

- Management Act (PFMA). Computer literacy; Communication (verbal and written) skills Interpersonal skills.
- DUTIES** : To render effective and efficient office management support to the Directorate as a whole. Ensure that goods and services needed are procured timeously and within the prescribed procedure. Provide general oversight with regard to the maintenance of the filing of confidential submissions and general correspondence. Take part in the monitoring of the budget by ensuring that proper records of all expenditure are kept. Process orders and payments for expenses related to meetings venues, catering, etc. Coordinate all HIV/AIDS related matters
- ENQUIRIES** : Ms. M Van der Berg, Tel: 018 -3883035
- POST 01/152** : **HARDWARE TECHNICIAN REFERENCE NWOOP/18/01/15**
- SALARY CENTRE REQUIREMENTS** : R281 418.00 per.annum. (Level 8)
: Brits / Rustenburg
: Bachelor's degree in Information Technology and/ or equivalent qualifications (NQF level and credits). 2 - 4 years' experience in a medium to large enterprise of which 1 year must be at a supervisory level. Microsoft, Novell, Linux and CompTia qualifications and experience in wireless networks will serve as an added advantage. A valid driver's license. Knowledge and understanding of government policies, rescripts and ICT priorities, willingness to travel and work irregular hours. Good communication, customer relations and people management skills. Understanding of the Desktop and Network support fields.
- DUTIES** : Provide PC and network support on the Local Area Network and Wide Area Networks (+70 sites). Configure, test and install Windows PCs, printers, routers, switches and other computing and network peripherals/equipment. Install and configure official software on users' PCs and laptops. Advise users on technologies, hardware and software. Configure mobile devices for network resources such as e-mail, file sharing, etc. Work hand-in-hand with Departmental Information Technology Units to ensure standardization. Support implementation of new computer and network projects and new hardware installations. On a daily basis, monitor and maintain the regional network. Respond within agreed time limits to call-outs. Work closely with the Customer Care Centre and the Infrastructure Directorate to resolve problems, incidents and requests. Report monthly and mentor interns.
- ENQUIRIES** : Mr. T. Leseayne, Tel: 018 - 3884161
- POST 01/153** : **COMMUNICATION OFFICER: MEDIA RELATIONS REFERENCE NWOOP/18/01/16**
- SALARY CENTRE REQUIREMENTS** : R281 418.00 per.a.nnum (Level 8)
: Mahikeng
: Bachelor's degree in Communication/ Journalism and/ or equivalent qualification (NQF level and credits). 2 – 4 years' experience in the media and communication environment of which 1 year must be at a supervisory level. Knowledge and understanding of Government Communication policies, procedures and programmes. Understanding of the Code of good conduct for government communicators. Good verbal and written communication skills. Computer Literate and a valid driver's license.
- DUTIES** : Job Purpose: The production of media related material and media liaison management support services. The compilation and implementation of Media and Communication plans. Draft content for media alerts, advisories, statements, advertisements and advertorials. Provide support in the coordination of media engagement sessions such as press conferences and networking sessions. Write articles for government newspaper. Compiling daily media monitoring and evaluation reports. Provide social media administration support.
- ENQUIRIES** : Ms B. Mohlakoana, Tel: 018 - 388 3705

ANNEXURE M

PROVINCIAL ADMINISTRATION: WESTERN CAPE

DEPARTMENT OF AGRICULTURE

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.

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/154 : **SENIOR LECTURER: VITICULTURE AND OENOLOGY, REF NO. AGR 2017-79**

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 4 year BSc Degree in Agriculture or 4-year Degree in Education; A minimum of 6 years' appropriate experience in an agricultural scientific environment of which 3 years must be lecturing experience; A valid (code B) drivers licence. Recommendations: Successfully completed training as an assessor and moderator; Specialization in Viticulture and Oenology. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training, presentation and facilitation skills; Good communication skills (write, read and speak) in at least two of the official languages of the Western Cape.

DUTIES : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions.

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

ENQUIRIES : Ms R Wentzel at (021) 808 5019/8

POST 01/155 : **OFFICE MANAGER: FINANCE, REF NO. AGR 2017-80**

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification with a minimum of 3 years' experience in rendering executive support functions to top management, A valid code B drivers licence. Recommendations: None. Competencies: Draft complex documentation; Computer literacy; Interpersonal relations; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the top manager; Provide support to the top manager with regard to meetings; Manager resources of the office of the top manager; Perform administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

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

ENQUIRIES : Ms A Speelman at (021) 808 5006

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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. Numeric
31 January 2018 at 16:00

CLOSING DATE

:

OTHER POSTS

POST 01/156

:

ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE CONTROL, REF NO. CAS 2017-47

SALARY

:

R 334 545 per annum (Salary level 9).

CENTRE

:

Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS

:

A 3-year tertiary qualification with a minimum of 3 years' experience in Management Accounting. Recommendations: Experience in the following: Cash Flow Management; Analytical reviews, Compilation and completion of appropriation statement and adjustment estimates. Competencies: Knowledge of the following: Cash Flow Management; Appropriation Statement and Adjustments Estimate process; BAS; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Skills in Microsoft Office, with an emphasis on Excel (Pivot tables), Supervisory skills.

DUTIES

:

Control of revenue and expenditure against appropriated funds, compilation of monthly analytical reports to management; Compilation of the monthly IYM report to Provincial Treasury and National Departments in terms of conditional grants; Co-ordinate, plan, compile and load the adjustments budget; Compilation of the Appropriation Statement for the AFS; Provide training and guidance regarding revenue and expenditure to all levels of management; Supervise personnel.

APPLICATIONS

:

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

ENQUIRIES

:

Mr L Ntamo at (021) 483 9552

POST 01/157

:

SENIOR STATE ACCOUNTANT: INTERNAL CONTROL, REF NO. CAS 2017-46

SALARY

:

R 281 418 per annum (Salary level 8).

CENTRE

:

Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS

:

3-year Tertiary qualification in Finance/ Internal Audit, with a minimum of 1 year experience in a financial environment. Recommendations: A valid code 8 (EB) driver's licence. Competencies: Knowledge of the following: Relevant legislation and policies; Budgeting processes; Financial norms and standards; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; Monitoring, evaluation and reporting skills; Leadership and research skills.

DUTIES

:

Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of internal audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management and Ethics Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.

APPLICATIONS

:

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

ENQUIRIES

:

Mr D Esau at (021) 483 9633

DEPARTMENT OF COMMUNITY SAFETY

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.

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/158 : **ADMINISTRATIVE OFFICER: POLICY MONITORING, REF NO. CS 2017-33**

SALARY : R 226 611 per annum (Salary level 7).
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : A Senior Certificate (Grade 12) with 3 years' experience in an administrative support capacity and working knowledge of police station environment with specific reference to the Domestic Violence Act; A valid drivers' licence; Be prepared to travel, when required. Recommendations: A 3-year tertiary qualification in Policing or Public Management; Experience in working with data bases and working with the public, Proven experience in dealing with SAPS service delivery complaints and implementation of the Domestic Violence Act at police station level and in report writing. Competencies: Conduct oversight audits through monitoring tools such as NMT, DVA, PMT and EPP; Participate in the execution of special projects as determined by CSPS; Rendering support in ensuring the effective functioning of the DVA Compliance Forum; Render support in ensuring the effective functioning of the IPID Consultative Forum; Execution of functions to gather information and capture complaints on the PCC data base; Communication with complainants on complaints registered; Use of the PCC database management programme in order to generate reports; Execution of all ad hoc tasks assigned.

DUTIES : Conduct oversight audits through monitoring tools such as NMT, DVA, PMT and EPP; Participate in the execution of special projects as determined by CSPS; Rendering support in ensuring the effective functioning of the DVA Compliance Forum; Render support in ensuring the effective functioning of the IPID Consultative Forum; Execution of functions to gather information and capture complaints on the PCC data base; Communication with complainants on complaints registered; Use of the PCC database management programme in order to generate reports; Execution of all ad hoc tasks assigned.

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

ENQUIRIES : Mr W Bezuidenhout at (021) 483 8890

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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. Numeric

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/159 : **CHIEF TOWN AND REGIONAL PLANNER: DEVELOPMENT INTELLIGENCE MANAGEMENT AND RESEARCH, REF NO. EADP 2017-39**

SALARY : R 805 806 per annum (As prescribed by OSD).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : 4-year tertiary qualification or post-graduate degree in Urban/Town/City and Regional planning with 6 years' post qualification experience in town and regional planning or spatial planning and land use management or development planning, Registration with SACPLAN as professional planner on appointment; A valid code B driver's licence. Recommendations: Experience in the following: applied

research and analytical skills, government and/ or transversal and inter-disciplinary environment. Competencies: Knowledge of the following: Ability to perform related research and development, including applied knowledge in M&E; Spatial planning and land use management systems, principles and best practice; Application of research methods and approaches, innovation and creativity capabilities; Ability to think and operate strategically and lead staff and diverse teams of professionals, service providers and stakeholders, displaying excellent written and oral communication skills.

DUTIES : Support the director with the provision of Development Planning Intelligence Management, Policy Coordination and Research Services; Support and assist the directorate with project management services in implementing departmental and transversal projects, programmes and processes; Lead with the development and implementation of, advocacy and monitoring of the Development Planning Intelligence Management Framework and Research Agenda; Representing the Directorate: Development Planning Intelligence Management and Research in relevant forums; Support the Chief Directorate: Development Planning Intelligence Management and Research with the provision of development Facilitation services, development management services and spatial planning and Land Use Management advisory and support services as and when required; Support the Director: Development Planning Intelligence Management and Research with strategic and operational management and administrative tasks as required.

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

ENQUIRIES : Mr AP Barnes at (021) 483 4093

POST 01/160 : **ENVIRONMENTAL OFFICER PRODUCTION: AIR QUALITY REGULATORY SERVICES, REF NO. EADP 2017-40**

SALARY : Grade A: R 240 015 per annum;
Grade B: R 282 726 per annum;
Grade C: R 331 533 per annum, (Employees qualify for grade progression upon compliance with grade progression requirements as prescribed by OSD).

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : A relevant National Diploma in Environmental Management/ Natural or Physical Sciences field; a valid code B driver's licence. Recommendations: Working knowledge/ experience in the following: Environmental Pollution/ Air Quality Management; Air quality monitoring/ management planning; Implementation of air quality/ environmental pollution related projects; Environmental legislation/ policy; Compliance monitoring and enforcement. Competencies: Training and/or experience in contributing to air quality/pollution management; Training and/or experience in the implementation of specific projects related to pollution management, specifically air quality management; Training and/or experience in compliance monitoring and enforcement as it related to air quality/environmental pollution management; Provide assistance with administrative and related functions.

DUTIES : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/environmental pollution/environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/environmental pollution management; Provide assistance with administrative and related functions.

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

ENQUIRIES : Dr J Leaner at (021) 483 2888

DEPARTMENT OF LOCAL GOVERNMENT

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.

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/161 : **ADMINISTRATIVE OFFICER: PLOICY AND STRATEGY SUPPORT, REF NO. LG 2017-29**

SALARY : R 226 611 per annum (Salary Level 7).
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate B-Degree with a minimum of 2 years' administrative experience. Recommendations: None. Competencies: Knowledge of the following: Duty of an administrator within the directorate; Project management; Understanding the constitution, planning cycle and reporting processes applicable to government; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent report writing skills.

DUTIES : Perform general administrative duties; Support with the maintenance of the Knowledge Management System in the directorate; Support with the dissemination of Departmental Strategic publications and documentation; Responsible for performance information evidence; Support with logistical arrangements for all strategic engagements; Liaise with both internal and external stakeholders for example (i.e. ensuring that procurement processes are adhered to according to the specifications provided for the services rendered).

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

ENQUIRIES : Ms B Molale at (021) 483 2312

POST 01/162 : **COMMUNITY DEVELOPMENT WORKER, REF NO. LG 2017-28 (3 POSITIONS AVAILABLE)**

SALARY : R 183 558 (Salary level 6).
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) with a minimum of 3 years' experience in community development. Recommendations: Community Development Learnership Certificate; Unendorsed driver's licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge and understanding of needs and challenges of communities in the Western Cape; Excellent communication skills (verbal and written); Good verbal and written communication skills in English; Computer literacy in MS Office, Internet, MS Outlook as well as PowerPoint.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the provincial manager.

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

ENQUIRIES : Mr M Bell at (021) 483 3039

POST 01/163 : **REGISTRY CLERK AND DRIVER: REGISTRY SERVICES, REF NO. LG 2017-30**

SALARY : R 152 862 per annum (Salary Level 5)

| | | |
|-----------------------------------|---|---|
| <u>CENTRE REQUIREMENTS</u> | : | Department of Local Government, Western Cape Government |
| | : | Grade 12 Senior Certificate or equivalent qualification. Recommendations: A minimum of 1 year relevant working experience; Registry/ Records Management course; A valid driver's licence Competencies: A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); J-track system; Public Services Act, Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing data base and filing system; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. |
| <u>DUTIES</u> | : | Administration of historical records; Transport services for Record Management and registry; Assist to conduct audits, inspection and review. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mr L Naphakade at (021) 483 2187 |

DEPARTMENT OF THE PREMIER

OTHER POSTS

| | | |
|-----------------------------------|---|---|
| <u>POST 01/164</u> | : | <u>COMMUNICATION STRATEGIST (1-YEAR CONTRACT) (DOTP 2018-01)</u> |
| <u>SALARY</u> | : | All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs. |
| <u>CENTRE REQUIREMENTS</u> | : | Department of the Premier, Western Cape Government |
| | : | The ideal candidate will have a minimum of 6 years middle/ senior managerial experience; and will be in the possession of an Honours Level Degree (NQF Level 8 as recognised by SAQA). Recommendations: Experience within a public relations and communication strategy environment will be advantageous. Qualifications in the fields of Corporate Communication and Communication Sciences will be beneficial to any candidate applying for this position. Competencies: Knowledge: Advanced knowledge of strategy development, strategy management and communication strategy processes. Knowledge of standard and advance communication systems. Knowledge of innovation and transformation. Knowledge of Constitutional, legal and institutional arrangements. Knowledge of provincial policy development processes. Knowledge of strategic and project management. Knowledge on the latest trends in the communication industry. Knowledge of financial norms and standards (PFMA, NTR, Provincial Treasury Directives and Instructions. Budgeting processes. National and Provincial instruments and legislation pertaining to people management. Skills: Ability to analyse, conceptualise and implement policy. Budgeting skills. Communication skills. Computer literacy skills. Critical thinking, innovation and problem solving skills. Excellent networking and network formation skills. Excellent strategic thinking and superlative verbal and written communication skills. Leadership skills with specific reference to the ability to display thought leadership in complex situations. Management accounting skills. Monitoring, evaluation and reporting. Numeracy and accuracy. Policy development. Presentation skills. Problem solving. Project management and planning skills. Research skills. Strong inter-personal and relationship management skills. |
| <u>DUTIES</u> | : | Research and Communication Strategy Research into communication industry trends, platforms, campaign features, public participation and other modalities such as community engagement and client relationship management, and how these can be translated into a strategy and model that prioritises the needs of the Western Cape Government. Analysis and Evaluation of the Western Cape Government client domain (citizens and other stakeholders) as recipients of the Western Cape Government communications message, as well as incorporating the strategy and model into the Western Cape Government organisational landscape. 2. Compilation of a Communication Strategy Develop a comprehensive transversal WCG strategy that incorporates innovative communication modelling which informs the WCG on medium and long term strategic visioning for |

communications. Provision of key pointers emanating from the transversal strategy and model to inform optimal functioning of the organisation, which would flow into optimal delivery of a communications service in the Western Cape Government. 3. Advice on strategy and strategic implementation. Identification of key sector/ industry specific skills, competencies and professional requirements to implement a strategy and model. Development and appropriate implementation model to support the strategy. Provision of key pointers which will ensure optimal delivery of broad-range communication strategies and plans, community engagement programmes, plans, message management processes, brand strategies and public participation strategies in the WCG. Provide appropriate recommendations to support the implementation of the transversal strategy and model. 4. Leadership Manage members of various levels, who are participants in different project teams, both directly and indirectly in order to achieve the project outcomes. Financial management, and good financial and corporate governance related to projects assigned to the position.

- ENQUIRIES** : Mr AF Joemat (021) 483 6708
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.
- CLOSING DATE** : 15 January 2018 at 16:00
- POST 01/165** : **STATE LAW ADVISER: LEGISLATION, REF NO. DOTP 2017-108**
- SALARY** : LP 7: R 684 423 per annum or
LP 8: R 806 205 per annum (prescribed by OSD)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification experience. Recommendations: Proven experience in legislative drafting; General knowledge of parliamentary processes; Computer literacy. Competencies: Legal writing and legislative drafting skills; Good working knowledge of legislation and case law relating to Constitutional and Administrative Law, Interpretation of Statutes and other areas of the South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape; Well-developed research and legal writing skills; Innovative problem-solving skills and analytical skills; Organising and planning skills.
- DUTIES** : Formulate, draft and edit provincial legislation and other legislative instruments in accordance with accepted legislative drafting practices; Prepare comments on draft national legislation that impacts on provinces; Attend consultations with departmental officials; Provide legal advice and legal opinions to the Premier, Provincial Ministers, Heads of Department and departmental officials; Scrutinise, draft and edit legal correspondence; Attend and advise client departments at parliamentary committee hearings on draft legislation.
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- ENQUIRIES** : Ms A Vosloo at (021) 483 4353
- POST 01/166** : **ANALYST DEVELOPER: HEALTH, SOCIAL DEVELOPMENT AND REGIONAL SERVICES, REF NO. DOTP 2017-105 (4 X THREE-YEAR CONTRACT POSITIONS)**

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma with a minimum of 3 years' experience in systems development and analysis. Recommendations: None. Competencies: Knowledge of the following: HR matters; Finance; Information technology systems; Technical standards/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.

DUTIES : Supervise work of contractors; 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 L Benting at (021) 483 8941
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.

CLOSING DATE : 31 January 2018 at 16:00

POST 01/167 : **FORENSIC CONSULTANT: FORENSIC CONSULTANT CLUSTER B, REF NO. DOTP 2017-110**

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification in Commerce/ Law/ Forensics/ Auditing with a minimum of 3 years' relevant experience; A valid driver's licence. Recommendations: Certified Fraud Examiner professional designation. Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysing and Interviewing skills and ability to take statements during investigations; Communication (written and verbal) skills; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports.

DUTIES : Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders. Systems for data enhancement and strategic integration.

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

CLOSING DATE : 31 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.

- ENQUIRIES** : Mr R Janse van Rensburg at (021) 483 0901
- POST 01/168** : **ASSISTANT DIRECTOR: PEOPLE ANALYTICS, REF NO. DOTP 2017-77**
- SALARY** : R 334 545 per annum (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A completed 3 - year Degree majoring in Industrial Psychology/Human Resource Management or Statistics; A minimum of 3 years' relevant experience. Recommendations: Post graduate degree in Industrial Psychology; Experience in Strategic Human Resource Management and / or Big Data Management and reporting; Strong innovation ability and information systems knowledge. Competencies: Knowledge of People Management (HR) policies and rules within a strategic context; Knowledge of big data management and system standardisation; Excellent Analytical and Reasoning skills; Advanced knowledge of Evaluations / Assessment tools, systems and processes; Skills in project management (coordination and persuasion).
- DUTIES** : Responsible for conducting evaluations and assessments of people management practices, projects and programmes; Ensure that People Management Analytics Frameworks are implemented; Responsible for research and drafting of trend analysis reports; global people management research; Liaison with executives from client departments as well as with people management specialists; Responsible for monitoring people management compliance and improvement strategies; Facilitate the development of people management systems for data enhancement and strategic integration.
- ENQUIRIES** : Mr V Titus at (021) 483 4923
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- 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.
- CLOSING DATE** : 31 January 2018 at 16:00
- POST 01/169** : **PERSONAL ASSISTANT: EMPLOYEE RELATIONS, REF NO. DOTP 2017-112**
- SALARY** : R 226 611 per annum (Salary level 7).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 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. Recommendations: A valid driver's licence and a willingness to travel. Competencies: Knowledge of the following: Public service Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.
- DUTIES** : Provides a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms R Patel at (021) 483 5118

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- 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.
- CLOSING DATE** : 31 January 2018 at 16:00

DEPARTMENT OF SOCIAL DEVELOPMENT

- 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
- CLOSING DATE** : 31 January 2018 at 16:00

OTHER POSTS

- POST 01/170** : **SOCIAL WORK SUPERVISOR: DELFT SERVICE DELIVERY AREA, REF NO. DSD 2017-129**

- SALARY** : Grade 1: R 341 322 - R 395 685 per annum (OSD as prescribed).
- 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 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: None. 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 C Engel at (021) 483 7675
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

- POST 01/171** : **SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS AND SUBSTANCE ABUSE, (2 POSITIONS AVAILABLE), REF NO. DSD 2017-120**

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

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| <u>CENTRE REQUIREMENTS</u> | <p>Grade 2: R 384 165 – R 516 279 per annum (OSD)</p> <p>: Department of Social Development, Western Cape Government</p> <p>: 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: Social work and substance abuse; Current legislation, international instruments, policies and procedures impacting on substance abuse; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.</p> |
| <u>DUTIES</u> | <p>: Develop, implement and maintain social work policies aimed at substance abuse and older persons; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>: Mr D Cowley at (021) 483 6296</p> <p>: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs</p> |
| <u>POST 01/172</u> | <p>: <u>SOCIAL WORKER: DISABILITY AND OLDER PERSONS, REF NO. DSD 2017-119</u></p> |
| <u>SALARY</u> | <p>: Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).</p> |
| <u>CENTRE REQUIREMENTS</u> | <p>: Department of Social Development, Western Cape Government</p> <p>: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Experience with regard to disability and older persons and the development of relevant programmes. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.</p> |
| <u>DUTIES</u> | <p>: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.</p> |
| <u>ENQUIRIES</u> | <p>: Ms P Momoza at (021) 483 4015/ Ms D Fortuin at (021) 483 3992</p> |

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 01/173** : **SOCIAL WORKER: SOCIAL WORK SERVICES, CEDERBERG: REF NO. DSD 2017-122**
- SALARY** : Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Ms C Nell at (027) 213 2096
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 01/174** : **SOCIAL WORKER: BREEDE RIVER: SOCIAL WORK SERVICES, REF NO. DSD 2017-123**
- SALARY** : Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation,

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| | | policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills |
| <u>DUTIES</u> | : | Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Ms L Louw at (023) 348 5300 |
| <u>POST 01/175</u> | : | <u>SOCIAL WORKER: BREEDE RIVER, WINELANDS: SOCIAL WORK SERVICES, REF NO. DSD 2017-124</u> |
| <u>SALARY</u> | : | Grade 1: R 226 686 – R 262 785 per annum, Grade 2: R 278 784 – R 323 178 per annum, Grade 3: R 341 322 – R 395 685, Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed). |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills. |
| <u>DUTIES</u> | : | Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job. |

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Ms L Louw at (023) 348 5300

POST 01/176 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION, REF NO. DSD 2017-117**

SALARY : R 334 545 per annum (Salary Level 9).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A 3-year tertiary qualification with a minimum of 3 years' experience in administration, monitoring and evaluation and programme and project management. Recommendations: None. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Relationship Management; Monitoring and Evaluation methods, tools and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Applied strategic thinking; Problem solving and decision making skills.

DUTIES : Assist in the development, maintenance and review of a departmental framework for monitoring review and reporting aligned to provincial and national M & E frameworks; Assist in the development of a departmental performance indicator system; Assist in the development, collation, validation, analysis, advice and report on relevant performance and output indicators for transversal and departmental programmes; Support the executive management on special projects.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Ms M Fogell at (021) 483 6279

POST 01/177 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT, REF NO. DSD 2017-130**

SALARY : R 334 545 per annum (Salary Level 9).
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: None. Competencies: Knowledge of the following: Social work and substance abuse; Current legislation, international instruments, policies and procedures impacting on substance abuse; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES : Develop, implement and maintain social work policies aimed at substance abuse and older persons; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Mr D Cowley at (021) 483 6296

POST 01/178 : **STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING, REF NO. DSD 2017-118**

SALARY : R 281 418 per annum (Salary Level 8).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification with a minimum of 3-year experience in Public Finance. Recommendations: None. Competencies: Knowledge and understanding of the

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| | | following: PFMA, NTR, OPTI, DORA, departmental instructions and delegations; Financial Management Systems (FMS); Compilation of financial statements; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer Literacy. |
| <u>DUTIES</u> | : | Assist with the compilation of the budget; Assist and report on the MTEF budget; Implement and report on expenditure and revenue patterns; Alignment of department's budget with the strategic plan; Performing costing analysis; Perform supervisory functions. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Ms J Abercrombie at (021) 483 3927 |
| <u>POST 01/179</u> | : | <u>PERSONAL ASSISTANT: SUPPLY CHAIN MANAGEMENT, REF NO. DSD 2017-121</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary level 7). |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A Senior Certificate or equivalent qualification with a Secretarial/ Office Administration Qualification; A minimum of 3 years' experience in rendering a support function to management. Recommendations: None. Competencies: Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Computer literacy in MS office; Planning and organising skills; Interpersonal skills. |
| <u>DUTIES</u> | : | Provide secretarial service to the Director; Render an administrative support service and manage the diary of the director; Provide support to the Director regarding meetings; Support the Director with the administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Ms P Momoza at (021) 483 4015/ Ms D Fortuin at (021) 483 3992 |
| <u>POST 01/180</u> | : | <u>CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, OUTENIEKWA, REF NO. DSD 2017-125</u> |
| <u>SALARY</u> | : | Grade 1: R 124 047 – R 138 378 per annum, Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience) |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law. |
| <u>DUTIES</u> | : | Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage |

in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc.; perform all the clerical functions required by the job.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Ms B Nicholas at (044) 8037500

POST 01/181 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, VREDELUS, REF NO. DSD 2017-128**

SALARY : Grade 1: R 124 047 – R 138 378 per annum,
 Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc.; perform all the clerical functions required by the job.

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

ENQUIRIES : Mr M Bunting at (021) 931 0234

POST 01/182 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, DE NOVO, REF NO. DSD 2017-127**

SALARY : Grade 1: R 124 047 – R 138 378 per annum,
 Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A National Senior Certificate (Grade 12); Experience:
Grade 1: No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and

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| | | procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law. |
| <u>DUTIES</u> | : | Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g. log books, medication registers, incident reports etc; perform all the clerical functions required by the job. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Ms D Bougaard at (021) 988 1138 |
| <u>POST 01/183</u> | : | <u>CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, BONNYTOUN, REF NO. DSD 2017-126</u> |
| <u>SALARY</u> | : | Grade 1: R 124 047 – R 138 378 per annum, Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law. |
| <u>DUTIES</u> | : | Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc; perform all the clerical functions required by the job. |

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- ENQUIRIES** : Mr E Buys at (021) 986 9100

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- 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.
- CLOSING DATE** : 31 January 2018 at 16:00

OTHER POSTS

- POST 01/184** : **CHIEF QUANTITY SURVEYOR, REF NO. TPW 2017-254 (2 POSITIONS AVAILABLE)**

- SALARY** : All-inclusive salary package of R 805 806 per annum (as per OSD prescripts).
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Degree in Quantity Survey or equivalent plus registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor; A minimum of 6 years post qualification in Quantity Surveying experience required; A valid Code B driving licence. Recommendations: None. Competencies: Technical: Programme and project management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; computer-aided engineering applications ; Creating high performance culture; Technical consulting; Professional judgment; Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

- DUTIES** : Quantity Survey analysis effectiveness: - perform final review and approvals or audits on quantity survey procedures; Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: - manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards , specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives; Financial Management: - ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects ; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate , monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: - allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirements; Provide technical specialist services for the operation of quantity survey related matters to minimise possible risks; Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to

ensure effective knowledge management according to departmental objectives; People Management: - manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

ENQUIRIES : Ms Jodie Thomas at (021) 483 2004

POST 01/185 : **QUANTITY SURVEYOR, PRODUCTION, REF NO. TPW 2017-255**

SALARY : Grade A: R 549 639 per annum,
Grade B: R 628 452 per annum;
Grade C: R 715 323 per annum, OSD as prescribed.

