

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

**CLOSING DATE** : 02 March 2018 at 16:00  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 07/206** : **DEPUTY DIRECTOR: VET LAB SERVICES, REF NO. AGR 2018-01**

**SALARY** : R779 295 per annum (Salary Level 12)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : A BVSc Degree; A minimum of 3 years management experience; Registration by the South African Veterinary Council with relevant laboratory experience and quality control (attach a copy of your registration certificate as well as a copy of receipt for payment of the latest fee with the application); A valid driver's licence. Recommendations: Appropriate management experience, strategic planning and implementation of the strategy; Extensive experience managing professional and technical staff. Competencies: Knowledge of the following; Electronic data management and analysis; Sound practical and theoretical knowledge of animal diseases; Sound knowledge of laboratory related activities including laboratory quality control systems; Routine diagnostic techniques in Biochemistry; Advanced diagnostic/research techniques; Advanced equipment used; ISO 17025 / accreditation; LIMS; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Access, Word, Excel, PowerPoint and Outlook); Good planning, Time Management and organisational skills.

**DUTIES** : Human Resource Management; Ensure optimum utilisation of the available human resource at the Provincial Veterinary Laboratory (PVL) through discussions with staff of policy, opportunities and obstacles; Budgetary control and planning; Plan and monitor PVL expenditure continuously during the financial year; Promote the Quality Management System of Veterinary Laboratory Services and Research at the Western Cape Provincial Veterinary Laboratory; Arrange training in respect of Quality Management principles..

**ENQUIRIES** : Dr G Msiza at (021) 808 5001  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/207** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A: SOIL PLANT WATER INTERACTION, REF NO. AGR 2018-07**

**SALARY** : R274 440 - R295 638 per annum (Grade A)  
R313 782 - R338 253 per annum (Grade B)  
R357 150 - R420 690 per annum (Grade C)

**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : A recognised, appropriate National Diploma in Agronomy/ Crop Science/ Soil sciences or relevant qualification; Registration with SACNASP as a Certified Natural Scientist in Agricultural Science/Soil Science; A valid driver's licence; 3 years' post qualification technical (scientific) experience. Recommendations: Experience in the following: As a research technician in small grain and pastures systems; Conservation agriculture in the Western Cape; Detailed planning in execution of timely data gathering. Competencies: Knowledge in the following: Cash crops and pastures used in the Western Cape; Settings, calibration and basic maintenance of appropriate equipment and implements; Small grain systems

- (including crops, cultivation, plant soil water interaction); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Technical execution of research projects for the development of more efficient farming practices within systems; Responsible for the creation/adaption/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Swanepoel at (021) 808 5320
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

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

- CLOSING DATE** : 02 March 2018 at 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. Numeric

#### **OTHER POST**

- POST 07/208** : **SENIOR ADMINISTRATIVE OFFICER, COMMUNITY POLICE RELATIONS, REF NO. CS 2018-02 (3 POSITIONS AVAILABLE)**
- SALARY** : R281 418 per annum (Salary level 8)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : 3-year tertiary qualification with a minimum of 1-year relevant experience; A valid driver's licence. Recommendations: Computer literacy. Competencies: Knowledge of the following: Community Safety Act, SAPS Act and applicable legislation dealing with CPFs; Deadline orientated; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Strong facilitation and presentation skills.
- DUTIES** : Monitor and attend to the activities, meetings and functions of relevant community police relations on a daily basis; Facilitate conflict resolutions between the community and the police and amongst relevant community organisations; Facilitate and conduct capacity building workshops with relevant community policing structures; Assisting with the implementation of the directorate's departmental projects such as community mobilisation, institutionalisation, EPP promotion, social conflict issues and training and development of CPFs; Facilitate and enable relevant community policing structures to implement their Annual General Meetings, Police Priorities and Needs and that these structures are established, functional and registered.
- ENQUIRIES** : Mr J Lottring at (021) 483 6542 / Mr G Hendricks at (021) 483 4317
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- CLOSING DATE** : 02 March 2018 at 16:00
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 07/209** : **DEPUTY DIRECTOR; WESTERN CAPE LANGUAGE SERVICES, REF NO. CAS 2018-03**

**SALARY** : R657 558 per annum (Level 11)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : 3-year Tertiary qualification with a minimum of 3 years' management experience; A valid driver's licence. Recommendations: Experience in the language terminology development, translations, preservation and promotion field. Competencies: Computer literate; Experience in promotion and preservation of languages; Knowledge of the legislative prescripts that govern multilingualism; Knowledge and experience of legislative prescripts that govern administration.

**DUTIES** : Responsible for the monitoring of the relevant language policy; Ensure that secretarial services are provided to public entity; Responsible for the facilitation of translations and interpretation of language and documents and promotion of multilingualism; Liaise with ministry, standing committee, PanSALB and other government department & Public Entity as outline in WC Language Act; Development of budget and business plan in alignment with departmental strategic imperatives and informed by legislative mandates; Manage of Human Resources.

**ENQUIRIES** : Ms J Moleleki at (021) 483 9671  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/210** : **LANGUAGE PRACTITIONER: LANGUAGE SERVICES, REF NO. CAS 2018-08**

**SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : 3-year tertiary qualification in translations and linguistics with a minimum of 3 years' experience; Valid Code B driver's licence. Recommendations: Experience in the language terminology development, language translations, interpretation, editing, language preservation and promotion fields. Competencies: Knowledge of the legislative prescripts that govern promotion of multilingualism; Secretariat experience; Working knowledge in promotion and preservation of languages; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Promoting multilingualism inclusive of SASL; Redressing linguistic imbalances of the Western Cape; Supporting the implementation of the Provincial Language Policy; Actively developing the previously marginalised language of the Western Cape; Secretariat function to the Western Cape Language Committee.

**ENQUIRIES** : Ms L Jansen at (021) 483 9669  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/211** : **CULTURAL OFFICER: CULTURAL PROMOTIONS, REF NO. CAS 2018-05**

**SALARY** : R226 611 per annum (Salary level 7)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : 3-year tertiary qualification in Arts or related; A valid driver's licence  
Recommendations: Experience in development and promotions of dance; Experience in the arts development environment; Experience in dance genre format; Understanding or experiencing community liaison; A minimum of 2 years' relevant experience. Competencies: Knowledge of cultural policy or legislative environment; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation and reporting skills.

**DUTIES** : Project design and planning; Implementation of dance development and promotions projects; Project Budget Management; Stakeholder engagements.

**ENQUIRIES** : Ms L Jansen at (021) 483 9669  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/212** : **ADMINISTRATIVE OFFICER: PROVINCIAL AIDED MUSEUM, REF NO. CAS 2018-01**

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : A relevant 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/ heritage environment. Recommendations: A valid driver's licence. Competencies: Knowledge of the following: Human Resource Management; Financial administration; Administrative procedures; Meeting skills; Techniques in Public relations; History, objectives and functions of museums and their potential to stimulate tourism and nation building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES** : Museum governance; Financial Management; Develop and maintain budget of museum; Human Resource Management; Monitor staff attendance and reconcile with attendance register; Property Management; Manage and update the maintenance plan of the museum; Risk management; Develop and update risk management plan of the Huguenot Memorial Museum; Strategic management; Prepare quarterly report of the activities of the museum and submit this to Museum Service timeously; Collection; Keep necessary licence documentation; Conservation; Ensure that the collection both in storage and on display is fumigated.

**ENQUIRIES** : Mr M Janse van Rensburg at (021) 483 9887  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/213** : **CONTROL AUXILIARY SERVICES OFFICER: PROVINCIAL AIDED MUSEUM: BEAUFORT WEST, REF NO. CAS 2018-02**

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : A 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/ heritage environment. Recommendations: A valid code 8 driver's licence. Competencies: Knowledge of the following: Human Resource Management; Financial administration; Administrative procedures; Meeting skills; Techniques in Public relations; History, objectives and functions of museums and their potential to stimulate tourism and nation building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES** : Museum governance; Financial Management; Develop and maintain budget of museum; Human Resource Management; Monitor staff attendance and reconcile with attendance register; Property Management; Manage and update the maintenance plan of the museum; Risk management; Develop and update risk management plan of the Huguenot Memorial Museum; Strategic management; Prepare quarterly report of the activities of the museum and submit this to Museum Service timeously; Collection; Keep necessary licence documentation; Conservation; Ensure that the collection both in storage and on display is fumigated.

**ENQUIRIES** : Mr M Janse van Rensburg at (021) 4839678  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/214** : **CONTROL AUXILIARY SERVICES OFFICER: GENADENDAL MUSEUM, REF NO. CAS 2018-06**

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : A 3 year tertiary qualification as recognised by SAQA with a minimum of 3 years' experience in a museum/ heritage environment. Recommendations: A valid code 8 driver's licence. Competencies: Knowledge in the following: Human Resource Management; Financial Administration; Administrative procedures; Meeting skills; The history, objectives and functions of museums and their potential to stimulate

- tourism and nation building; Techniques in public relations; Proven computer literacy.
- DUTIES** : Management, administration and governance; Develop and maintain budget of museum; Collections management; Keep necessary licence documentation; Education, outreach and public programmes; Ensure that outreach programmes are presented to participants from various communities; Marketing; Ensure that the museum's marketing plan is in place and updated as required; Exhibitions; Ensure that the display areas are inspected and defects are attended to.
- ENQUIRIES APPLICATIONS** : Mr M Janse van Rensburg at (021) 4839678  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/215** : **HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO. CAS 2018-07**
- SALARY CENTRE REQUIREMENTS** : R 226 611 per annum (Salary level 7)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Undergraduate degree in heritage related discipline (preferably architect) with a minimum of 3 years' relevant experience. Recommendations: Postgraduate qualifications (Honours, Masters, Doctorate) in heritage-related studies (preferably architect). Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines (specifically those of HWC); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Skills in office package suite and a working knowledge of database such as SAHRIS.
- DUTIES** : Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significances of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.
- ENQUIRIES APPLICATIONS** : Mr Z Shiceka at (021) 483 9692  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

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

- CLOSING DATE** : 02 March 2018 at 16:00  
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#### **OTHER POSTS**

- POST 07/216** : **DEPUTY DIRECTOR: CAPE CATALYST, REF NO. DEDAT 2018-04**
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (Level 11)  
: Department of Economic Development and Tourism, Western Cape Government  
: 3-year appropriate tertiary qualification with a minimum of 3 years' management experience coupled with a minimum of 6 years' experience in project management. Recommendations: Relevant post graduate academic qualification; Experience in



- economic development; Theme based experience. Competencies: Knowledge of applicable legislation, policies and procedures; Presentation skills; Analytical thinking and problem solving skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit's portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Ms B Mpahlaza at (021) 483 9001  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/217** : **DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT (2-YEAR CONTRACT POSITION), REF NO. DEDAT 2018 – 06**
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (Level 11)  
: Department of Economic Development and Tourism, Western Cape Government  
: 3 year appropriate tertiary qualification with a minimum of 3 years' management experience. Recommendations: None. Competencies: Knowledge of the following: Modern systems of governance and administration; Latest advances in public management theory and practice; Strategy development, strategy management and strategy monitoring and review processes; Legal knowledge; Business, industry and sectors and the processes supporting these; Understanding of the dynamics of the Western Cape; SMME sector, including policies, dominant issues, role players and service providers; Provincial and national economic and other policies; Policy development; Project co-ordination; Provincial Spatial Development Framework; National strategies to address Local Economic Development; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate.
- DUTIES** : Identify blockages and inhibitors to economic growth and development through business process improvements; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resources and Finance.
- ENQUIRIES APPLICATIONS** : Ms B Mpahlaza at (021) 483 9001  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/218** : **DEPUTY DIRECTOR: CAPE CATALYST, REF NO. DEDAT 2018-04**
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (Level 11)  
: Department of Economic Development and Tourism, Western Cape Government  
: 3-year appropriate tertiary qualification with a minimum of 3 years' management experience coupled with a minimum of 6 years' experience in project management. Recommendations: Relevant post graduate academic qualification; Experience in economic development; Theme based experience. Competencies: Knowledge of applicable legislation, policies and procedures; Presentation skills; Analytical thinking and problem solving skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit's portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance

		orientated staff and sound labour relations; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mr M Lakay at (021) 483 4717
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/219</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING, REF NO. DEDAT 2018-03</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year appropriate tertiary qualification with a minimum of 6 years' experience in a financial management environment. Recommendations: None. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to effectively use computer hardware and software as delivery tools.
<b><u>DUTIES</u></b>	:	Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees / Forums / Working groups; Accompany CFO to CFO sector specific forum at National Treasury.
<b><u>ENQUIRIES</u></b>	:	Mr R Le Breton at (021) 483 9158
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/220</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT (12 MONTH CONTRACT POSITION), REF NO. DEDAT 2018-01</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, plus 37% in lieu of service benefits (Salary level 8)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year Tertiary qualification in Finance, Economics, Commercial Law with a minimum of 1-year financial related experience. Recommendations: B-Comm Accounting qualification; Experience in procurement processes and systems. Competencies: Knowledge of the following: Asset Management; Reconciliations; LOGIS System; BAS System; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Decision making skills; Organising and planning skills; Analytical and independent thinker.
<b><u>DUTIES</u></b>	:	Control an effective and efficient asset management service to all directorates; officers and institutions of the department; Control an effective inventory control system relating to stock and moveable assets; Ensure that the annual stocktaking program is in place and implemented; Responsible for the safeguarding of assets in the directorates, offices and institutions of the department; Control the disposal of assets in the department; Management of staff; Committees/ forums/ working groups.
<b><u>ENQUIRIES</u></b>	:	Mr M Hartman at (021) 483 9148
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/221</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO. DEDAT 2018-02</u></b>
<b><u>SALARY</u></b>	:	R 281 418 per annum (Salary level 8)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification in Finance/ Economics/ Commercial Law with a minimum of 1-year financial experience. Recommendations: B-Comm Accounting

qualification; Experience in procurement processes and systems. Competencies: Knowledge of the following: Asset Management; Reconciliations; LOGIS System; BAS System; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Report writing skills; Decision making skills; Organising and planning skills; Analytical and independent thinker.

- DUTIES** : Control an effective and efficient asset management service to all directorates; officers and institutions of the department; Control an effective inventory control system relating to stock and moveable assets; Ensure that the annual stocktaking program is in place and implemented; Responsible for the safeguarding of assets in the directorates, offices and institutions of the department; Control the disposal of assets in the department; Management of staff;
- ENQUIRIES** : Mr M Hartman at (021) 483 9148
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

#### DEPARTMENT OF HEALTH

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

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

#### OTHER POSTS

- POST 07/222** : **OPERATIONAL MANAGER NURSING (GENERAL: OUT PATIENTS DEPARTMENT)**  
Chief Directorate: General Specialist and Emergency Services

- SALARY** : R394 665 (PN-A5) per annum
- CENTRE** : George Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft, Outlook). Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Knowledge of Human Resource and Financial policies. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team under pressure. Ability to compile reports and give feedback at meetings. Proficient in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

- DUTIES** (key result areas/outputs) Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display of core values of the Department of Health WCG in the execution of duties.

- ENQUIRIES** : Ms GE Sellars, tel. no. (044) 802-4536
- APPLICATIONS** : The Chief Executive Officer: George Hospital, Davidson Road, Private Bag X6534, George, 6530.
- FOR ATTENTION** : Mr S Jooste
- CLOSING DATE** : 02 March 2018



**POST 07/223** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (DISTRICT TRAINING AND CHILD HEALTH COORDINATOR)**  
Central Karoo District

**SALARY** : R394 665 (PN-A5) per annum (Plus a non-pensionable rural allowance of 12% of the basic salary)

**CENTRE** : Central Karoo District Office

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's Licence and willingness to travel in the district. Willingness to attend to community needs after normal working hours when required. Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge and skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to work independently. Ability to speak and write in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Power-point and Excel). Knowledge and application of regulations, policies, procedures relevant to the child health programmes. Certificate in IMCI training is strongly recommended. Ability to function as part of a team. Ability to follow through instructions independently. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

**DUTIES** : (key results area/output): Co-ordinate, facilitate and effectively manage (including monitoring and evaluation of programme objectives and targets) Expanded Program on Immunisation and Child Health programmes consisting of the following components: Expanded programme on immunisation, School health, integrated management of childhood illnesses (IMCI), Genetics and Developmental Screening programme. Information management in terms of child health and training programmes. Analyse, plan and coordinate training needs of clinical personnel at facility, sub district and district level. Present, facilitate and coordinate clinical service related training programs in the district. Monitor, evaluate and report clinical training and skills development in the district.

**ENQUIRIES** : Ms A Jooste, tel. no. (023) 414-3590

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

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 02 March 2018

**POST 07/224** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**  
Cape Winelands Health District

**SALARY** : R334 545 per annum

**CENTRE** : Cape Winelands District Office

**REQUIREMENTS** : Minimum educational qualification: An appropriate three year National Diploma or Degree. Experience: Appropriate experience in Human Resource Development. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems and practices skills development legislative framework. Basic project management skills and advanced knowledge of budgetary aspects. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.

**DUTIES** : (key results areas/outputs): Overall coordination, development and implementation of the Workplace Skills Plan within the District. Monitor and evaluate training and development objectives and priorities by means of monthly, quarterly and annual training reports. Manage and coordinate generic, transversal

and EPWP training projects. Overall manage and co-ordinate of the different skills development budgets within the Sub-structure. Manage and coordinate the Employee Health and Wellness Programme. Manage and develop staff and optimal support to Supervisor.

**ENQUIRIES** : Ms EJ Mouton, tel. no. (023) 348-8177  
**APPLICATIONS** : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.  
**FOR ATTENTION** : Ms JB Salie  
**CLOSING DATE** : 02 March 2018

**POST 07/225** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R226 611 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Proven in depth experience in Human Resource Development and Training. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge and experience of budgetary aspects, as well as project management skills. Computer literacy (MS Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : (key result areas/outputs): Manage and co-ordinate skills and training interventions. Plan, develop, co-ordinate, monitor and evaluate the implementation of the hospital Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handle all recruitment and selection processes.

**ENQUIRIES** : Ms N Wyngaard, tel. no. (021) 402-6552  
**APPLICATIONS** : To the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Ms Cindy Veldman  
**CLOSING DATE** : 09 March 2018

**POST 07/226** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
**(PROCUREMENT)**  
Overberg District

**SALARY** : R152 862 per annum  
**CENTRE** : Swellendam Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job. Perform overtime duties when required. Competencies (knowledge/skills): Good verbal and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package) and Outlook. Sound knowledge of Demand and Acquisition Management. Knowledge of Supply Chain Management processes and the Accounting Officer System. Knowledge of LOGIS or any other provisioning system. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test.

**DUTIES** : Invite and download quotations via IPS and performing close-outs on IPS. Prepare procurement templates for the Quotation Committee. Arrange mini contracts and ensure orders reach suppliers timeously. Assist with the quarterly and annual inventory count. Provide assistance to supervisor and colleagues. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Maintain the 0-9 file and ensure daily filing is done.

**ENQUIRIES** : Ms K T Mitchell, tel. no. (028) 514-1142  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 09 March 2018

**POST 07/227** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**  
Cape Winelands Health District

**SALARY** : R152 862 per annum  
**CENTRE** : Stellenbosch Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience in LOGIS. Knowledge of Inventory and warehouse management and organizational skills. Computer literate (MS Office: Excel, Word and Outlook). Good interpersonal and communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the selection process. DUTIES (key result areas/outputs): Receive and issue goods accurately within prescribed timeframes. Ensure accurate stock control i.e. verify stock levels and report inventory discrepancies. Manage inventory effectively in terms of the storage and safe-keeping of items, expired stock etc. Report regularly to Supervisor regarding compliance issues e.g. outstanding orders, inventory movements etc. Proper resolution of queries and provide assistance, where needed. Assist with supervision of Stores assistant.

**ENQUIRIES** : Mr G Clayton, tel. no. (021) 808-6117  
**APPLICATIONS** : The Manager: Medical Services, Stellenbosch Sub District, Private Bag X5027, Stellenbosch, 7599.

**FOR ATTENTION** : Mr S Clarke  
**CLOSING DATE** : 09 March 2018

**POST 07/228** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
West Coast District

**SALARY** : R152 862 per annum  
**CENTRE** : Matzikama Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilised by the Department of Health, as well as computer literacy (MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems, (i.e. Health Information Systems and Sinjani). Appropriate Training skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for data management (i.e. daily collection and collation of data). Capture data, create pivot tables and complete weekly reports. Office administration with regards to filing process, telephone and letters. Assist with data management quality monitoring.

**ENQUIRIES** : Mr RJ Meyer, tel. no. (027) 213-2039  
**APPLICATIONS** : The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.  
**FOR ATTENTION** : Ms M Tangayi  
**CLOSING DATE** : 09 March 2018

**POST 07/229** : **ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)**

**SALARY** : R152 862 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in Secretarial and Office Administration in a Health environment. Knowledge of Occupational Health and COIDA management

experience advantageous. Inherent requirement of the job: Relief and other related duties. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel and PowerPoint). Good language and minute taking skills. Good organisational and interpersonal communication skills. Ability to work independently and execute duties accurately and thoroughly. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Providing effective secretarial and administrative services. Perform reception duties, including dealing with staff, patients and visitors (telephonic and walk-in). Create, register and maintain stats databases for compilation of monthly reports. Type documents, reports and correspondence. Effective records management. Effective meeting management (minute taking, logistical arrangements).  
Administration of COIDA processes.

**ENQUIRIES** : Ms M Govender, tel. no. (021) 404-6367

**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini

**CLOSING DATE** : 09 March 2018

**POST 07/230** : **HOUSEKEEPING SUPERVISOR**  
West Coast District

**SALARY** : R127 851 per annum

**CENTRE** : Vredenburg Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (STD 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts which include weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Responsible for overall planning, control, organising, performing and coordinating of tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management.

**ENQUIRIES** : Ms CH Oosthuizen, tel. no. (022) 709-5099

**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr JI Engel

**CLOSING DATE** : 09 March 2018

**POST 07/231** : **HOUSEHOLD AID**  
Chief Directorate: Metro District Health Services

**SALARY** : R90 234 per annum

**CENTRE** : Wesfleur Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work and operating machines or equipment in a cost effective manner. Willingness to undergo formal and Informal training. Experience: Cleaning experience within a hospital environment. Competencies (knowledge and skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to work in a team environment and independently. Good communication

skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post

**DUTIES** : (key result areas/outputs): Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving of meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective management of waste.

**ENQUIRIES** : Ms OP Pharo, (021) 571-8040 or (021) 571-8068

**APPLICATIONS** : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

**FOR ATTENTION** : Mr J Smit

**CLOSING DATE** : 09 March 2018

**POST 07/232** : **GROUNDSMAN**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : R83 766 per annum

**CENTRE** : Forensic Pathology Laboratory, Worcester

**REQUIREMENT** : Minimum requirement: Basic literacy and numeracy skills. Experience: Experience of garden equipment and basic DIY household tools. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety requirements and the use of personal protective equipment. Ability to operate and maintain electrical and fuel driven gardening equipment.

**DUTIES** : (key result areas/outputs): Render and maintain cleaning and related services pertaining to the ground within and around the facility. Perform general DIY maintenance and repairs around the facility. Clean of GMT vehicles. Function successful as part of a multi-disciplinary team. Perform all allocated tasks effectively and efficiently.

