

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

CLOSING DATE : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POSTS

POST 15/58 : **SCIENTIFIC TECHNICIAN PRODUCTION: ALTERNATIVE CROPS, REF NO: AGR 2018-18**

SALARY : Grade A: R274 440 – R295 638 per annum
 Grade B: R313 782 – R338 253 per annum
 Grade C: R357 150 – R420 690 per annum (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a major in Horticulture; SACNASP registration as a Certificated Natural Scientist in Agricultural Science; A minimum of 3 years' post qualification technical (scientific) experience; A valid (code B) drivers licence. Recommendations: Experience as a research technician in alternative crops; Experience with the cultivation or production of crops in tunnels/ glasshouses and fields. Competencies: Knowledge of the following: Alternative crops used in the Western Cape; Basic maintenance of appropriate equipment and irrigation systems; Technical scientific inputs needed for research projects; Handling a budget; Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Technical Management and technical planning skills; Proven computer literacy (MS Office, in particular Excel).

DUTIES : Technical execution of research projects, including managing a budget, trial layout, preparation, planting, maintenance, data collection, data input and harvest. Responsible for the creation/ adaption/ maintenance of the necessary infrastructure in accordance with the project plan. Perform all administrative and related functions. Render advice and disseminate technical information to applicable role players. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms P Karsen at (021) 808 5277
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 15/59 : **FARM AID: OUDTSHOORN RESEARCH FARM (2 POSTS) REF NO: AGR 2018-17**

SALARY : R90 234 per annum (Level 2)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Basic literacy and numeracy (Abet level 2-Grade 5). Recommendations: A minimum of 2 years' relevant experience; Advanced experience of ostriches; Experience of research techniques; Must be willing to work after hours, over weekends and public holidays. Competencies: Knowledge of the following: Infrastructure; General farm work; Ostriches and research; Irrigation of Lucerne of land; Ability to work well within a team; Ability to do physical work; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform routine activities in respect of crop production; Irrigation of crops. Perform routine activities in respect of livestock; Dipping, dosing, vaccination and handling of livestock. Perform general routine activities; Cleaning of facilities; Maintain and

build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings, etc.

- ENQUIRIES** : Mr S Engelbrecht (044) 203 9408
APPLICATIONS : If you want to hand deliver the application, please use the following address: Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, or you may post it to the following postal address: Maverick Trading, PO Box 31120, Grassy Park, 7941.
FOR ATTENTION : Cecil Van Reenen
NOTE : Applicants from relevant local communities will receive preference.

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POST

- POST 15/60** : **PERSONAL ASSISTANT: PROVINCIAL SECURITY OPERATIONS, REF NO: CS 2018-07**

- SALARY** : R226 611 per annum (Level 7)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial Certificate/Office Administration Diploma; A minimum of 3 years' relevant experience in office administration and/or rendering a support services to senior management. Recommendations: Knowledge of security risk management methodology or experience in a safety & security / risk management environment. Competencies: Knowledge and/or understanding of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Knowledge and/or understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent typing, telephone etiquette, planning, organising and report writing skills; Ability to do research and analyse documentation.

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

- ENQUIRIES** : Ms G Lutz at (021) 483 2954

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/61 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT (12 MONTH CONTRACT), REF NO: DEDAT 2018-13**

SALARY : R334 545 per annum plus 37% in lieu of benefits (Level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma with a minimum of 3 years' appropriate experience; A valid code 08 drivers licence. Recommendations: Experience in SMME Development; Project or programme management with practical exposure to planning and organisation skills, problem solving and financial management. Competencies: Experience in using Public Sector Procurement as a tool for SMME and enterprise development; Knowledge of government processes and procedures; Knowledge of procurement measures and plans; Experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide support for the development and implementation of the sustainable procurement programme (BBBEE, local content and procurement accords). Provide support to strengthen partnerships between various stakeholders to provide business development support services. Support the development of programmatic initiatives to improve the enabling environment for business. Support the development of programmatic initiatives to identify specific gaps and/or blockages and refer to relevant components. Support the implementation of procurement promotion innovation strategies and policies. Support risk and M&E planning and implementation processes required in terms of the performance of the component.

ENQUIRIES : Ms P September at (021) 483 8768

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/62 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: DEVELOPMENT PLANNING RESEARCH (30 MONTHS CONTRACT POSITION), REF NO: EADP 2018-13**

SALARY : R439 917 per annum (OSD as prescribed plus 37% in lieu benefits)
CENTRE : Department of the Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : A 4 year Degree in Environmental Studies/ BSc Honours with botany as a major passed subject; A minimum of 6 years' relevant post-qualification experience; Registration with the SACNASP as a professional; A valid drivers' licence. Recommendations: EMI/Peace officer training. Competencies: Knowledge in the following: Botany and botanical practices; Experience in environmental management with specific reference to botany; Awareness raising exercise relating to botanical procedures; Research and technical report writing; Terrestrial

and/or freshwater aquatic plants and animals, their functioning and interaction with each other and the biological environment; Cape Floristic Region, Succulent Karoo and Subtropical Thicket ecosystems and the associated biodiversity patterns and processes; The field of conservation biology and its basic principles; Regional and national biodiversity and environmental legislation; Research methodology, as well as monitoring principles and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape province.

- DUTIES** : Contribute to the development of systems (including information management systems), decision-making processes, policies and protocols to promote and maintain healthy natural ecosystems, habitats and landscapes (including the urban landscape) and a sustainable environment in the Western Cape Province: Cape Winelands District Municipality; Perform scientific advisory, regulatory and liaison functions; Conduct scientific biodiversity research and monitoring projects and programmes on priority species and contribute to biodiversity inventories; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within the Cape Winelands District Municipality.
- ENQUIRIES** : Dr E Palmer at (021) 483 3506

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 15/63 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES GRADE 1**

SALARY : R920 703 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
 : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows 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. Competencies (knowledge and skills): In-depth knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. Strong leadership skills pertaining to general management, organisation, strategic planning (long and short term) as well as contingency planning and operational management of the pharmacy. Exceptional interpersonal skills to affect the implementation of staff management strategies while also pro-actively improving stakeholder relationships. Soft skills to affect conflict resolution and positively influence the day-to-day functioning of the pharmacy. In depth practical knowledge of relevant finance and supply chain processes as they pertain to pharmacy management in the public sector. Knowledge and experience of human resource management, especially labour relations, staff development and disciplinary procedures. Computer literacy in Excel, Word and Power Point to affect information management in order to record and improve of pharmacy metrics. Presentation and communication skills allowing for clear communication of operational requirements and strategy. