

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

CLOSING DATE : 26 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 10/147 : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES, REF NO. AGR 2018-09**

SALARY : R417 552 per annum (Level 10)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Agricultural Economics and or Economics as major subjects with a minimum of 3 years` relevant experience; A valid driver's licence. Recommendations: Communication and presentation skills. Knowledge of economic and financial (advanced) analytical techniques. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Undertake and oversee the application, adaption and or/ development of models such as computerised system (Combud) for drawing up enterprise budgets; Provide training and support on a computerised system (Combud) for drawing up enterprise budgets, Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to Financial Record Keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuously in-depth study or research of development, patterns and trends in the field of production economics by making use of recognised scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

ENQUIRIES : Mr M Mjonono at (021 808 5200)/ 078 456 2973
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 10/148 : **AGRICULTURAL ECONOMIST: ENTERPRISE BUDGET, REF NO. AGR 2018-08**

SALARY : R281 418 per annum (Salary level 8)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Honours degree with Agricultural Economics and/or Economics as major subjects; A valid driver's license (code B). Recommendations: Excellent networking and report writing experience. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and

- policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it. Excellent communication (written and verbal) in at least two of the official languages of the Western Cape Province and presentation skills; Proven computer literacy skills (MS Office).
- DUTIES** : Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Market information reports. Provide advice to internal and external stakeholders on agricultural economic activities and studies which include but not limited to Financial Record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuously in-depth study or research of developments, patterns and trends in the field of agricultural economics by making use of recognized scientific methods; Do on going literature reviews and remaining well-informed regarding local and international development in the field of agricultural economic economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.
- ENQUIRIES** : Mr M Mjonono at (021 808 5200)/ 078 456 2973
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 10/149** : **HEAD: CLINICAL UNIT GRADE 1 (MEDICAL: EMERGENCY MEDICINE)**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : R1 550 331 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).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Emergency Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence. After-hour cover of Emergency Medicine Department. Render a 24/7 clinical service, including part of the after-hours roster. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under-and-post-graduate levels. Excellent managerial, inter-personal, leadership, administrative, communication, analytical and problem- solving skills. Ability to deal with problems of a generalist nature, as well as focus on sub-speciality requirements.
- DUTIES** : Key result areas/outputs: Clinical and Administrative Headship of the Emergency Medicine Functional Business Unit which includes Financial and Human Resource Management. Cooperate and liaise with other Departments within the hospital.

Supervise and train junior staff, as well as teaching of undergraduates and postgraduates rotating in Emergency Medicine Department.

ENQUIRIES : Ms E Vosloo, Tel. No. (023) 348-1113

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

FOR ATTENTION : Ms C Dawood

NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 23 March 2018

OTHER POSTS

POST 10/150 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES (CHRONIC DISPENSING UNIT)**
Directorate: Pharmacy Services

SALARY : R805 236 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code E/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements with respect to the service provider. Ensure sound Drug Supply Management (DSM) practices by monitoring and control of DSM principles with respect to the service provider. Computer literacy (Word, Excel, PowerPoint, Access and E-mail). Sound knowledge of laws relating to pharmacy. Excellent written and verbal communication skills and the integrity to deliver accurate reports. Appropriate management and logistics experience. The integrity to deliver accurate reports. Appropriate experience or knowledge in Business management and/or Finance.

DUTIES : Manage and supervise the quality of service provided by the service provider, as contained in the SLA. Supervise, manage and report on rollout/implementation of CDU services at various levels of care as concluded in SLA with the service provider. Management and supervision of the Department CDU personnel. Plan, control and manage CDU budget. Liaise and co-ordination with external parties interested in the CDU service.

ENQUIRIES : Ms K Lowenherz, Tel. No. (021) 483-8702

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test.

CLOSING DATE : 23 March 2018

POST 10/151 : **MEDICAL SPECIALIST GRADE 1 TO 3 (6/8TH POST)**
(OTORHINOLARYNGOLOGY)
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R743 892 per annum, Grade 2: R850 551 per annum, Grade 3: R987 102 per annum, (A portion of the package can be structured according to the individual's personal needs.

