

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

CLOSING DATE : 19 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 09/118 : **SENIOR AGRICULTURAL ADVISOR: FARMER SUPPORT & DEVELOPMENT, REF NO. AGR 2018-05**

SALARY : R334 545 per annum (Level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 4-year Tertiary qualification with a minimum of 3 years' experience in agricultural extension; Applicant must be registered with the South African Council for Natural Scientific Professions (SACNASP) or present proof that such application has been lodged with the respective body; A valid code B driver's licence. Recommendations: None. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving skills; Time management; Ability to work under pressure (project management practices); Computer literate.

DUTIES : Responsible for specialised advice in mainly agricultural economics and management principles to farmers; Responsible for specialised inputs to business plans and project developments as well as project evaluation and monitoring; Responsible for farm assessments, farm plans and potential studies; Responsible for adaptive and demonstrative research projects in field of specialization; Responsible for training and development of farmers and colleagues; Extension and advisory services to all farmers.

ENQUIRIES : Mr du Randt at (021) 213 200
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 09/119 : **LECTURER: ANIMAL PRODUCTION - FURTHER EDUCATION AND TRAINING, REF NO. AGR 2018-06**

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree with a minimum of 3 years practical experience in education and training; A valid driver's licence. Recommendations: Agricultural experience; Formal training and presentation skills. Competencies: Proven knowledge of animal production; Proven computer literacy in MS Office (MS Word, PowerPoint, Access); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; High levels of assertiveness and professionalism; Good planning and organising skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Present classes, learnerships and short courses; Renewal and development of course material and study guides; Assessment of students; Maintain discipline during classes; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms M Cornelissen at (021) 808 5497
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 09/120 : **FARM AID: FARM SERVICES: OUTENIQUA, REF NO. AGR 2018-03**

SALARY : R90 234 per annum (Level 2)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Basic literacy and numeracy-ABET level 2 or Grade 5. Recommendations: A valid code B driver's license. Competencies: Ability to work well within a team; Ability to do physical work; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform the following activities: Crop production; Manual farm activities related to animal production; Manual general farm activities related to a mixed cropping and livestock research farm; Manual farm activities related to infrastructure development and maintenance.

ENQUIRIES : Mr H Gerber (044) 803 3727

APPLICATIONS : hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 19 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 POST

POST 09/121 : **ASSISTANT DIRECTOR: LANGUAGE POLICY AND IMPLEMENTATION, REF NO. CAS 2018-04**

SALARY : R334 545 per annum (Level 9)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience in a similar environment. Recommendations: Experience in translations and editing; Knowledge of project management; Computer literate; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Human Resource Management: Implement a system of performance management within the staff; Language Policy implementation; Visit the Western Cape Provincial government to ensure that they are implementing the Western Cape Language Policy; Assist in compiling the annual report for the Western Cape Language Committee; Financial Management: Assist in compiling monthly cash flow projections in line with expected expenditure; Organising, Management and Administration; Manage all language services requirements;

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

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 19 March 2018 @ 16:00
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. 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.

MANAGEMENT ECHELON

- POST 09/122** : **CHIEF DIRECTOR: ECONOMIC SECTOR SUPPORT, REF NO. DEDAT 2018-14**
- SALARY** : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Salary level 14). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Economic Development and Tourism, Western Cape Government
: Appropriate B Degree; Relevant Senior Management experience 5 years; and Valid Code 8 driver's license. Recommendations: Competency in at least 2 official languages dominant in the Western Cape Province; Extensive Industry experience; Strong relationship and partnership management; and Post graduate qualification. Competencies: Knowledge of business and organisational structure of the department; Knowledge of Government operational management systems and procedures; Knowledge of provincial and national strategies to address sector development; Knowledge of corporate governance requirements with particular reference to prescribed plans and committees; Knowledge of the business of the department; Knowledge of Occupational Health and Safety, Human Rights issues relating to the Department; and Knowledge of Human Resource Management systems.
- DUTIES** : Strategic capability and leadership (incl Change Navigation); Provide strategic oversight and direction to the sector, and support the creation of opportunities to influence economic growth and job creation within the Financial Services, ICT; Oil, Gas and Maritime; Agri-Processing; Manufacturing and Tourism Sectors; Build partnerships and unlock opportunities with the relevant sector businesses and associations to achieve economic growth and job creation; Develop relationships with all spheres of government and across departments; Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and Corporate Governance; and Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES** : Mr R Toefy (021 483 9225)

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.

