |
| <b><u>POST 49/212</u></b>  | : | <b><u>ADMINISTRATION CLERK: TECHNICAL SUPPORT SERVICES (2 POSITIONS AVAILABLE), REF NO. TPW 2017-218</u></b>   |
| <b><u>SALARY</u></b>       | : | R152 862 per annum (Salary level 5)  |
| <b><u>CENTRE</u></b>       | : | Department of Transport and Public Works, Western Cape Government  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 1-year administrative experience; Experience in working with the following systems: BIZ Projects; E-works; BAS; ECM; and Supplier Invoice Tracking System (SITS); Experience in contract cleaning. Competencies: Good understanding of administration support services and relevant systems; Good 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; Computer literacy (MS Word, MS Excel, MS Outlook); Ability to manage multi-disciplinary teams; Self-motivated.  |
| <b><u>DUTIES</u></b>       | : | Procure services for cleaning environment; Provide administrative support relating to supply chain; prepare documentation and issue letters; Undertake regular inspections in and outside buildings; Monitor waste areas; Report on losses and breakages; Safekeeping of equipment in stores; Process of   |



payments; Complete payments and keep record of payments; Assist with site meetings.

**ENQUIRIES** : Ms C Jacobs at (021) 483 8921 / Mr L Zuma at (021) 483 5785

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 49/213** : **ADMINISTRATION CLERK; LAND TRANSPORT INTEGRATION AND OVERSIGHT, REF NO. TPW 2017-261**

**SALARY** : R152 862 per annum (Salary level 5)

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

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 2 years' administrative support experience. Competencies: A good understanding of the following: Office administration procedures; Application of legislation and policies; Operation and maintenance of office machines and other equipment; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES** : Provide support with regards to projects; General administration including procurement of goods and services; Document Management; Assistance and support with regards to meetings and logistics; Project administration.

**ENQUIRIES** : Mr J Robb at (044) 801 9493

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 49/214** : **ROAD WORK SUPERVISOR, REF NO. TPW 2017-210**

**SALARY** : R127 851 per annum (Salary level 4)

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

**REQUIREMENTS** : Grade 9 (ABET Level 4); A minimum of 2 years' relevant experience; A valid Code EC1/ EC drivers licence with a professional drivers permit (PDP). Recommendations: Good understanding and experience in building, maintenance and repair of roads, as well as supervise a team of workers; Experience in the following: operating of more than one large construction machine, supervise over a team of workers, civil construction activities; Credits or a Qualification in in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level 1 and higher. Competencies: Good understanding of the following: Civil construction activities, construction machines, bitumen products, concrete products, applicable legal aspects, safety measures and standards, as well as road safety measures; 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; Conflict and diversity management; Ability to work independently and part of a team.

**DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Discipline subordinates and apply proper labour relations.

**ENQUIRIES** : Mr D Plaatjies at (044) 272 2992

**APPLICATIONS** : 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** : To apply, you must submit a 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993.

**POST 49/215** : **SUPERVISOR: TECHNICAL SUPPORT SERVICES, REF NO. TPW 2017-219**

**SALARY** : R127 851 per annum (Salary level 4)

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

**REQUIREMENTS** : Grade 10 (Junior Certificate or equivalent qualification) with a minimum of 3 years' experience in a cleaning environment. Recommendations: None. Competencies: 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; Computer literacy (MS Word, MS Excel, MS Outlook); Ability to manage multi-disciplinary teams; Self-motivated; Good understanding of administrative services and relevant systems.

**DUTIES** : Supervise and ensure discipline amongst staff; Co-ordinate the recycling and waste control area; Undertake regular inspections in and around building; Ordering of material and stock; Issuing of equipment and protective clothing; Report on losses and breakages; Handle all administrative functions related to the post; Supervise all human resource aspects (Leave, Permis, etc); Attend to helpdesk enquiries.

**ENQUIRIES** : Ms C Jacobs at (021) 483 8921 / Mr L Zuma at (021) 483 5785

**APPLICATIONS** : 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** : To apply, you must submit a 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered