

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 16 April 2018
- 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 13/179** : **VETERINARY TECHNOLOGIST: SEROLOGY, REF. NO: AGR 2018-12**
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A National Diploma in Veterinary Technology (upload copy of your qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver's license. Recommendations: New graduates welcome to apply; Proven computer literacy. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Main duties will be diagnostic serology, registration, preparation and processing samples for analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory information management system (LIMS); Administration: maintenance of laboratory registers and statistics, procurement of laboratory requirements, stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.
- ENQUIRIES** : Dr T Anthony at (021) 887 0324
- POST 13/180** : **VETERINARY TECHNOLOGIST: BACTERIOLOGY, REF NO: AGR 2018-13**
- SALARY** : R281 418 per annum (Salary level 8)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A National Diploma in Veterinary Technology (upload copy of your qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver's license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.
- ENQUIRIES** : Dr T Anthony at (021) 887 0324

<u>POST 13/181</u>	:	<u>VETERINARY TECHNOLOGIST: PARASITOLOGY, REF NO: AGR 2018-14</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	A National Diploma in Veterinary Technology (Include copy of your qualification, New graduates welcome to apply); Registration as a Veterinary Technologist with South Africa Veterinary Council (Please include a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver's license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic parasitology; Additional training courses in veterinary parasitology. Competencies: Knowledge in the following: Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the official languages of the Western Cape Province; Ability to work independently and in a team; Good professional conduct.
<u>DUTIES</u>	:	Responsible for performing all diagnostic tests within the scope of the parasitology section; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory information management system(LIMS); Maintenance of laboratory registers and statistics; Procurement of laboratory requirements and stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.
<u>ENQUIRIES</u>	:	Dr T Anthony at (021) 887 0324

ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

<u>POST 13/182</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE A: BIODIVERSITY (12 MONTH CONTRACT POSITION), REF NO: EADP 2018-08</u>
<u>SALARY</u>	:	Grade A - R439 917 per annum (OSD as prescribed plus 37% in Lieu benefits)
<u>CENTRE</u>	:	Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year Degree in Environmental, Natural or Earth Science; A minimum of 6 years' relevant post-qualification experience; A valid driver's licence and willingness to travel within the Western Cape Province. Recommendations: None. Competencies: Knowledge of the following: Biodiversity and Environmental legislation, policies and regulations; Environmental Management particularly related to biodiversity; Appropriate technical skills in natural sciences, Conservation Management, Biodiversity Management and planning; Biodiversity, ecosystems and relevant legal and strategic frameworks; Excellent communication skills (written, verbal and presentation) in at least two of the official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Assist in the development and implementation of relevant policies, legislation, strategies, action plans, guidelines, norms and standards; Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Manage and implement biodiversity capacity building and advocacy in the Department, relevant government spheres, municipalities and with other stakeholders; Assist with oversight over Cape Nature through integrated monitoring and evaluation; Planning, arrangement and management of meetings and workshops;

		Preparing and deliver biodiversity related presentations; Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Ms M Laros at (021) 483 5126
<u>POST 13/183</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY MONITORING, REF NO: EADP 2018-10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A - R439 917 per annum (OSD as prescribed)
	:	Environmental Affairs and Development Planning, Western Cape Government
	:	A relevant 4-year degree in the Environmental Management / Natural or Physical Sciences with a minimum of 6 years' relevant post qualification experience; A valid driver's licence (code B). Recommendations: Specialist and technical knowledge of integrated environmental management, including air quality management and monitoring; Working knowledge of environmental policy, legislation, guidelines, norms and standards; Working knowledge of Project Management; Working knowledge of Human Resource / Financial Management. Competencies: Experience and knowledge in the following: Environmental management, particularly as it relates to air quality management and monitoring; Application of environmental legislation / statutes / norms and standards, particularly related to air quality management; Human Resource Management / supervisory skills / personnel management; Financial Management requirements and relevant fiscal policies, regulations and legislation; Project Management and planning processes.
<u>DUTIES</u>	:	Development, implementation and administration of air quality management systems and policies (with regards to air quality management); Development and implementation of specific projects related to air quality management, specifically air quality monitoring, information management and capacity building; Management, operation and maintenance of an ambient air quality monitoring network, with respect to statutory obligations (NEMA and NEM: AQA); Project and business planning, human resource management / supervisory and financial management, including general office and administrative management.
<u>ENQUIRIES</u>	:	Dr J Leaner at (021) 483 2888
<u>POST 13/184</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION, (12 MONTH CONTRACT POSITION), REF NO: EADP 2018-06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R357 150 per annum (OSD as prescribed plus 37% in lieu of benefits).
	:	Environmental Affairs and Development Planning, Western Cape Government
	:	4-year LLB degree (with environmental law as a subject/post graduate diploma in environmental law) or an Honours degree in Natural, Physical or Environmental Sciences with a minimum of 3 years' post qualification experience; A valid driver's licence. Recommendations: EMI/Peace Officer Training. Competencies: Knowledge of the following: Environmental law specifically from a biodiversity perspective; Experience in environmental management with specific reference to indigenous vegetation in the Cape Winelands District Municipality; Experience in awareness raising exercise relating to biodiversity; Research and technical report writing; Law enforcement practices.
<u>DUTIES</u>	:	Conduct inspections and administrative investigations into complaints and referrals of non-compliance with environmental legislation; Draft accurate and legally sound warning letters, pre-compliance notices, pre-directives, compliance notices, directives, affidavits and other correspondence within workflow time-frames and ensuring proper file management of files; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within Region with a specific emphasis on the Cape Winelands District Municipality- reviewing relevant and recent case law involving biodiversity crimes to capture lessons learned; Develop case studies; Develop a model/tool for effective compliance monitoring and enforcement of cases with a significant impact on biodiversity.
<u>ENQUIRIES</u>	:	Dr E Palmer at (021) 483 3506
<u>POST 13/185</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: EADP 2018-07</u>
<u>SALARY CENTRE</u>	:	R334 545 per annum (Level 9).
	:	Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : A relevant National Diploma with a minimum of 3 years' relevant experience within a Demand and Contract Management environment. Recommendations: Bcom / Accounting / Demand and Contract Management / Supply Chain Management; Working knowledge of government legislation; Working knowledge of bids and reporting thereof; Supervisory skills; A valid driver's licence. Competencies: Knowledge of the following: Reporting requirements; Demand and Contract Management as well as the bid committees; Supply Chain Management, regulations, notes, circulars policy frameworks and procedures; Public Finance Management Act; Preferential Procurement Policy Framework Act and its associated regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent report writing skills.
- DUTIES** : Development of the procurement plan of the department; Bid management and bid committees; Contract and supplier management; Demand management; Contract administration; Reporting on Demand and Contract Management; Financial Management; Human Resource Management.
- ENQUIRIES** : Ms A Salkinder at (021) 483 2884

DEPARTMENT OF HEALTH

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the post of Communications Officer advertised in vacancy circular 12 dated 23 March 2018, applications has been changed, it read as "APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs"

MANAGEMENT ECHELON

- POST 13/186** : **MEDICAL SPECIALIST (SUB-SPECIALITY: CHILD AND ADOLESCENT PSYCHIATRY) CONTRACT POST (1 JULY 2018 TO 28 FEBRUARY 2021)**
- SALARY** : Grade 1: R1 151 088 per annum,
 Grade 2: R1 316 136 per annum,
 Grade 3: R1 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).
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in child and adolescent psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialist) in child and adolescent psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist (Sub- Specialty) in child adolescent Psychiatry. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialty) in child adolescent Psychiatry. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialty) in child adolescent Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willing to travel to other health facilities. Willingness to perform afterhours call duties. Competencies knowledge/skills): Appropriate level of knowledge of and skills in the field of child and adolescent psychiatry. Good management and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function

well in a multidisciplinary team environment. Extensive experience in hospital-based child and adolescent psychiatry.

DUTIES : Provide specified clinical services Child and Adolescent Psychiatry Unit of Tygerberg Hospital as well as elsewhere within the provincial service platform when appropriate. Provide administrative support to the Head of the Unit and to the Head of the Department of Psychiatry where appropriate. Teach undergraduate and postgraduate students in the field of child and adolescent psychiatry. Perform appropriate clinical and operational research.

ENQUIRIES APPLICATIONS : Dr SM Hawkridge, Tel. No. (021)938-9116 or smh@sun.ac.za

FOR ATTENTION NOTE : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

Ms V Meyer

No payment of any kind will be 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 : 13 April 2018

OTHER POSTS

POST 13/187 : **ASSISTANT MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY, NEONATOLOGY AND PAEDIATRICS)**
Chief Directorate: General Specialist and Emergency Services

SALARY CENTRE REQUIREMENTS : R546 315 (PN-B4) per annum
Paarl Hospital

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 Neonatology Nursing Science/Child Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Coordinate, supervise and control nursing services under your control. Ensure the provision of optimal, holistic and specialised nursing care within the set standards of a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management.

ENQUIRIES APPLICATIONS : Mr S Bruiners, Tel. No. (021) 860-2522
The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7620.

FOR ATTENTION : Mr RM Petersen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018

POST 13/188 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R499 953 (PN-B3) per annum
CENTRE : Lutzville 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 Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and departmental policies. Knowledge of Human Resources, Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman-and Child Health and TB/HIV/AIDS/STI). Effectively manage support services which includes Information Management with regard to data collection, verification, report-writing and submission of data. Manage Human resources, i.e. supervise staff, development and performance management. Handle finance and supply chain management to ensure effective budgeting and control over infrastructure, maintenance and security. Efficient and effective PHC facility management and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms E Eygelaar, Tel. No. (027) 213-4070
APPLICATIONS : To the Manager: Medical Services, Private Bag X21, Vredendal Hospital, 8160.

FOR ATTENTION : Ms M Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 April 2018

POST 13/189 : **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, (Plus a non-pensionable rural allowance of 8 % of the basic salary)

CENTRE : Calitzdorp 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 Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a 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 as mentioned above. Inherent requirements of the job: A valid driver's licence (Code B/EB) Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training

or experience. Communication skills 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 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 with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

ENQUIRIES : Ms S Labuschagne, Tel. No (028) 551-1010

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 : 13 April 2018

POST 13/190 : **SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)**
Directorate: Management Accounting (Revenue Administration)

SALARY : R281 418 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Extensive experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department's facilities. A valid code B/EB driver's licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department's billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).

DUTIES : Oversee submission of medical scheme claims, including interaction with the Department's EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and or liaise with the Department's facilities regarding the management of claims, legislative requirements and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department's Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department's Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES : Ms L Ismail, Tel. No. (021) 940-4553

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. Candidates must be prepared to complete a competency test as part of the evaluation process.

CLOSING DATE : 13 April 2018

<u>POST 13/191</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)</u> Chief Directorate: Metro District and Health Services
<u>SALARY</u>	:	Grade 1: R226 083 (PN-A2) per annum, Grade 2: R278 052 (PN-A3) per annum, Grade 3: R340 431 (PN-A4) per annum
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha/Eastern Sub-structure Office
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse for 2018/19 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 with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Proficiency communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in Excel, Word and PowerPoint. Proficiency in report writing. Appropriate training/facilitation experience.
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate and teach the format training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nurse training according to needs identified within the district.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Mc Cloen, Tel. No. (021) 360-4622
	:	To the Director: Khayelitsha District Hospital, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive or Private Bag X6, Khayelitsha, 7784.
<u>FOR ATTENTION NOTE</u>	:	Ms Z Willie
	:	Shortlisted Candidates may be required to do a practical test. 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)".
<u>CLOSING DATE</u>	:	13 April 2018
<u>POST 13/192</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Overberg District
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Willingness to work shifts (night duty and weekends) to meet the operational requirements. Competencies (knowledge/skills): Computer Literacy (Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Experience in operating PHCIS /Clinicom system.
<u>DUTIES</u>	:	(Admit, register and discharge patients and handle all patient enquiries. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception area and schedule appointments

on system. Correct patient assessment and accurate data collection and recording. File patient folders.

ENQUIRIES : Ms CE Langley, tel. no. (028) 313-5200
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018

POST 13/193 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Overberg District

SALARY : R152 862 per annum
CENTRE : Swellendam Hospital (stationed at Overberg District Office)
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 (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management LOGIS functions or Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update and bar coding. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Report monthly, BSC, Inventory, AFS and IFS reporting.

ENQUIRIES : Mr J Honeyball, Tel. No. (028) 214-5855
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.
CLOSING DATE : 20 April 2018

POST 13/194 : **HANDYMAN**
Overberg District

SALARY : R127 851 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.

DUTIES : Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing refrigeration, carpentry, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strictly adhere to the Occupational Health and Safety Act.

ENQUIRIES : Mr NK Adams, Tel. No. (028) 313-5204
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018

POST 13/195 : **FOOD SERVICES AID**
Overberg District

SALARY : R90 234 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service environment in a hospital. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically healthy, strong enough to lift heavy objects and be on their feet the entire day. Willingness to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.

ENQUIRIES : Mr N Adams, Tel. No. (028) 313-5200
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

CLOSING DATE : 20 April 2018

POST 13/196 : **HOUSEHOLD AID**
Chief Directorate: Metro District Health Services

SALARY : R90 234 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Competencies (knowledge/skills): Ability to read, speak and write in two of the three official languages of the Western Cape. Good interpersonal relations skills. The ability to work in a co-operative way within a team context. Basic knowledge of cleaning practices and cleaning equipment. The ability to do physical work and handle machines/apparatus.

DUTIES : Effective delivery and ensuring environmental hygiene. Serving of meals to patients. Maintain protective clothing code. Maintain equipment in an optimum working condition. Cost effective utilisation of resources. Monitor, control and maintain adequate stock levels. Management of clean and used linen (Counting of linen, packing linen room etc). Support and relief the supervisor and team members.

ENQUIRIES : Ms ET Linden-Mars, Tel. No (021) 918-1386
APPLICATIONS : The Senior Medical Manager, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018

POST 13/197 : **CLEANER**

SALARY : R83 766 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr J Corner, Tel. No. (021) 404-3238

APPLICATIONS : To 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 : 20 April 2018

POST 13/198 : **CLEANER**
Cape Winelands Health District

SALARY : R83 766 per annum

CENTRE : Worcester CDC (MOU)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes; sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and toilet, sluices and drains. Linen control and preparing bread and instant soup for patients. Cost effective use and storage of cleaning equipment and cleaning materials according to protocols. Effective management of equipment and stock control. Ensure disposal of medical and other waste products according to protocols. Support to supervisor and staff in the Maternal Obstetric Unit.

ENQUIRIES : Ms J Olivier, tel. no. (023) 348-4100

APPLICATIONS : The Manager: Medical Services, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.

FOR ATTENTION : Mr E Booyse

NOTE : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

CLOSING DATE : 20 April 2018

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 : 16 April 2018

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 13/199 : **DEPUTY DIRECTOR: ORGANISATION DESIGN, REF NO: DOTP 2018-27**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A relevant National Diploma with a minimum of 3 years' management experience in Organisational Development. Recommendations: None. Competencies: Knowledge of the following: Organisation design techniques; Equate Job Evaluation System; Functions of various components of the PGWC to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory;

		Key elements / determinants of organisational performance as they relate to the field of organisation development; Project Management; Benchmarking; Strategic planning; Appreciative inquiry; Mentoring and coaching practices (SPMS); Disciplinary and grievance procedure; Human Resource Management; Financial Management prescripts; Innovative problem solving skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Perform the following functions on an advanced / complex level and manage staff that perform them: Conduct macro-organisational analyses; Design organisational structures; Design process and competency-based job descriptions / job profiles; Determine staff establishment requirements; Function as project manager and supervisor in respect of specialist functional and project teams; Mentor and coach team members; Manage the discipline of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system / process.
<u>ENQUIRIES</u>	:	Enquiries Ms L Isaacs at (021) 466 9701/45
<u>POST 13/200</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (2 POSITIONS AVAILABLE), REF NO: DOTP 2018-26</u>
<u>SALARY</u>	:	R334 545 per annum (Salary level 9).
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma majoring in Accounting and Auditing; A minimum of 3 years in internal/ external audit or other relevant experience. Recommendations: Studying towards or have professional certification Competencies: Knowledge in the following: Audit Practices; Engagement Planning and Execution; Analytical thinking; Information Gathering; Team Work; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Relevant and reliable information obtained and logical conclusions drawn in each step of the audit planning ensuring that results of each step are effectively utilized in other steps to optimise the audit focus; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk and demonstrating a comprehensive understanding of how risks should be mitigated; Comprehensive and accurate systems description that enhances better understanding of key aspects of the entire process is logically documented; Walkthrough appropriately supported by evidence and confirmed with client management; Appropriately extracted sample based on effective analysis of population and elements of control; Test procedures are developed in line with engagements objective requirements and key controls; Conclusions drawn per procedure are aligned to the overall engagement objective motivation cognizant of the risks; Working papers are complete (including cross referencing) and accurate accompanied by useful, relevant, sufficient and reliable evidence; The elements of audit findings are appropriately aligned including adequate evaluation of root causes giving effect to practical and value-add recommendations completed.
<u>ENQUIRIES</u>	:	Mr M Williams at (021) 483 3724
<u>POST 13/201</u>	:	<u>STATE ACCOUNTANT: ASSURANCE SERVICES, REF NO: DOTP 2018-22</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8).
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant National Diploma with a minimum of 2 years relevant experience in an auditing or financial accounting environment. Recommendations: Knowledge and experience of the following: Evaluation of policies, instructions, circulars and report writing skills; Conducting presentations to various stake holders. Competencies: Knowledge in the following: Sound knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Knowledge of Risk Management frameworks, Internal Control tools and techniques; Good 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 (Word, Excel and PowerPoint); Problem Solving skills; Planning and organising skills.
<u>DUTIES</u>	:	Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports and communication of post audit findings;

Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure; Rendering assurance services by conducting adhoc audits/inspections, drafting audit/inspection reports and ensuring the implementation of corrective and preventative measures; Ensuring proper governance by developing compliance monitoring tools.
Ms E Adams at (021) 483 9451

ENQUIRIES

PROVINCIAL TREASURY

APPLICATIONS

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

CLOSING DATE
NOTE

16 April 2018

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 13/202

ECONOMIST: FISCAL POLICY, REF NO: PT 2018-11

SALARY
CENTRE
REQUIREMENTS

All-inclusive salary package of R657 558 per annum (Level 11)
Provincial Treasury, Western Cape Government
Honour's degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with a minimum of 6 years' relevant experience; A valid driver's licence. Recommendations: A Master's Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with experience in economics/policy research. Competencies: Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Extensive experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Ability to work independently and with own initiative.

DUTIES

Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Policy driven revenue assessments; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.

ENQUIRIES

Dr N Nleya at (021) 483 6707

POST 13/203

ELECTRONIC INFORMATION MANAGER: DATA COLLATING AND TECHNICAL EDITING: REF NO: PT 2018-09

SALARY
CENTRE
REQUIREMENTS

R334 545 per annum (Level 9)
Provincial Treasury, Western Cape Government
A relevant National Diploma with a minimum of 3 years' appropriate experience in technical editing and formatting of various publications and supervision of staff. Recommendations: Willingness to work irregular hours; Advanced/ complex level typing and electronic warehouse management. Proven exposure / experience in project management; Grade 12 Computer Application Technology as a passed subject. Valid Code EB driver's licence to be obtained within 24 months of appointment). Competencies: Ability to work independently, as part of a team and with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Accuracy; Specialist knowledge; Proven computer literacy.

DUTIES

Manage and oversee the collecting / consolidating and technical editing / formatting of the provincial budget and associated documentation; Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the budget and

adjusted estimates; Manage and oversee the collecting / consolidating and technical editing / formatting of PT publications; Manage and oversee the collecting / consolidating and technical editing / formatting of municipal budget information, performance assessments reports, publications / working papers and provide for data-warehouse capacity with respect to the municipal budget information; Information management through database co-ordination and integration (Provincial and Local Government); Manage staff.

ENQUIRIES : Mr P Pienaar (021) 483 5618

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 16 April 2018
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 13/204 : **ASSISTANT DIRECTOR - ELECTRICAL AND MECHANICAL SERVICES, GEORGE, REF NO: TPW 2018-56**

SALARY : R417 552 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification; or a N3 passed trade test in the building environment; or Registered as and engineering technician; A minimum of 6 years' relevant experience; A valid driver's licence. Recommendations: Exposure to an electrical or mechanical environment. Competencies: Knowledge and experience of the following: National and Provincial Building Legislation, Regulations, Bill of Quantities, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines; Western Cape Development Act, National Housing Code; Occupational Health and Safety Legislation; in Public Finance Management Act (PFMA), National and Provincial Treasury Regulations; Human Resource Management Legislation; Disciplinary code and procedures and grievance procedures for the Public Service; 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 skills in MS Office packages; Excellent programme and project Management skills; Ability to liaise with personnel, general public and stakeholders / clients; Ability to work irregular hours as required; Customer service orientation.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of repairs and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of the contractors and consultants; Gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinates.

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

ENQUIRIES : Mr A Davis (044) 805 8900

POST 13/205 : **ASSISTANT DIRECTOR - BUILDING SERVICES, GEORGE, REF NO: TPW 2018-57**

SALARY : R417 552 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification; or a N3 passed trade test in the building environment; or Registered as and engineering technician; A minimum of 6 years' relevant experience; A valid driver's licence. Recommendations: None. Competencies: Knowledge and experience of the following: National and Provincial Building Legislation, Regulations, Bill of

Quantities, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines; Western Cape Development Act, National Housing Code; Occupational Health and Safety Legislation; in Public Finance Management Act (PFMA), National and Provincial Treasury Regulations; Human Resource Management Legislation; Disciplinary code and procedures and grievance procedures for the Public Service; 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 skills in MS Office packages; Excellent programme and project Management skills; Ability to liaise with personnel, general public and stakeholders / clients; Ability to work irregular hours as required; Customer service orientation.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of repairs and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of the contractors and consultants; Gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinates.

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

ENQUIRIES : Mr A Davis (044) 805 8900

POST 13/206 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT, REF NO: TPW 2018-49**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant National Diploma with a minimum of 3 years' experience in Asset Management; A valid drivers' licence. Recommendations: Experience in: Asset Management, Accounting classification, Audit of assets, Reconciliation and SCOA. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Asset Management; SCOA; Accounting; Proven computer literacy; Supervisory skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the administration of Asset Management by ensuring the accuracy of the procedures for: Ordering of assets; Obtaining of quotes; Placing orders; Receiving assets; Reporting on movements of assets; Updating the accounting System; Analysis of assets reports and following the barcoding procedures; Responsible for the maintenance of the Asset Register; Supervision of staff; Reconciliation between systems.

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

ENQUIRIES : Mr PW Kruger at (021) 483 4949

POST 13/207 : **ARCHITECTURAL TECHNOLOGIST, PRODUCTION GRADE A, REF NO: TPW 2018-52**

SALARY : Grade A: R323 259 – R348 480 per annum,
 Grade B: R367 938 – R396 375 per annum,
 Grade C: R420 690 – R495 561 per annum (Salary will be determined as per OSD prescripts).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Architecture (B.Tech) or equivalent qualification as recognised by SACAP; Completion of the candidacy period or a minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driver's licence. Recommendations: Experience in Microsoft PowerPoint; Microsoft Project; Sketch-up; Revit. Competencies: Knowledge and experience in the following: Architectural planning, producing construction documentation and administration of JBCC 2000 PBA (and NEC3 ECC) contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project Management; Financial Management; Proven computer literacy; Organisation

		& teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape province.
<u>DUTIES</u>	:	To undertake project management including planning, documentation and supervision; On written instruction from supervisor assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation and assisting with supply chain processes and project management; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development.
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>ENQUIRIES</u>	:	Ms Catherine Skillicorn at (021) 483 4605
<u>POST 13/208</u>	:	<u>WORKS INSPECTOR: BUILDING SERVICES, GEORGE: REF NO: TPW 2018-55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Salary level 8) Department of Transport and Public Works, Western Cape Government A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or equivalent qualification) with appropriately completed apprenticeship/successful passing of an official trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a building environment; a valid driver's licence. Recommendations: None. Competencies: Willingness to travel on a daily basis; Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>ENQUIRIES</u>	:	Mr A Davis at (044) 805 8700
<u>POST 13/209</u>	:	<u>WORKS INSPECTOR: ELECTRICAL SERVICES, GEORGE: REF NO: TPW 2018-54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Department of Transport and Public Works, Western Cape Government A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or equivalent qualification) with appropriately completed apprenticeship/successful passing of an official trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a building environment; a valid driver's licence. Recommendations: Experience in an electrical environment. Competencies: Willingness to travel on a daily basis; Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>ENQUIRIES</u>	:	Mr A Davis at (044) 805 8700