**ENQUIRIES** : Mr P Albertyn, tel. no. (023) 347-5353

**APPLICATIONS** : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

**FOR ATTENTION** : Mr B Wepener

**CLOSING DATE** : 09 March 2018

**POST 07/233** : **CLEANER**  
Eden District

**SALARY** : R 83 766 per annum

**CENTRE** : Prince Albert Hospital

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

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

**ENQUIRIES** : Mr W Frans tel. no. (023) 541-1300

**APPLICATIONS** : To the Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 9 March 2018

## DEPARTMENT OF HUMAN SETTLEMENTS

**CLOSING DATE** : 02 March 2018 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

**POST 07/234** : **ADMINISTRATION CLERK: SECURITY MANAGEMENT SERVICES, REF NO. HS 2018-02**

**SALARY** : R152 862 per annum (Salary Level 5)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : Senior Certificate; A valid driver's licence. Recommendations: Registered at the Private Security Industry Regulatory Authority's (PSIRA Grade C); Security related experience. Competencies: A good understanding of the following: Minimum Information Security Standards (MISS); Protection of Information Act, Act 84 of 1982; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, MS Excel; MS Access and MS Outlook).

**DUTIES** : Conduct physical inspections and audits at all offices to identify risks and draft reports on inspection findings; Ensure proper key control by enforcing key control policy for doors, safes, etc.; Upkeep of database of all hand over certificates, risks identified levels of degree of access and access permits of the department; Monitor and ensure compliance to document security policies and personnel security policies; Uphold database on clearances issued and clearances denied; Co-ordinating vetting requests for all employees; Check and verify all security registers relating to the post.

**ENQUIRIES** : Mr ER van Schalkwyk at (021) 483 8799  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

## DEPARTMENT OF LOCAL GOVERNMENT

**CLOSING DATE** : 02 March 2018 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

**POST 07/235** : **ASSISTANT DIRECTOR: MUNICIPAL COMMUNICATIONS, REF NO. LG 2018-03**

**SALARY** : R334 545 per annum (Salary Level 9)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : 3-year appropriate tertiary qualification with a minimum of 3 years' relevant experience; A valid driver's licence. Recommendations: A formal recognised qualification in Communication Media, Public relations, Marketing or Advertising; Experience in the following: Development and implementation of communication strategies; Campaign development and Management; Drafting of communication products; Events management. Competencies: Knowledge of the following: Media and stakeholder relations management; Film, photography and design software;



- Municipal integrated development planning and community based participation processes; Understanding of Complaints Management Systems; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.
- DUTIES** : Assess the quality of communication strategies and plans in municipalities; Support the municipalities in the development and implementation of effective municipal communication strategies to enhance participatory democracy; Develop and manage communication products and platforms; Facilitate the development and distribution of guidelines for municipal communication strategies and policies; Monitor and report on compliance to communication prescripts in municipalities; Effective stakeholder management; Facilitate and coordinate access to municipal communication training and capacity building for municipalities; Coordinate national and provincial support initiatives related to municipal communication.
- ENQUIRIES** : Ms R Kellies at (021) 483 4443  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/236** : **SENIOR STATE ACCOUNTANT: GOVERNANCE, FRAUD AND LOSSES, REF NO. LG 2018-02**
- SALARY** : R281 418 per annum (Salary level 8)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : 3-year Tertiary qualification with a minimum of 1-year experience in an internal control/auditing and governance environment. Recommendations: A strong financial background specifically relating to public sector finance; Completed SAICA articles within the public sector. Competencies: Thorough knowledge of the following: Policy development; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Procurement and provisioning related tasks, prescripts, regulation, accounting officer system and delegations; Good Communication (written and verbal) skills in at least two of the three official languages of the Western Cape); Proven computer literacy; Monitoring, evaluation and report writing skills.
- DUTIES** : Develop policies, procedures and processes pertaining to internal control and finance in general, including the development and review of compliance monitoring tools; Co-ordinate and maintain an appropriate delegation and governance framework; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Provide fraud and losses management services; Evaluate the effectiveness of financial prescripts (inspection of orders, payments, IFS and AFS).
- ENQUIRIES** : Mr S Smith at (021) 483 0605  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/237** : **ADMINISTRATIVE CLERK: INTERNAL CONTROL, REF NO. LG 2018-01**
- SALARY** : R152 862 per annum (Salary Level 5)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 1-year relevant experience within an Internal Control, Audit or Governance environment; Financial systems experience (BAS, LOGIS and PERSAL etc.). Competencies: A good understanding of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/ instructions); Procurement and provisioning related tasks, prescripts, regulations, accounting officer system and delegations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Interpersonal relations; Planning and organising skills.
- DUTIES** : Maintaining financial information and Knowledge Management (voucher control); Evaluate the effectiveness of financial prescripts (perform pre and post audit

inspections); Render clerical support services with regard to assurance services, governance and fraud and losses management.

**ENQUIRIES** : Mr P Solomons at (021) 483 4566  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 02 March 2018 at 16:00  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 07/238** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS, DOTP 2018-02**

**SALARY** : R657 558 per annum (Level 11)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : 3-year appropriate tertiary qualification with a minimum of 3 years' management experience. Recommendations: None. Competencies: Knowledge of the following: International and Diplomatic relations; Protocol; South African Foreign Affairs policy; Municipal international relations framework; Latest advances in public management theory and practice; Strategy development, strategy management, strategy monitoring and review process; Modern systems of governance and administration; Policy analysis, policy development and policy implementation and review process; Public relations; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management.

**DUTIES** : Facilitate global networking and international co-operation processes in consultation with the Department of International Relations and Co-operation and other stakeholders; Develop and facilitate international co-operation agreements and ensure that the provincial government fulfills its obligations in this regard; Provide advice and support to top management i.r.o their role and responsibilities relating to protocol matters; Manage the staff of the unit; Operational planning and work organisation of the unit; Financial management of the unit.

**ENQUIRIES** : Mr N Lala at (021) 483 6444  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/239** : **CONTENT RESEARCHER: E GOVERNMENT FOR CITIZENS, REF NO. DOTP 2018-04**

**SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Department of the Premier, Western Cape Government  
**DUTIES** : Assess content brief, conduct research and aggregate content for production; Write and publish online content implementing international best practices, including journalist functions such as interviews etc.; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Liaison with stakeholders and general administration; Research to identify content trends, citizen pain points and performance of content online; Participate in brainstorming, planning and other digital production activities.

**ENQUIRIES** : Mr L Rushin at (021) 483 9772  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

## DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE** : 02 March 2018 at 16:00  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered

### OTHER POSTS

**POST 07/240** : **SOCIAL WORK SUPERVISOR GRADE 1, REF NO. DSD 2018-02**

**SALARY** : R341 322 per annum (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. 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: Knowledge of the following: Experience in working within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Facilitate OT training interventions for other staff members; Communicate in two of the official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Supervise and facilitate training of students and other staff members.

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

**ENQUIRIES** : Mr B Nicholas at (044) 803 7500  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/241** : **SOCIAL RESEARCHER, REF NO. DSD 2018-11**

**SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : A post graduate Degree in Social Science (Social work/ Sociology/ Anthropology/ Psychology), with a minimum of 3 years' experience in social research after graduation. Recommendations: None. Competencies: Advanced knowledge of the following: Social Policy research; Social Survey methods; latest advances in public management theory and practice; policies of the government of the day; global, regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge and/ or experience working as a social worker or in a social work environment; Knowledge and/ or experience working with DSD or similar social service programmes; Skills in the following: ability to analyse, conceptualise and implement policy; monitoring, evaluation and reporting; project management and research; Database management; Report writing; Excellent communication skills in at least one of the three official languages of the Western Cape; Interviewing skills and experience, especially with sensitive issues.

**DUTIES** : Design and plan social research programmes; Supervise and conduct own, commissioned research and other programme related activities; Disseminate and advocate research findings and results; Develop and evaluate new research method.

**ENQUIRIES** : Ms P Brink at (021) 483 4512  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

<b><u>POST 07/242</u></b>	:	<b><u>POPULATION ANALYST, REF NO. DSD 2018-12</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Salary Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Honours Degree in a Research/ Statistical orientated Socio Science, or Statistics, Mathematics, Sociology, Geography, GIS or another numerate discipline with a substantial statistical content with a minimum of 3 years' relevant experience. Recommendations: Studies in Demography and/ or Population Studies or Statistics or Population Geography Competencies: Knowledge and experience of a statistical package such as SPSS; data analysis both qualitative and quantitative; GIS systems and packages, Skills in the following: creates new and imaginative approaches to work related issues; research; project planning; working as a consultant to customers; presentation, communication (verbal and written) in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Dingani at (021) 483 5601
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/243</u></b>	:	<b><u>ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS, REF NO. DSD 2018-10</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Salary level 9).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year tertiary qualification with a minimum of 3 years' experience in a financial management environment. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Financial norms and standards; Budgeting processes; Financial accounting skills; Ability to analyse, conceptualise and implement policy; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Monitoring, evaluation and reporting skills.
<b><u>DUTIES</u></b>	:	Manage and supervise staff that perform the following functions related and perform the more complex work in that regard: Manage the process of collating the Annual Financial Statements (AFS) for Department. Bookkeeping: maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; manage in-year and annual reports on recorded financial affairs and financial systems; Manage financial instructions and circulars; Perform managerial/ supervisory tasks will entail the following: Participation in the recruitment and selection of staff; Motivate, train guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/ her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.
<b><u>ENQUIRIES</u></b>	:	Mr J Joubert at (021) 483 6022
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/244</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT PRACTITIONER, REF NO. DSD 2018-07</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 8).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year tertiary qualification in Supply Chain Management or Public Management, with a minimum of 3 years' experience in a supply chain management

environment. Recommendations: A valid code B driver's licence. Competencies: Knowledge of the following: Public management practices; Financial management and supply chain management services; Public service reporting structure; Applicable legislative and Regulatory framework; Public Finance and Management Act (PFMA), Regulations and guidelines; SCM Regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel, MS Outlook and PowerPoint); Monitoring, evaluation and reporting skills; Analytical and presentation skills.

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

**ENQUIRIES APPLICATIONS** : Ms S Tafeni at (021) 483 4665  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/245** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER, REF NO. DSD 2018-08**

**SALARY** : R281 418 per annum (Level 8).  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 3-year tertiary qualification in Supply Chain Management or Public Management, with a minimum of 3 years' experience in a supply chain management environment. Recommendations: None. Competencies: Knowledge of the following: Public management practices; Financial management and supply chain management services; o Public Finance and Management Act (PFMA), Regulations and guidelines; Supply Chain Management regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Interpersonal skills.

**DUTIES** : Provide acquisition management services to the department; Assist with and advise on the development of specification for cost centres requirements; Execute and supervise the bidding process; Perform a Bid Administration function including compiling of bid documents, receiving and opening of bid documents publicizing of invitations and awards; Render Secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Maintain a register for complaints received, analyse and report; Provide input into the development and maintenance of departmental policies and procedures on acquisition management; Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Ms L Sawal at (021) 483 8858  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/246** : **SOCIAL WORKER: WINELANDS/OVERBERG REGION, REF NO. DSD 2018-01**

**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** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 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. 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** : Ms N Nabela at (021) 483 4016  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/247** : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE), REF NO. DSD 2018-13**

**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** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 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. 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** : Mr Q Arendse at (021) 763 6202  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)



**POST 07/248** : **SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI), REF NO. DSD 2018-14**

**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. 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** : Mr Q Arendse at (021) 763 6202  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/249** : **SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU), REF NO. DSD 2018-15**

**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. 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** : Mr Q Arendse at (021) 763 6202
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/250** : **SOCIAL WORKER: SOCIAL WORK SERVICES (RETREAT), REF NO. DSD 2018-16**
- 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** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : 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. 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** : Mr Q Arendse at (021) 763 6202
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/251** : **SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN), REF NO. DSD 2018-17**

**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. 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** : Mr Q Arendse at (021) 763 6202  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/252** : **SOCIAL WORKER: SOCIAL WORK SERVICES (WYNBERG), REF NO. DSD 2018-18**

**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. 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** : Mr Q Arendse at (021) 763 6202  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/253** : **SOCIAL WORKER: SOCIAL WORK SERVICES (FISH HOEK), REF NO. DSD 2018-19**

**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** : Department of Social Development, Western Cape Government  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 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. 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** : Mr Q Arendse at (021) 763 6202  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/254** : **CHIEF REGISTRY CLERK, REF NO. DSD 2018-09**

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 3 years' relevant experience. Recommendations: None. Competencies: Knowledge of

archiving in the public sector relevant archiving prescripts and the EDMS, Computer literacy (MS Office), Analytical thinking and decision making, Communication skills in at least two of the three official languages of languages of the Western Cape.