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Degree in Quantity Survey or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver's licence. Recommendations: None. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management.

DUTIES : Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey; Ensure adherence to quantity determination standards; Provide quantity survey advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity survey related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity survey work and processes; Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

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

ENQUIRIES : Ms J Thomas at (021) 483 2004

POST 01/186 : **PROFESSIONAL ENGINEER: MECHANICAL, REF NO. TPW 2017-257**

SALARY : Grade A: R 637 875 per annum;
Grade B: R 726 048 per annum;

**CENTRE
REQUIREMENTS**

Grade C: R 830 166 per annum (Employees qualify for grade progression upon compliance with grade progression requirements as prescribed by OSD).

: Department of Transport and Public Works, Western Cape Government
: A relevant engineering degree [B Eng/BSC (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; Valid driver's licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. None. Competencies: Technical knowledge are as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

APPLICATIONS

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

ENQUIRIES

: Ms J Thomas at (021) 483 2004

POST 01/187

: **ASSISTANT DIRECTOR: MASAKH'ISIZWE BURSARY PROGRAMME, REF NO. TPW 2017-230**

**SALARY
CENTRE
REQUIREMENTS**

: R 334 545 per annum (Salary Level 9).
: Department of Transport and Public Works, Western Cape Government
: 3-year tertiary qualification with a minimum of 3 years' appropriate experience; a valid Code B driver's licence. Recommendations: An appropriate B.Degree would be desirable. Ability to manage a variety of datasets; Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Knowledge of relevant legislation regarding public transport and public works, Public Service Administration and training and development; Provincial and departmental strategies/policies/prescripts that address public transport development, e.g. Provincial Growth and Development Strategy and Strategic Infrastructure plan; Proven computer literacy and data analysis; Research methodology and policy development, analysis and

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| | | implementation. Facilitation and presentation skills; financial management; Budgeting skills; Supervisory and coaching skills. |
| <u>DUTIES</u> | : | Responsible for the establishing, maintaining and managing public/private relationships and/or partnerships with stakeholders (internal/external) and provide support management of the stakeholder relationship/partnership; Develop, coordinate and implement the support services programmes including securing funding, outreach programmes, employment skills, work integrated learning programmes and vacation learning programmes for the bursary programme; Act as project manager by developing, implementing and maintaining projects, which promotes the stakeholder relationship and evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframes; Implement service level agreements related to contracts; Participate in the planning of the Masakh`iSizwe Bursary Programme to enhance business processes and procedures to ensure the programmes services are aligned to the strategic objectives and operational needs of the department; Develop and maintain data bases which supports the operational management of the programme and reporting to various structures, etc.; Ensure effective and efficient operational management of the component and conduct research that informs project(s) development of data basic enhancement. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Ms M Calitz at (021) 483 9757 |
| <u>POST 01/188</u> | : | <u>ASSISTANT DIRECTOR: PHYSICAL RECORD MANAGEMENT, REF NO. TPW 2017-234</u> |
| <u>SALARY</u> | : | R 334 545 per annum (Salary Level 9). |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | 3-year tertiary qualification in Records Management with a minimum of 3 years' physical records supervisory experience. Recommendations: A valid Code 8 driver's licence; 3 years' experience in the field of Electronic Records Management; 3 years' experience in Project Management; Course in Records Management provided by Western Cape Archives and Records Service. Competencies: Knowledge of: Records management; Procedures and legislation; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Ability to work under pressure, meet deadlines and targets. |
| <u>DUTIES</u> | : | To ensure the rendering of an effective and efficient registry service; Namely: Identification, Retrieval of information and Maintenance of the File Plan; Manage the disposal program on the current and terminated filing systems; To manage the safekeeping and storage of current terminated records and terminated filing systems; Responsible for the keeping and management of the destruction register, disposal authority, transfer register, retrieval register, register of authority numbers received; Responsible for execution of disposal program; Assist with the training of staff in RM procedures and processes; Monitor retention schedule of all records listed in the classification systems; Responsible for RM internal audits of department's head, regional and satellite offices. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mrs T Kweleta at (021) 483 5745 |
| <u>POST 01/189</u> | : | <u>ADMINISTRATIVE OFFICER: FINANCE SUPPORT, REF NO. TPW 2017-245</u> |
| <u>SALARY</u> | : | R 281 418 per annum (Salary Level 8) |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | 3-year tertiary qualification as recognised by SAQA with a minimum of 3 years' relevant experience. Recommendations: None. Competencies: Knowledge in the following: Financial Instructions; Financial systems; Drivers licence; Supervisory; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. |

DUTIES : Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.

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

ENQUIRIES : Ms E Searle at (021) 483 0271

POST 01/190 : **CUSTOMER RELATIONS OFFICER: PROVINCIAL REGULATORY ENTITY: WEST COAST, REF NO. TPW 2017-260**

SALARY : R 226 611 per annum (Salary Level 7).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (senior certificate or equivalent qualification) with a minimum of 3 years' administration experience; A valid driver's licence. Recommendations: None. Competencies: Knowledge of the following: Public Service Act; National Land Transport Act 5(2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; Client/customer care; Q-matic (electronic ticketing system); Batho Pele principles; WCG values; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Interpersonal relations.

DUTIES : Enquiries; Customer Relations Management; Cash Management; Service Delivery.