MANAGEMENT ECHELON

<u>POST 09/123</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: INFECTIOUS DISEASES)</u>
<u>SALARY</u>	:	Grade 1: R 1 151 088 per annum, Grade 2: R 1 316 136 per annum, Grade 3: R 1 439 112 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-Specialty) in Infectious Diseases. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-Specialty) in Infectious Diseases. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-Specialty) in Infectious Diseases. Grade 2: A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-Specialist) in Infectious Diseases. Grade 3: A minimum of 10 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Specialist (Sub-Specialist) in Infectious Diseases. Competencies (knowledge/skills): Extensive specialist knowledge in Infectious Diseases and areas of research. Specialist knowledge in teaching of all aspects of Infectious Diseases.
<u>DUTIES</u>	:	Key result areas/outputs: Provide and manage both in- and out-patient specialist Infectious Diseases services within the Division of Infectious Diseases and HIV Medicine, Department of Medicine. Provide specialist clinical service to general medicine in- and out-patients in Groote Schuur hospital and affiliated hospitals. Supervise and train under- and post-graduate students in the Department of Medicine. Conduct research. Provide support in respect of administrative and management functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof N Ntusi, Tel. No. (021) 406-6200
<u>FOR ATTENTION NOTE</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. Ms N Mbilini Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 March 2018
<u>POST 09/124</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u>
<u>SALARY</u>	:	R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate and proven managerial experience

in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and Institutional Health Delivery System, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

- DUTIES** : Key result areas/outputs: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.
- ENQUIRIES** : Dr B Eick, tel. no. (021) 404-6288
- APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : Ms N Mbilini
- NOTE** : No payment of any kind is required when applying for this post
- CLOSING DATE** : 16 March 2018

OTHER POSTS

- POST 09/125** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District Health Services

- SALARY** : R499 953 (PN-B3) per annum
- CENTRE** : Klappmuts Community Centre
- 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 Professional Nurse. Post Basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. Ability to effectively communicate in two of the three official languages of the Western Cape. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

- NOTE** : No payment of any kind is required when applying for this post.
- DUTIES** : (key result areas/outputs): Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium, long term basis. Render Clinical services and organise a cost effective

service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participation in Community involvement. Collect, verify and timeous submission of accurate statistics.

ENQUIRIES : Ms DM Johnson, tel. no. (021) 808-6108
APPLICATIONS : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 16 March 2018

POST 09/126 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
Cape Winelands Health District

SALARY : Grade 1: R340 431 (PN-B1) per annum,
Grade 2: R481 701 (PN-B2) per annum

CENTRE : Stellenbosch 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practise.

DUTIES : Key result areas/outputs: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage Human and Financial resources. Participate in training, research and implementation of the department's values. Participate in the collection and management of data. Promote quality nursing care and Implement infection control and health and safety legislations.

ENQUIRIES : Ms R De Silva, Tel. No. (021) 808-6153
APPLICATIONS : The Medical Manager: Stellenbosch Sub-District, Cape Winelands District, Private Bag X5027, Stellenbosch, 7600.

FOR ATTENTION : Ms L Adams
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 16 March 2018

POST 09/127 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Eden District

SALARY : Grade 1: R340 431 (PN-B1) per annum,
Grade 2: R418 701 (PN-B2) per annum

CENTRE : Hornlee Community Clinic

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Ability to communicate in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.