**DUTIES** : Co-ordinate the distribution of correspondence; Ensure the proper application of the registry system; Facilitate proper archiving of the departmental records; Supervise subordinate staff.

**ENQUIRIES** : Mr G Miller at (021) 483 4168

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

**POST 07/255** : **ADMINISTRATION CLERK, REF NO. DSD 2018-06**

**SALARY** : R152 862 per annum (Level 5)

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

**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification) with a relevant experience. Recommendations: None. Competencies: Communication skills (both written and verbal) in at least two of three official languages of the Western Cape, Computer literacy (including Management of databases), Human relations skills, Interpersonal- and presentation skills, Good organising skills.

**DUTIES** : Rendering of provisioning administration functions in relation to: Ordering, stores and issuing and recording of goods, provide assistance with determining needs and application of correct procedures pertaining to provisioning, liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments. Provide assistance with regards to asset management in relation to: Compilation of a database to record all assets, reporting on all assets acquired on a quarterly basis, Compilation of inventories in regard to stores and equipment, Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets, Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.

**ENQUIRIES** : Mr JJ Minyi at (021) 483 7679

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

**POST 07/256** : **REGISTRY CLERK, REF NO. DSD 2018-05**

**SALARY** : R152 862 per annum (Level 5)

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

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with relevant experience. Recommendations: A minimum of 1 year relevant working experience; Registry/ Records Management course; A valid driver's licence.. Competencies: Knowledge of the following: legislation, policies and prescripts/manuals; Good knowledge of Archives Act and related Treasury Regulations governing registry. Skills in the following: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate (MS office).

**DUTIES** : Provide information to clients regarding available services: Receive and disseminate mail; Manage incoming and outgoing mail (franking, courier services, etc); Maintain the filing system of the Region (collecting, storing, disseminating and disposal of documents and records); Assist with the e-filing of the Region (Assist in managing electronic documents, e.g. Livelink).

**ENQUIRIES** : Mr JJ Minyi at (021) 483 7679

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

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 02 March 2018 at 16:00

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday



to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 07/257** : **DEPUTY DIRECTOR: VEHICLE LICENCING AND DRIVER REGULATION AND STANDARDS, REF NO. TPW 2018-05**

**SALARY** : R657 558 per annum, all-inclusive salary package (Level 11)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A 3-year Tertiary qualification with a minimum of 3 years' management experience. Recommendations: A valid Code B (08) driving license and willingness to regularly travel away from the office. Competencies: Knowledge and experience of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Problem solving and decision making through analytical thinking; Relationships Management and Networking Skills; Computer Literate (MS Word, Excel, Outlook, etc).

**DUTIES** : Manage the functions and departmental agents rendering the services pertaining to motor vehicle registration and licensing, driver fitness testing and vehicle fitness testing; Manage the Provincial Helpdesk for vehicle registration and licensing, driver fitness testing and vehicle fitness testing; Human Resource Management; Plan the sub-directorate 's budget and manage income and expenditure through responsible implementation of policies , practices and decisions in order to achieve the unit's objectives and efficiently.

**ENQUIRIES** : Mr MJ Gallant at (021) 483 2058  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/258** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND SECURITY, REF NO. TPW 2018-29**

**SALARY** : R657 558 per annum, all-inclusive salary package (Level 11)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A 3-year appropriate tertiary qualification with a minimum of 3 years' management experience; Valid Code 8 driver's license. Competencies: Knowledge of the following: Risk Management and access control; Occupational health and safety legislation procedures and practices; Labour Relations Legislation, prescripts and procedures; Public Service prescripts and procedures. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Management and Report writing skills.

**DUTIES** : Occupational Health and Safety: Ensure the implementation occupational health and safety procedures; Investigate any incident resulting in injury of staff; Implement and maintain a database of all incidents; Serve as a member of the Departmental Occupational Health and Safety and Security Committee with representation from all branches; Actively promote the concept of zero incident and zero injury; Risk Management Duties: Co-ordinate the risk management function in collaboration with the Department of Community Safety for the buildings in the CBD including the Regional Offices; Co-ordinate and assist with regular risk audits; Assist with the development of disaster plans and disaster response planning; Assist with the co-ordination of steps to avoid incidents which may result in loss or damage for the Department; Ensure that mock emergency evacuations of the CBD buildings take place twice a year; Provide a report to the HOD on the effectiveness of the above exercise each time, detailing threats and weaknesses, with recommendation.

**ENQUIRIES** : Mr C Marx at (021) 483 5605  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)



**POST 07/259** : **ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES, REF NO. TPW 2018-07**

**SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : 3-year appropriate tertiary qualification with a minimum of 3 years' relevant experience; A valid driver's license. Competencies: Knowledge of the following: National and provincial strategies and policies on transport; Provincial Strategic Plan, Provincial Strategic Goals; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Research and Policy Formation.

**DUTIES** : To engage in research that informs programme development profiles; To develop programmes that informs project interventions that promote District Transport Development; To participate in planning of District Transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District Transport Programme; Provide support to the management of the directorate in terms of administration activities that support the effective operations of the directorate; Assist in Transport Policy Formation.

**ENQUIRIES** : Mr Y Ndungane at (021) 483 8580  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/260** : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION), REF NO. TPW 2018-10**

**SALARY** : Grade A: R323 259 – R348 480 per annum, Grade B: R 367 938 – R 396 375 per annum, Grade C: R 420 690 – R 495 561 per annum (Salary will be determined as per OSD prescripts).

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Architecture (B Tech) or relevant qualification; A minimum of 3 years post qualification Architectural Technologist experience required; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driver's licence. Competencies: Technical: Project management knowledge and experience; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer Literacy (MS Project, Word, Excel and PowerPoint).