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years' appropriate

		experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Ability to work in a clinical team and share resources effectively. Computer Literacy (Microsoft Office packages).
<u>DUTIES</u>	:	Key result areas/outputs: Provide clinical ENT services to George Hospital and referring geographic area on an in-and outpatient basis, including outreach and support to the Eden and Central-Karoo Districts. Ensure effective and efficient clinical governance of the ENT department. Responsible management of limited resources and administrative duties. Participate in academic activities for post and undergraduates, as well as clinical staff. Participate in research activities.
<u>ENQUIRIES</u>	:	Dr Z North, Tel. No. (044) 802-4535
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6538, George, 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	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 whom 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)
<u>CLOSING DATE</u>	:	23 March 2018
<u>POST 10/152</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA)</u> Chief Directorate: Metro District Health Services
<u>SALARY</u>	:	R499 953 (PN-B3) per annum
<u>CENTRE</u>	:	Retreat Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts when required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.
<u>ENQUIRIES</u>	:	Mr H Lemmetjies, Tel. No. (021) 713-9741

APPLICATIONS : The Director, Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 23 March 2018

POST 10/153 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**
Chief Directorate: Metro District Health Services

SALARY : R414 069 per annum

CENTRE : Helderberg Hospital, Somerset-West

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA in Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years' appropriate experience in Diagnostic Radiographer after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to mobile and general radiography protocols. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy in MS Windows (Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication Systems. Ability to manage and supervise the department with knowledge and skills of general radiography and mobile radiography.

DUTIES : Control, supervise, delegate and co-ordinate activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and responsible for staff and student training in your area. Participate in the management of the Radiography cost centre (the purchase, use and care of suitable radiation protection equipment). Manage radiography and support personnel, including performance appraisals. Facilitate risk management and quality assurance. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation.

ENQUIRIES : Dr W Viljoen, Tel. No. (021) 850-4763

APPLICATIONS : The Manager: Medical Services, Helderberg Hospital, Private Bag X2, Somerset-West, 7129.

FOR ATTENTION : Ms B Klue

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 29 March 2018

POST 10/154 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Chief Director: Metro District Health Services

SALARY : Grade 1: R351 516 per annum
Grade 2: R414 069 per annum
Grade 3: R487 752 per annum

CENTRE : Du Noon Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPSCA in Ultrasound Radiographer. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of

- a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience in Diagnostic Radiography will be an advantage.
- DUTIES** : Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. Render support to supervisor.
- ENQUIRIES** : Mr W Caesar, Tel. No. (021) 200-4500
- APPLICATIONS** : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
- FOR ATTENTION** : Mr F Le Roux
- 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 are submitted with payment of the prescribed registration fees to the relevant council 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
- POST 10/155** : **ADMINISTRATIVE OFFICER: FINANCE/ADMINISTRATION**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : R226 611 per annum
- CENTRE** : Western Cape Rehabilitation Centre
- 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 practical experience in a Hospital Fees and/or Patient Administration related environment. Knowledge of Medical Records and Case management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Clinicom, Accounts Receivables, UPFS, BAS, and Cashiers functions. Sound knowledge of applicable Government and DOH Policies (Treasury Regulations, PFMA, Financial Instructions, UPFS, Memorandum Chapter 18, Accounting Officer System, Delegations and Procedures, Prescripts regarding Revenue Generation, Billing, Reception and Medical records. Computer literacy (MS Word/MS Excel, Outlook & Internet). Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Supervise the Hospital Fees, Patient Administration and Medical Records Division, of OPC Authorising/Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to WCRC, Region and Head Office on Hospital Fees/Revenue related transactions with regard to- In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Manage and Reporting on the Institutions Revenue Collection / Budget. Render administrative Support to the Case Manager.
- ENQUIRIES** : Mr S Mathee, Tel.No. (021) 370-2303
- APPLICATIONS** : To the Chief Director: General Specialists and Emergency Services, Private Bag X15, Parow, 7500.
- FOR ATTENTION** : Mr S Mathee, Tel.No. (021) 370-2303
- 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. No payment of any kind is required is required when applying for this post. Shortlisted candidates could be subjected to a practical test

CLOSING DATE : 23 March 2018

POST 10/156 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Chief Directorate: General Specialist and Emergency Services

SALARY : **Grade A:** R167 778 per annum,
Grade B: R197 631 per annum,
Grade C: R230 721 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and overtime when need. Must be physically able to perform the duties required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act to ensure all standards are met. Knowledge of drawing, design manufacture and installation, as well as read plans and follow instruction manuals and written procedures, as well as use of machinery applied to the carpentry/shopfitting trades. Ability to work independently and as part of a team.