POST 13/210 : **WORKS INSPECTOR: MECHANICAL SERVICES, GEORGE: REF NO: TPW 2018-53**

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or equivalent qualification) with appropriately completed apprenticeship/successful passing of an official trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a building environment; a valid driver's licence. Recommendations: Experience in an electrical environment. Experience in a mechanical environment
Competencies: Willingness to travel on a daily basis; Experience in the preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical experience of mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

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

ENQUIRIES : Mr A Davis at (044) 805 8700

POST 13/211 : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER, REF NO: TPW 2018-60**

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; Valid code A and EC driver's licence; No Criminal record. Recommendations: Sound knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Applicable policies and procedures (extensive). Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Microsoft Excel and Microsoft Outlook); Training and facilitating skills; Diversity Management skills; Interpersonal skills, Planning and organising skills.

DUTIES : Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitating of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

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

ENQUIRIES : Mr W van der Merwe at (021) 983 1502

POST 13/212 : **PRINCIPAL PROVINCIAL INSPECTOR (QUALITY MANAGEMENT), REF NO: TPW 2018-61**

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field ; Valid code A and EC driver's licence; No Criminal record. Recommendations: Sound knowledge of Traffic Law Enforcement practices and principles and applicable policies and procedures; Exposure to facilitating assessments and Outcomes-Based Education; Collation of information and compilation of reports. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Ability to work under pressure and meet deadlines;

<u>DUTIES</u>	:	Computer literacy (MS Word, Microsoft Excel and Microsoft Outlook); Analytical thinking ; Ability to conduct research; Interpersonal skills.
<u>APPLICATIONS</u>	:	Evaluate the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Ad hoc tasks.
<u>ENQUIRIES</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 13/213</u>	:	Mr W van der Merwe at (021) 983 1502
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>ROAD WORKER: ROAD CONSTRUCTION - BOTRIVER (3 POSITIONS AVAILABLE), REF NO: TPW 2018-64</u>
<u>DUTIES</u>	:	R90 234 per annum (level 2) Department of Transport and Public Works, Western Cape Government Ability to read and write. Recommendations: Able to perform simple mathematical calculations; Credits/qualifications in construction unit standards accredited with the relevant SETA on NQF level 1 and higher; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Good understanding and experience in building, maintenance and repairation of roads; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>APPLICATIONS</u>	:	Perform manual labour; Undertake general duties to support road specialists with respect to maintenance repairation, building and cleaning of roads, which may include maintenance or improvement on road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities; Willing to travel and stay over when necessary.
<u>ENQUIRIES NOTE</u>	:	If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, 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: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.
<u>POST 13/214</u>	:	Mr LD Louw at (021) 863 2020 Applicants from relevant local communities will receive preference.
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>ROAD WORKER: ROAD CONSTRUCTION - SWELLENDAM, REF NO: TPW 2018-65</u>
<u>DUTIES</u>	:	R90 234 per annum (Level 2) Department of Transport and Public Works, Western Cape Government Ability to read and write. Recommendations: Able to perform simple mathematical calculations; Credits/qualifications in construction unit standards accredited with the relevant SETA on NQF level 1 and higher; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Good understanding and experience in building, maintenance and repairation of roads; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>APPLICATIONS</u>	:	Perform manual labour; Undertake general duties to support road specialists with respect to maintenance repairation, building and cleaning of roads, which may include maintenance or improvement on road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities; Willing to travel and stay over when necessary.
<u>ENQUIRIES NOTE</u>	:	If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, 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: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.
<u>ENQUIRIES NOTE</u>	:	Mr LD Louw at (021) 863 2020 Applicants from relevant local communities will receive preference.