**DUTIES** : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

**ENQUIRIES** : Ms Jodie Thomas at (021) 483-2004

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/261** : **ENGINEERING TECHNICIAN (PRODUCTION): ELECTRICAL, REF NO. TPW 2018-08**
- SALARY** : R274 440 – R420 690 per annum (Salary will be determined as per OSD prescripts)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : National Diploma in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineering Technician; A minimum of 3-years post qualification technical (Engineering) experience; A valid driver's licence (Code B). Competencies: Technical: Project management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer Literacy (MS Project , Word , Excel and PowerPoint).
- DUTIES** : Render Technical Services: Assist Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operation plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Ms J Thomas at (021) 483-2004
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/262** : **ENGINEER PRODUCTION: ELECTRICAL - ENGINEERING SERVICES: HEALTH, REF NO. TPW 2018-09**
- SALARY** : Salary will be determined as prescribed by OSD prescripts
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years' post-qualification engineering experience; A valid driver's licence. Competencies: Technical: 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; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; 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; Experience of contract documentation and administration , Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Knowledge of public sector procurement; 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.
- ENQUIRIES APPLICATIONS** : Ms J Thomas at (021) 483-2004  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/263** : **ICT SYSTEMS ADMINISTRATOR: INFORMATION COMMUNICATION TECHNOLOGY, REF NO. TPW 2018-06**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 7)  
: Department of Transport and Public Works, Western Cape Government  
: Certificate (NQF5) in IT with a minimum of 1 year' experience in an IT environment preferably with Corporate Governance of Information Communication Technology (CGICT) experience. Recommendation: IT Degree/Diploma with a minimum of 2 years' experience; Practical working experience with DPSA Corporate Governance of ICT Policy Framework (CGICTPF); Knowledge of COBIT (Controls Objectives for Information Related Technologies); Knowledge of TOGAF (The Open Group Architecture Framework). Competencies: Knowledge of CGICT, COBIT and TOGAF; Knowledge of Governance Wide Enterprise Architecture (GWEA) IT STRATEGY; Excellent in Policy development and analysis; Advanced knowledge of Public Administration and CGICT Policy Framework; Business Analysis, Standard Operating procedures; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy.
- DUTIES** : Assist with the analysis and development of all CGICT requirements; Assist with the facilitation of ICT Governance Implementation and Monitoring; Assist with the coordination of Departmental ICT Strategies and Policy Implementation; Assist with the provision of management support in departmental transversal application systems; Assist with coordinating and facilitating the introduction and optimisation of systems; Assist with managing the interface with Cel and other service providers; Assist with business continuity planning.
- ENQUIRIES APPLICATIONS** : Ms T Singh at (021) 483 5519  
: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- POST 07/264** : **ADMINISTRATIVE ASSISTANT: TRANSPORT POLICIES AND STRATEGIES, REF NO. TPW 2018-16**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 7)  
: Department of Transport and Public Works, Western Cape Government  
: A 3-year tertiary qualification with a minimum of 3 years' experience; A valid driver's licence. Competencies: Knowledge of the following: National and provincial strategies and policies on transport; Provincial Strategic Plan; Provincial Strategic Goals, Provincial Land Transport Framework; Integrated Transport Plans

		and Integrated Development Plans; Research and Policy Formation; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	To do research that informs programme development profiles; To develop programmes that informs project interventions that promote District Transport development; To participate in planning of District transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District transport Programme; Provide support to the management of the Directorate in terms of administrative activities that support the effective operations of the Directorate; Assist in Transport Policy Formation.
<b><u>ENQUIRIES</u></b>	:	Ms L Dalhouzie at (021) 483 0989
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/265</u></b>	:	<b><u>PERSONAL ASSISTANT: KNOWLEDGE MANAGEMENT, REF NO. TPW 2018-17</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to senior management. Recommendation: Undergraduate degree with courses completed in Office Management. Experience in Financial Management; A valid driver's licence. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; 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.
<b><u>DUTIES</u></b>	:	Provide a secretarial/ receptionist support service to the Manager; Rendering an administrative support service which include procurement; Assist with the distribution of mail and documentation as prescribed; Utilisation of an electronic file tracking system; Remains up to date with regard to prescripts and policies within the Department; Assist the Manager in determining funding requirements for purposes of MTEF submissions; Compares the MTEF allocation with the requested budget and informs the Manager of any changes; Ensures travel arrangements are well co-orientated; Utilise GG vehicles and maintain appropriate records; Minute taking skills.
<b><u>ENQUIRIES</u></b>	:	Mr L Barbier at (021) 483 4070
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>POST 07/266</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: MASAKH'ISIZWE BURSARY PROGRAMME (2 POSITIONS AVAILABLE), REF NO. TPW 2018-26</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years' relevant experience. Recommendation: An appropriate 3-year tertiary qualification with a minimum of 1-year experience; Experience in the following: Bursary administration; Maintaining a Record Management System; Recording decisions and minutes at meetings; Plan administrative activities for Diary Management, travel itineraries, and document flow in an office set up. Competencies: Knowledge of the following: Relevant legislation, regulations and policies related to skills development; Higher Education Sector; Bursary Administration; Good communication (written and verbal) and report writing skills; Proven computer literacy (sound application of relevant computer programmes); Project Management Skills.

**DUTIES** : Render line administrative support to the Masakh'iSizwe Bursars of the Higher Education Institution; Co-ordinate administrative management control activities pertaining to the bursars studying at the Higher Education Institution; Develop, implement, and maintain administrative systems; Assist in conducting research on matters that impact and inform the Masakh'iSizwe Bursary Programme, as instructed.

**ENQUIRIES** : Ms C September at (021) 483 9841  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 07/267** : **ACCOUNTING CLERK: BANKING AND CASH, REF NO. TPW 2018-21**

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: Experience as a cashier. Competencies: A good understanding of the following: Accounting; PFMA; Proven computer literacy (proficiency in Excel); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Journalise all income and expenditure on bank account; Reconciliation and clearing of all banking interfaces; Reconciliation of daily receipts; Reconciliation and control of all petty cash; Reconciliation of daily deposits and money received.

**ENQUIRIES** : Ms J Davids at (021) 483 4040  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)