DUTIES : Key result areas/outputs: Operational management of maintenance and repair of installations. Installations, alterations and planning thereof. Asset management. Human resource management, including OHS. Management and administrative duties. Training and development of personnel.

ENQUIRIES : Mr E Westenber, Tel. No. (082) 374-2708

APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

NOTE : Shortlisting candidates will be subject to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 23 March 2018

POST 10/157 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Cape Winelands Health District

SALARY : R152 862 per annum

CENTRE : Cape Winelands District Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL, HRM policies and pre-scripts.

DUTIES : Key result areas/outputs: Render effective administrative service (appointments, termination, transfers, salary administration, housing, WCA's, debt management, Pension and PILIR) in the HRM department and the optimal processing of data on PERSAL. Effective handling and completion of all personnel queries and administrative tasks. Effective and efficient record-keeping of all Human Resource documents. Render optimal support to supervisor and colleagues. Audit files.

ENQUIRIES : Ms JB Salie tel. no. (023) 348-8159

APPLICATIONS : the 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 : 29 March 2018

DEPARTMENT OF HUMAN SETTLEMENT

CLOSING DATE : 03 April 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.

MANAGEMENT ECHELON

POST 10/158 : **DIRECTOR: HUMAN SETTLEMENT POLICY AND RESEARCH, REF NO. HS 2018-13**

SALARY : All-inclusive salary package of R948 174. – R1 116 918. per annum (Level 13)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS :

The ideal candidate will be in possession of a Bachelor's Degree qualification (or equivalent) within social sciences or economics discipline (NQF 7 as recognised by SAQA); Will have a minimum of 5 years middle/ senior managerial experience be in possession of a valid South African driver's licence. Recommendations: Candidates with more than 8 years' managerial experience will be advantaged. Qualifications in the fields of Development Studies, Policy Studies or Economic Development will be beneficial to any candidate applying for this position, especially if the qualification is on post graduate level. - Experience within a public sector environment focusing on policy development and research will also be advantageous. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practice relating to human settlements. Knowledge of research methodologies. Knowledge of latest policy and research developments within the sector. Knowledge of public service procedures. Knowledge of Human Resource and Financial Management. Basic knowledge of Labour Relations legislation and regulations. Understanding of the current human settlement environment, with specific reference to the Western Cape. Proven leadership skills with specific reference to the ability to display thought leadership in complex applications. Proven strategic planning, organising and people management skills. Proven conceptual and formulation skills. Proven analytical skills. Proven networking skills. Proven problem solving and dispute resolution/conflict management skills. Proven communication (written and verbal) report writing skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office, Intranet, Internet and other relevant software packages. Ability to conceptualise and drive strategic planning processes. Ability to innovate and be flexible in approaching policy challenges. Ability to work under pressure and meet deadlines. Ability to communicate at all levels across sectors.

DUTIES : Manage and facilitate research in support of sustainable human settlements. Ability to manage and provide strategic direction to research projects which contribute towards sustainable human settlements development and the overall strategic goals of the Department. Facilitate processes for the ethical collection and organisation of primary and secondary data for research required to support sustainable human settlement development initiatives. Ensure that personal information that is collected through research initiatives are maintained in line with the relevant legislation. Build and foster partnerships and networks which assist and ensure human settlement sector research remains relevant and provides a basis for consultative support as provided by the Directorate to municipalities and stakeholders. Manage and facilitate the development of human settlements policies and guidelines to support sustainable human settlements, in line with relevant legislation. Provide strategic direction to human settlement policy development processes in line with the human settlements legal framework. Facilitate the development of human settlement policies, guidelines and policy briefs, as well as the accompanying policy analysis and reviews (including policy evaluation). Contribute towards national policy development processes and make recommendations for new policies or policy reviews. Facilitate and manage consultative support to municipalities and departmental stakeholders. Strategic management. Define and review, on a continuous basis, the purpose, challenges, objectives and priorities of the directorate. Contribute to the strategic direction in departmental decision making processes and activities of the department/

directorate, including the annual report. Determine and evaluate short and medium term goals for the attainment of the directorates objectives as set out in the strategic plan. Support knowledge sharing and manage partnerships. Facilitate and coordinate the hosting of knowledge sharing sessions within the department as well as ensuring effective communication of policy and research outputs to various audiences. Serve on relevant knowledge and information management committees. Initiate and manage partnerships with research entities such as academic institutions and other organisations as relevant as well as engage and represent the Department on the CHEC committee (including providing strategic input into the CHEC research agenda). Human Resource and Financial Management. Manage and coordinate people provisioning and development. Promote and ensure sound labour relations within the area of responsibility including the adherence to disciplinary standards and codes. Facilitate performance evaluation and the implementation of related performance based rewards as well as manage transformation processes. Prepare budgets and adjustments for the directorate, i.e. act as the directorate's (sub) programme manager. Monitor and exercise control of all fiscal processes within the directorate, whilst ensuring effective utilisation of financial resources.