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

ENQUIRIES : Mr D Plaatjies at (044) 272 2992

POST 01/191 : **PERSONAL ASSISTANT: PROVINCIAL PUBLIC TRANSPORT REGISTRATION, REF NO. TPW 2017-251**

SALARY : R 226 611 per annum (Salary Level 7).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. Recommendations: 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.

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

ENQUIRIES : Ms P Egwu at (021) 483 0315

POST 01/192 : **PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION, REF NO. TPW 2017-250**

SALARY : R 226 611 per annum (Salary Level 7).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 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

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| | | 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. |
| <u>DUTIES</u> | : | 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 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mr T Ntombana at (021) 483 0235 |
| <u>POST 01/193</u> | : | <u>STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS, REF NO. TPW 2017-231</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary Level 7). |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | 3-year tertiary qualification with a minimum of 3 years' relevant experience in financial accounting. Recommendations: A valid driver's licence. Competencies: Knowledge of the following: PFMA and applicable legislation Government Financial Systems (BAS); Reporting Framework (SCOA); Proven Computer literacy; Supervisory skills; Communication (written and verbal) skills in at least two of the official languages of the Western Cape. |
| <u>DUTIES</u> | : | Manage the clearance of balances in the assets and liabilities accounts; Manage the provision of asset and liability information for monthly IYM reporting/financial statement reporting; Manage allocations of cash receipts of the department; Manage claims recoverable and payable of the department; Manage adjustment journals of the department in relation to expenditure/revenue/assets and liabilities; Manage performance/team discipline/leave of section.. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mr G Pretorius at (021) 483 5277 |
| <u>POST 01/194</u> | : | <u>ADMINISTRATION OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO. TPW 2017-263</u> |
| <u>SALARY</u> | : | R 226 611 per annum (Salary Level 7). |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 12 with a minimum of 6 years' experience in rendering administrative support. Recommendations: A 3-year tertiary qualification; a valid code 08 driver's licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentations like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System. |
| <u>DUTIES</u> | : | Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of the prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist |

with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.

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

ENQUIRIES : Ms G Gorrah at (021)483 0993

POST 01/195 : **ACCOUNTING CLERK: BOOKKEEPING AND CLAIMS, REF NO. TPW 2017-242**

SALARY : R 152 862 per annum (Salary level 5).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accountancy/ Mathematics as a passed subject. Recommendations: Proficiency with figures; Prior experience in government finance; Accounting experience. Competencies: Knowledge of the following: Government financial systems (BAS); Reporting framework (SCOA); Applicable legislation; Computer skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Clearance of balances in the assets and liabilities accounts; Allocations of cash receipts of the department on BAS; Compile claims recoverable and payable of the department; Do adjustment journals of the department in relation to expenditure/revenue/assets and liabilities on BAS; Document control of section.

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

ENQUIRIES : Mr G Pretorius at (021) 483 5277

PROVINCIAL TREASURY

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.

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/196 : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE, REF NO. PT 2017-16**

SALARY : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree qualification with 6 years' appropriate work experience; relevant experience in economic / policy research and/or experience in strategic planning, budgeting and policy analysis; a valid driver's license. Recommendations: An appropriate Masters' Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.

DUTIES : Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct; research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.

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

ENQUIRIES : Ms M Korsten at (021) 483 9951

POST 01/197 : **FINANCIAL ASSET MANAGER: LOCAL GOVERNMENT CASH MANAGEMENT, REF NO. PT 2017-17**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
: Provincial Treasury, Western Cape Government
: 3-year B-Degree in Finance/Economics with a minimum of 5 years' extensive knowledge and experience in investment management, cash management, money/capital markets and liabilities management and at least 3 years' appropriate management experience; A valid driver's license. Recommendations: None. Competencies: Takes a long term view and acts as a catalyst for organisational change; Builds a shared vision with others and influences others to translate vision into action; Deals effectively with pressure, maintains focus, remains optimistic and meet deadlines; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Attention to detail and good interpretation of numbers, graphs and financial reporting.

DUTIES : Overseeing the municipal Cash Flow Management processes within the Western Cape Provincial Treasury Department; Overseeing and managing municipal borrowing requests including financial viability assessments of municipal borrowing requests; Ensuring compliance with MFMA prescripts regarding Cash Management; Development of policy framework to guide Municipal Cash Management; Human Resource Management; Conduct and oversee municipal visits regarding Cash Management.

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

ENQUIRIES : Dr N Nleya at (021) 483 6707

POST 01/198 : **PROCUREMENT MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-29**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
: Provincial Treasury, Western Cape Government
: 3-year National Diploma with a minimum of 6 years' relevant experience in training in contract management and compliance monitoring in Supply Chain Management of which 3 years' management experience. Recommendations: A valid driver's licence. Competencies: Knowledge of the following: MFMA; PPPFA and preferential procurement regulations; Standards for infrastructure model policy; CDIB standards; Asset management framework and ISO/SANS 55000 standards; Local government environment; Teamwork; Analytical thinking; Interactive communication; Developing others and relationship building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assess Supply Chain Management and Asset Management policies, and conduct physical SCM and Asset Management assessments at municipalities to put together GAP analysis for training material and other capacity building initiatives; Develop and implement training material, presentations and position papers; Design and implement capacity building initiatives to improve skills set and knowledge of SCM and Asset Management officials and suppliers through training, helpdesks, workshops and awareness campaigns; Develop and implement a supplier development programme to capacitate suppliers on how to do business with municipalities; Design, implement and maintain performance reporting on procurement information eg. B-BBEE spend, local content, deviations etc. for localisation of procurement project on CRA stats, expenditure and CSD.