ENQUIRIES : Ms L Ziervogel, tel.no. (044) 302-8400

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

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 16 March 2018

POST 09/128 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R340 431 (PN-B1) per annum,
Grade 2: R418 701 (PN-B2) per annum

CENTRE : Eerste River 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 Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts,

- weekends and public holidays. Competencies (knowledge/skills): Sound knowledge and understanding of the Mental Health Care Act, Nursing and health service related Acts, Legislation and Policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Provide an optimal, holistic, specialised psychiatric Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental health. Render quality mental health care at facility. Manage and monitor proper utilisation of human, financial and physical resources. Provision of Support to Nursing Services.
- ENQUIRIES** : Ms MM Luphondo, Tel. No. (021) 902-8024
- APPLICATIONS** : The Chief Executive Officer: Eerste River Hospital, Private Bag X5, Eerste River, 7103.
- FOR ATTENTIONS** : Ms N Wege
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 16 March 2018
- POST 09/129** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)**
Eden District
- SALARY** : Grade 1: R226 083 (PN-A2) per annum,
Grade 2: R278 052 (PN-A3) per annum,
Grade 3: R340 431 (PN-A4) per annum
- CENTRE** : Murraysburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal skills. Proficient communication skills in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.
- DUTIES** : (key result areas/outputs): Provide holistic nursing care to patients in a cost effective manner. Effective implementation of infection control policies and health and safety legislations. Effective utilisation of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training and research and data management. Provision of Support to Nursing Services.
- ENQUIRIES** : Dr A Muller, tel. no. (023) 414-8200
- APPLICATIONS** : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific

category with the relevant council (including individuals who must apply for change in registration status.)”

CLOSING DATE : 16 March 2018

POST 09/130 : **NURSING ASSISTANT GRADE 1 TO 3 (WARDS) (6 POSTS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R116 625 (NA1) per annum
Grade 2: R138 027 (NA2) per annum
Grade 3: R164 796 (NA3) per annum

CENTRE REQUIREMENTS : George Hospital
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant. Registration with a professional council: Current valid registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years’ appropriate/recognised experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years’ appropriate/recognised experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to rotate throughout the wards. Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Assist patients with activities of daily living. Provide elementary clinical nursing care. Effective utilisation of resources to provide a safe environment to prevent safety hazards. Maintain professional growth and self-development. Adhere to the Code of Conduct and display the core values of the Department of Health WCG in the execution of duties.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms GE Sellars, tel. no. (044) 802-4537
The District Manager: George Hospital, Private Bag X6534, George, 6530.
Mr T Mnyobe
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE : 23 March 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 19 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 09/131 : **CHIEF WORKS INSPECTOR: BUILDING, REF NO. HS 2018-03**

SALARY : R281 418 per annum (Level 8)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : 3-year National Diploma (T/N/S streams); or A N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ experience in a building environment; A valid driver’s licence. Recommendations: Good knowledge and working experience of the following: National Housing Code, Construction Industries Development Board (CIBD)

guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Costing of housing projects; Occupational Health and Safety Act (OCHSA); Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. Competencies: Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.

DUTIES : Rendering support with regard to the management of housing projects (PHP, IRDP, CRU's, Individual, Provincial and implementation of Occupational Health and Safety Act OCHSA by contractors); Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.

ENQUIRIES : Mr A Adams at (021) 483 8784
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 09/132 : **SENIOR PROPERTY INSPECTOR, REF NO. HS 2018-04**

SALARY : R183 558 (Level 6)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Senior Certificate (Intermediate/ Occupational certificate) or equivalent qualification with a minimum of 3 years' administrative experience; A valid driver's licence. Recommendations: Report writing. Competencies: Knowledge of the following: PIE Act of 1998; ESTA Act (No. 62 of 1997); Housing Act 107 of 1997; Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Planning and organising skills; Adhere to the Batho Pele Principles

DUTIES : Responsible for the inspections and investigations of all the Departments rental units; Ensure that informal settlements do not expand; Monitor the removal of illegal structures; Liaison with external service providers, for example: Anti-land invasion unit, Law Enforcement and SAPS; Responsible for document collection as required by various sections within the Department.

ENQUIRIES : Mr MH Collison at (021) 826 5701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 19 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 POST

- POST 09/133** : **ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT, REF NO. LG 2018-15, (12 MONTH CONTRACT POSITION)**
- SALARY** : R334 545 per annum (Level 9), plus a 37% in lieu of service benefits.
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : 3-year appropriate tertiary qualification with a minimum of 6 years relevant experience. Recommendations: In depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Excellent interpersonal relations. Competencies: Knowledge in the following: Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual ; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills in at least two of the official languages of the Western Cape; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff.
- DUTIES** : Render administrative support services: Supporting the manager with the administration of the budget; Communication and liaisoning: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD: Manage the diary of the HOD: Organise interviews, appointments and performances for and to the HOD; Control all documents for meetings, including cabinet; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining of workload and additional tasks.
- ENQUIRIES** : Ms D Benjamin at (021) 483 3938

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 19 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 09/134** : **INDUSTRIAL PSYCHOLOGIST GRADE 1, REF NO. DOTP 2018-09**
- SALARY** : R657 558 per annum (Level OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Master's Degree in Industrial Psychology; Registration as an Industrial Psychologist with the Health Professions Council of South African (HPCSA); Valid Code 8 driver's license. Recommendations: Experience in an assessment-related environment conducting competency assessments for selection and development purposes. Competencies: Knowledge in the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists; Employment Equity Act, 1998; Labour Relations Act, 1995; Promotion of Access to Information Act, 2000; Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating action; Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising.

DUTIES : Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.

ENQUIRIES : Ms M van de Merwe at (021) 466 9724

POST 09/135 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, REF NO. DOTP 2018-10**

SALARY : R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year appropriate Tertiary qualification and a minimum of 3 years management experience. Recommendations: Experience working in the social/ behavioural sciences (HR/ OD/ Training) is recommended. Registration as a Clinical/ Industrial Psychologist would be advantageous. Competencies: Knowledge in the following: Policies and frameworks regarding to employee wellness programmes in the government; Quantitative and qualitative research methodologies; Latest advances in public management theory and practice; Deciding and Initiating Action; Analysing; Planning and Organising; Leading and Supervising; Relating and Networking; Working with People; Presenting and Communicating Information.

DUTIES : Manage the Employee Health and Wellness unit; Establish and manage the transversal employee health and wellness contract; Engage stakeholders and partnerships in wellness to generate co-operation and collaboration; Identify priority areas through consultative and processes and designs and conducts impact research and corresponding awareness campaigns; Manage the execution of goals for the sub-directorate; Draw up business Plan of the Sub-directorate; Attendance of staff meetings, division head meetings, directorate meetings; Apply and maintain discipline in the sub-directorate; Mentor and coach team members of sub-directorate; Manage and administer the staff appraisal system/ process.

ENQUIRIES : Ms R Shade at (021) 466 9708

POST 09/136 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT, REF NO. DOTP 2018-13 (1-YEAR CONTRACT POSITION)**

SALARY : R657 558 per annum (Level 11), plus 37% in lieu of service benefits.
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year relevant Tertiary qualification with a minimum of 3 years middle management experience; a valid code 8 driver's license. Recommendations: None. Competencies: Knowledge in the following: Change management methodologies; Leadership and Organisational Culture; Project Management; Policies of the government of the day (national and provincial); Appreciative; Financial management prescripts; Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and Influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising.

DUTIES : Manage the Change Management Capability Programme: Develop departmental change capability programmes; Support Departmental Project Offices with the Portfolio Change Management reporting; Manage vendor contracts; Perform the following on an advanced level and manage the staff who perform them: Develop change management strategies and implementation plans; Facilitate organisational behaviour interventions; Draft reports pertaining to findings of the recommended interventions; Advise on the design and planning of appropriate interventions; Manage the Change Management Communications initiatives:

Change management communication plans; Newsflashes, presentations, speeches and content of communication products in conjunction with line functionaries; Facilitate workshops with regards to change management initiatives; Language services pertaining to change management communiques.

ENQUIRIES : Ms Reygana Shade at (021) 466 9707

POST 09/137 : **WEB DESIGNER (USER EXPERIENCE DESIGNER): E- GOVERNMENT FOR CITIZENS (12 MONTH CONTRACT POSITION), REF NO. DOTP 2018-08**

SALARY : R334 545 per annum - (Level 9) plus 37% in lieu of service benefits.
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A 3-year National Diploma (or higher qualification in Human-Computer Interaction, Interaction Design or related field; A minimum of 3 years' relevant experience. Recommendations: User centred design process experience; User research experience. Competencies: User Interface Design principles; User-Centred Design Processes; Research / Analysis; Prototyping/design; Usability Testing Methodologies.

DUTIES : Implement advanced interaction design; Provide usability and user experience expertise across all channels and platforms; Ensure and implement universal accessibility for all users; Conduct heuristic and expert elevations; Develop personas, flows and journey maps; Implement and administer the Western Cape Government policy and UX guidelines.

ENQUIRIES : Mr L Essa at (021) 483 5182

POST 09/138 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A), REF NO. DOTP 2018-05**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year Tertiary qualification in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations; A valid Code B driver's licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; The Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms Deirdre Viljoen at (021) 483 4701

POST 09/139 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B), REF NO. DOTP 2018-06**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year Tertiary qualification in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations; A valid Code B driver's licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; The Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations;

Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms Deirdre Viljoen at (021) 483 4701

POST 09/140 : **ASSISTANT DIRECTOR: CREATIVE DESIGN, REF NO. DOTP 2018-16**

SALARY : R334 545 per annum (Level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification; A minimum of 5 years' design experience with a minimum of 3 years' supervisory experience; A valid Code B driver's license; Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be assessed. This is part of the shortlist process. Recommendations: Brand Management and/or development experience; Proven and demonstrable skills in Designing, Illustration and Photography. Competencies: Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills.

DUTIES : Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.

ENQUIRIES : Mr S du Plessis at (021) 483 3139

PROVINCIAL TREASURY

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

CLOSING DATE : 19 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 POST

POST 09/141 : **SYSTEM MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS, REF NO. PT 2018-01**

SALARY : R657 558 per annum (Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year Tertiary qualification with a minimum 6 years' relevant experience in financial administration systems; A valid driver's licence. Recommendations: Experience in managing a Logistical Information System (LOGIS); Management of staff and major ICT system projects; Support and maintenance of financial systems like LOGIS. 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** : Knowledge of the following: Public sector financial management (PFMA, NTR, PTI's); Public sector SCM legislation and policy frameworks; Public sector Personnel Management; SITA Act; SAQA and NQF legislation; SCOA; Experience in the following: Co-ordination of financial system training & change management; System data analytics; People management; Budgeting skills; Computer literate MS (Word, Excel, PowerPoint, Internet, Email).
- ENQUIRIES** : Mr A Mazomba at (021) 483 5670

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 19 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 09/142** : **SOCIAL WORK MANAGER: METRO EAST REGION,(KHAYELITSHA) REF NO. DSD 2018-23**

- SALARY** : R712 827 per annum (as prescribed by OSD)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; with a minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: None A valid driver's licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

- DUTIES** : Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed.

- ENQUIRIES** : Ms M Harris at (021) 812 0921

- POST 09/143** : **SOCIAL WORK SUPERVISOR: METRO EAST, (KHAYELITSHA) REF NO. DSD 2018-24**

- SALARY** : R341 322 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid driver's license. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Harris at (021) 812 0921
<u>POST 09/144</u>	:	<u>MONITORING OFFICER: QUALITY ASSURANCE AND MONITORING, REF NO. DSD 2018-21</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification with a minimum of 3 years' administrative experience. Recommendations: None. Competencies: Knowledge in the following: Facility Management and inspectorate regimes; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Strong conceptual and formulation skills; Outstanding planning, organising and People Management skills.
<u>DUTIES</u>	:	Develop relevant strategies and formulate relevant policies to ensure the necessary judiciary functions are executed; Design standardised templates for execution of audits; execute internal and external audits; Compile reports and make recommendations in terms of rectification; Establish and foster relationships with stakeholders both internal and external; Regular monitoring meetings with stakeholders during the rectification process; Perform compliance and risk management services for the department and identify and report on risks; Conduct surveys as required; Administrate a Risk Management register for the Department in terms of facilities.
<u>ENQUIRIES</u>	:	Mr Z Ziervogel at (021) 202 9241
<u>POST 09/145</u>	:	<u>ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT, REF NO. DSD 2018-26</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate B-degree with a minimum of 1 year administration experience. Recommendations: None Competencies: Knowledge in the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector.
<u>DUTIES</u>	:	Provide effective office administrative and management support services to the component: Maintain and control leave and asset register for the component;

Arrange for equipment to be fixed, served and/ or ordered; Develop and maintain an efficient and effective filling system for the component; Provide budget support to the component: Control and maintain register of accounts against line items of the components budget; Provide administrative support with respect to audit queries received by the components; Maintain and assist with implementation of the components monitoring and evaluation system: Develop and maintain a comprehensive database of networks, services providers and projects/ programmes funded by the component; Record the results of all project/ programme proposal assessment.

ENQUIRIES :

Mr L Goosen at (021) 202 9251

POST 09/146 :

EDUCATION OFFICER: LINDELANI EDUCATION, REF NO. DSD 2018-25

SALARY :

R226 611 per annum (Level 7).

CENTRE :

Department of Social Development, Western Cape Government

REQUIREMENTS :

4-year qualification in Education (CAPS Trained); A minimum of 1-year experience as an Educationalist/ Educator. Recommendations: None. Registered with SACE; Experience in the following: Teaching Foundations Phase/ Intermediate Phase; Teaching academic as well as practical subjects, as well as presenting extra mural activities and / or sports coaching; Teaching learners with special educational needs; Working with behaviourally challenging youth will be an advantage; Ability to communicate and facilitate in Afrikaans and English. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge in the following: Public service procedures; People Management processes; Labour relations; Financial Management; Project Management; Influencing, Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Interpersonal relations skills; Proven computer literacy in MS Office; People resource planning; Presentation skills.

DUTIES :

Implementation of policies and procedures relating to education, in compliance with departmental legislation; Implement induction programme to newly admitted offenders; Enhance the participation of the learners at the facility in sport, recreation, arts and culture programmes and service: Provide information and training to participants; Develop and implement policies and procedures to assist children in the facility with additional/ further studies, including: Gathering of information on potential bursaries and scholarships; Treatment of children within the facility; Submit recommendations regarding children within the facility to Institutional Committees.

ENQUIRIES :

Ms M Jonkerman at (021) 865 2634

POST 09/147 :

ADMINISTRATION CLERK: ECD AND PARTIAL CARE, REF NO. DSD 2018-20

SALARY :

R152 862 per annum (Level 5)

CENTRE :

Department of Social Development, Western Cape Government

REQUIREMENTS :

Grade 12 (Senior Certificate or equivalent qualification) with appropriate experience in an administrative environment. Recommendations: None. Competencies: Good understanding of administration within an office environment; Planning and organising skills; Interpersonal skills; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office.

DUTIES :

Provide the following support services: Clerical support; Supply chain clerical support; Personnel administration; Financial administration.

ENQUIRIES :

Ms S Kaas at (021) 483 2413

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
OTHER POSTS**

POST 09/148 :

CHIEF ARCHITECT, GRADE A: EDEN/ KAROO/ WINELANDS EDUCATION (REGION 3), REF NO. TPW 2018-28

SALARY :

R805 806 per annum (OSD as prescribed).

CENTRE :

Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Degree in Architecture or relevant qualification; Registration with South African Council Architectural Profession (SACAP) as a professional Architect; A minimum of 6 years post qualification experience; A valid driver's licence. Recommendations: None. Competencies: Knowledge of the relevant legislation governing the built environment; Leadership abilities; Presentation and organising skills; ; Ability in applying expertise and technology; Communication (Verbal and written) skills in at least two of the official languages of the Western Cape; Human resource skills,
- DUTIES** : Perform architectural activities on buildings, structures and facilities; Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to relevant norms and standards; Provide architectural advice and technical support; Ensure the adoption of technical and cost effective architectural design strategies; Develop architectural related policies methods and strategies; Provide solutions on non-compliance of building performance and quantity determination; Review design solutions including project and cost plans and estimates submitted by building designers.
- ENQUIRIES** : Mr A Nieuwoudt at (021) 483 2839
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/149** : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT: VREDENDAL, REF NO. TPW 2018-03**
- SALARY** : R417 552 per annum (Level 10).
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : 3-year appropriate tertiary qualification with a minimum of 3 years' experience in Financial Accounting. Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; ; Vehicle impoundment; Vehicle inspections; Driving skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape.
- DUTIES** : Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management..
- ENQUIRIES** : Mr FN Payne at (021) 483 6085
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/150** : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT: CALEDON, REF NO. TPW 2018-01**
- SALARY** : R417 552 per annum (Level 10).
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Relevant 3 year Degree/Diploma or equivalent qualification ; 7-10 years working experience in the traffic law enforcement field; 3-5 years supervisory experience; No criminal record; All valid relevant driving licenses (A and EC).

- Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; ; Vehicle impoundment; Vehicle inspections; Driving skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape.
- DUTIES** : Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management.
- ENQUIRIES** : Mr FN Payne at (021) 483 6085
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/151** : **ASSISTANT DIRECTOR: FINANCE, REF NO. TPW 2018-31**
- 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' experience in Financial Accounting. Recommendations: A valid driver's licence; Accounting experience / SCOA knowledge; Compilation of financial statements. Competencies: Knowledge in the following: Government Financial Systems (BAS / LOGIS / PERSAL /SCOA); PFMA and Reporting Frameworks (MCS); Computer literate (Excel and Word); Financial and analytical reconciling skills. Communication (verbal and written) skills in at least two of the three official languages.
- DUTIES** : Manage/maintain policy and ensure the clearance of balances in the assets and liabilities accounts, as well as the provision of asset and liability information for IYM/IFS/AFS reporting requirements; Manage/maintain policy and ensure effective and efficient cash management of the department (PMG account); Manage/maintain policy and ensure effective and efficient banking operations of the department; Manage/maintain policy and ensure effective and efficient Bookkeeping and Claims operations of the department; Manage and ensure adjustments of allocations of the department in relation to Expenditure / Revenue / Assets and Liabilities are performed timely; Manage performance /team discipline / leave of section.
- ENQUIRIES** : Mr G Pretorius at (021) 483 5277
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/152** : **LOGISTIC OFFICER: LOGISTICS, REF NO. TPW 2018-12**
- 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 a minimum of 6 years' relevant experience. Recommendations: A valid driver's licence; Accounting experience and SCOA knowledge. Competencies: Knowledge in the following:

- Accounting; SCOA; PFMA; Principles in planning, resource allocation, human resources, leadership, production methods and Quality control; Proven computer literacy; Communication (written and verbal) in at least two of the official languages of the Western Cape; Supervisory skills.
- DUTIES** : Utilise the logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance applicable legislative requirements; Utilise LOGIS effectively for provisioning, stock control and reporting in compliance with user and legislative requirements; Comply with departmental policies and procedures and applicable legislative requirements, including: Ordering, Receiving and distribution of goods; Management of inventory and warehousing, and accounts payable; Manage performance of those responsible for functions of the unit: Determine work schedules and assignments for all activities and work, Monitor and quality assure work, Conduct performance reviews of team member; Manage team discipline and leave.
- ENQUIRIES** : S Andrews at (021) 483 5180
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/153** : **CHIEF REGISTRY CLERK: GOVERNMENT MOTOR TRANSPORT, REF NO. TPW 2018-19**
- 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 a minimum of 6 years' experience in a registry environment; A valid driver's licence. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Communication (written and verbal) skills in at least two of three official languages in the Western Cape; Ability to work independently within a team; Ability to work with a high degree of accuracy and care under pressure; Good interpersonal skills; Proven computer literacy in MS Office Package.
- DUTIES** : Effective and efficient Operational Management of Registry/Archives; Effective and efficient Operational Management of messenger services; Supervise the processing of documents for archiving and disposal; General administrative duties; Human Resource Management.
- ENQUIRIES** : Mr A Gericke at (021) 467 4729
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/154** : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (2 POSITIONS AVAILABLE), REF NO. TPW 2018-23**
- SALARY** : R226 611 per annum (Level 7).
- CENTRE** : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : A Senior Certificate (or equivalent qualification) with a minimum of 6 year property related experience. Recommendations: None. Competencies: Knowledge of applicable policies and procedures; Management principles; Public service procedures; Knowledge of HRM processes; Labour relations; Financial management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team and develop others.
- DUTIES** : Maintain a complete record of valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all leasing-out and update lease management system in respect of all immovable assets within the portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincial immovable assets; Effect municipal utilities payments; Compile BAS documentation; Ensure correct amount due are paid; Effect timeous payment of municipal utilities within 30 day period; Perform debt management and credit control functions; Assist with budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr M Nyali at (021) 483 3370
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/155** : **ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT: MANAGEMENT SUPPORT SERVICES (2 POSTS), REF NO. TPW 2018-15**
- SALARY** : R152 862 per annum (Level 5)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months experience in an Office environment; A valid driver's licence. Recommendations: None. Competencies: A good understanding of the following: Constitution of the Republic of South Africa, 1993 (Act 200 of 1993); Western Cape Constitution, 1998 (Act 1 of 1998); National Treasury Regulations; Western Cape Provincial Treasury Directives; Public Service Regulations; Disciplinary and Grievance Procedures; Departmental Preferential Procurement Policy; Government Motor Transport Administration; Proven computer literacy in MS Office; Communication (written and verbal) in at least two of the official languages of the Western Cape; Office planning skills.
- DUTIES** : Procurement of Assets and Expenses for Management Support Services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT Staff, Service Providers and Visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; General Administration; GMT Maintenance.
- ENQUIRIES** : Mr M Nyali at (021) 483 3370
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online

application. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 19 March 2018 @ 16:00
- POST 09/156** : **MESSENGER: GOVERNMENT MOTOR TRANSPORT, REF NO. TPW 2018-20**
- SALARY** : R90 234 per annum (Level 2)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Read and write; Valid Code 8(B/EB) driver's license. Recommendations: None. Competencies: Government Motor Transport administration; Good interpersonal telephonic skills; Competency in at least two of the official languages dominant in the Western Cape Province; Organizational skills; Ability to accept responsibility
- DUTIES** : Collecting and Delivering of Mail and Documentation; Keeping of Registers; Assistance to Archive Clerk
- ENQUIRIES** : Mr A Gericke at (021) 467 4729
APPLICATIONS : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. If you want to hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 19 March 2018 @ 16:00