ENQUIRIES : Ms JJ Samson at 021 483 2869)
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 26 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 POST

POST 10/159 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: COMMUNITY DEVELOPMENT WORKER MANAGEMENT, REGION A - REF NO. LG 2018-13**

SALARY : R281 418 per annum - (Level 8).
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B driver's licence. Recommendations: A good understanding of community needs and circumstances; Knowledge and understanding of state functions and programmes; A completed 3-year tertiary qualification. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office (Suite) and Internet; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.

DUTIES : To supervise a team of CDWs located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To communicate with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr H Magerman at (021) 483 2865

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

DEPARTMENT OF THE PREMIER

CLOSING DATE : 26 March 2018 at 16:00
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ERRATUM: Kindly note that the post of Industrial Psychologist Grade 1: DOTP 2018-09 with closing date 19 March 2018 published in Vacancy Circular 09, the salary has been amended to R633 702 per annum (OSD as prescribed)

OTHER POST

POST 10/160 : **TALENT SOURCING OFFICER: RECRUITMENT AND SELECTION, REF NO. DOTP 2018-21**

SALARY : R226 611 per annum (Level 7)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years' experience in a Recruitment and Selection environment; Valid Code B driving licence. Recommendations: Experience with technical recruiting which includes e-Recruit support and the administrative processes which is associated with these tasks; Proven candidate sourcing and relationship building skills; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Willingness to work longer hours in line with print media publication times. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and selection processes; Public service / government policies; Online recruitment; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Advertising of vacancies, inclusive of on-line advertising; Creation of pre-selection/applicant questionnaires; Response handling of applications; Facilitate selection and drafting of shortlists; Create competency based interview questions; Responsible for logistical arrangements for interviews; Finalise selection processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database

ENQUIRIES : Mr F. Gerber at (021) 483 6082
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 26 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 POST

- POST 10/161** : **ADMINISTRATION CLERK: METRO EAST: LOGISTICAL SUPPORT, REF NO. DSD 2018-27**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Department of Human Settlements, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.
- DUTIES** : Rendering of provisioning administration functions; 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; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of 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 APPLICATIONS** : Mr M. Thobei at (021) 483 0900
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 26 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 10/162** : **PROGRAMME MANAGER: REF NO. TPW 2018-38**
- SALARY CENTRE REQUIREMENTS** : As prescribed by the Occupational Specific Dispensation.
: Department of Transport and Public Works, Western Cape Government
: A relevant B-degree (or equivalent) in the built environment (Quantity surveying, Engineering, Architecture or Project/Programme Management) with a minimum of 6 years' appropriate post-registration experience; A valid driver's licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None Competencies: Knowledge of the following: experience of contract documentation and administration, Act/Regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their

user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms R Kok (021) 438 3056
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 10/163 : **ARCHITECT (PRODUCTION): ARCHITECTURAL SERVICES, REF NO. TPW 2018-43**

SALARY : All-inclusive OSD package: R549 639 –R842 619 per annum (Grade A to Grade C, OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : B-Degree in Architecture or relevant qualification; Compulsory registration as a professional architect with SACAP; Minimum of 3 years' appropriate post qualification architectural experience; A valid driver's license. Recommendations: Master of Architecture (Professional) Competencies: Knowledge in the following: Contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Project Management, Research and planning procedures; Financial management; Leadership, Organising and teamwork; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict management.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM ; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr R Geyser at (021) 483 0500
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 10/164 : **PERSONAL ASSISTANT: MANAGEMENT ACCOUNTING, REF NO. TPW 2018-33**

SALARY : R226 611 per annum (Level 7).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial certificate with a minimum of 3 years` relevant experience in office administration and rendering support services to Senior Management. Recommendations: Knowledge of the following: Business and organisational structure of the department; Financial administration; Relevant legislation/policies and procedures. An appropriate 3-year tertiary qualification Competencies:

Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES

: Provides a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES

: Ms Michelle Nicholas at (021) 483 4896

APPLICATIONS

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