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

ENQUIRIES : Mr R Moolman at (021) 483 6380

POST 01/199 : **MANAGER: NORMATIVE COMPLIANCE: PROVINCIAL ENTERPRISE RISK MANAGEMENT, REF NO. PT 2017-30**

SALARY CENTRE : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
: Provincial Treasury, Western Cape Government

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| <u>REQUIREMENTS</u> | : | 3-year tertiary qualification in Finance/Law/Commerce with a minimum of 5 years' experience in financial legislative of which 3 years' management experience. A valid drivers' licence. Recommendations: Provide administrative support in respect of strategic processes and engagements; proven knowledge and experience in project management; proven knowledge and experience in Public sector finance; proven knowledge of Corporate Governance; Proven experience in research methodologies. Competencies: Knowledge of the following: Project Management; Corporate norms and standards; Public Finance Management Act; National Treasury regulations, Provincial Treasury Directives etc.); Administrative procedures relating to specific working environment including norms and standards; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Stress tolerance; Teamwork; Planning and organising skills. |
| <u>DUTIES</u> | : | Research, develop and issue corporate governance norms and standards; Project Management of financial compliance related projects; Coordinate research and attend to questions by SCOPA/Minister/COGTA/other committees and issue a final consolidated response; Formulate reporting frameworks to national, provincial, parliament and local government stakeholders; Drive and coordinate an integrated, collaborative municipal governance improvement programmes for the Western Cape Provincial Government. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mr A Hardien at (021) 483 4550 |
| <u>POST 01/200</u> | : | <u>ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT, REF NO. PT 2017-31</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R 334 545 per annum (Salary level 9) |
| | : | Provincial Treasury, Western Cape Government |
| | : | An appropriate 3-year tertiary qualification in Human Resource Management or Public Management with a minimum of 3 years' relevant experience. Recommendations: Knowledge of the business organisational structure of the department; Provincial policies; Service level agreements and services schedules in terms of which the working relationship with Corporate Service Centre (CSC) is managed. Competencies: Knowledge of the business organisational structure of the department; Provincial policies; Service level agreements and services schedules in terms of which the working relationship with the Corporate Service Centre is managed; Communication (Verbal and written) skill in at least two of the three official languages of the Western Cape; Planning and organising skills; Networking skills; Ability to work under pressure and deadline driven. |
| <u>DUTIES</u> | : | Assist in monitoring, assessing and reporting on the compliance to the service delivery standards of the Corporate Service Centre (CSC); Assist in facilitating the periodic review of the SLA with the Corporate Services Centre (CSC); Assist with the drafting and consolidating of prescribed departmental plans and reports for submission to CSC; Assist with coordination of the appointment of members of prescribed departmental committees/transversal forums and other statutory requirements; Serve as a nodal point between the department and the CSC pertaining to all correspondence, actions, monitoring and evaluation related to corporate services provided. |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs |
| <u>ENQUIRIES</u> | : | Mr B Damons at (021) 483 6127 |
| <u>POST 01/201</u> | : | <u>ASSISTANT MANAGER: PROVINCIAL ENTERPRISE RISK MANAGEMENT, REF NO. PT 2017-32</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R 334 545 per annum (Salary Level 9) |
| | : | Provincial Treasury, Western Cape Government |
| | : | 3-year tertiary Qualification with a minimum of 3 years' administrative experience; Driver's license. Recommendations: Proven experience in researching, developing and updating enterprise risk management norms and standards in |

respect of municipalities; proven experience in research methodologies; Process improvement skills. To provide administrative support in respect of strategic processes and engagements; Project Management Experience; Willingness to travel. Competencies: Knowledge of the following; Project Management; administrative procedures relating specific working environment including norms and standards; Extensive knowledge of enterprise risk management norms and standards (Municipal Finance Management Act, National Treasury regulations, National and Provincial Treasury Directives, National Treasury Risk Management Framework); Communication (Written and Verbal) skills in at least two of the three official languages of the Western Cape; Stress Tolerance; Teamwork; Planning and organising.

DUTIES : Research, develop and issue enterprise risk management norms and standards; Project management of financial compliance related projects; Conduct State of Readiness Assessments; Conducting training in respect of risk management; Performing secretariat duties for Provincial Treasury's Risk Management Forum.

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

ENQUIRIES : Mr A Thomas at (021) 483 4169

POST 01/202 : **PERSONAL ASSISTANT: PROVINCIAL GOVERNMENT BUDGET OFFICE, REF NO. PT 2017-15**

SALARY CENTRE REQUIREMENTS : R 226 611 per annum (Salary level 7)
: Provincial Treasury, Western Cape Government
: Grade 12 certificate and a one year Secretarial/Office Management Diploma; 3 years' experience in rendering a support service to a Senior Manager; A valid driver's licence. Recommendations: Able to work effectively in a very dynamic office; Stress tolerance; Willingness to work irregular hours; Able to liaise with diverse people; Attention to detail. Competencies: Good interpersonal and decision – making skills; Good verbal and written communication skills; Advance computer literacy skills; Customer service orientation; Organising and planning.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports 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.

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

ENQUIRIES : Ms R Slinger at (021) 483 4023

POST 01/203 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICES RELATIONS MANAGEMENT, REF NO. PT 2017-25**

SALARY CENTRE REQUIREMENTS : R 226 611 per annum (Salary level 7)
: Provincial Treasury, Western Cape Government
: A relevant 3-year degree/diploma with a minimum of 1 year experience
Recommendations: None. Competencies: The following skills: Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Basic research skills; Proven computer literacy; Planning and organising skills; Problem solving skills.

DUTIES : Assist with employee relations matters; Assist with employee health and wellness matters; Assist with policy and planning matters with reference to Employment Equity and Diversity Management; Assist with Occupational Health and Safety matters; Responsible for logistical arrangements and attendance of the different committees pertaining to Employee Relations, Employment Equity, Health and Wellness and Occupational Health and Safety.

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

ENQUIRIES : Ms S Sixubane at (021) 483 3586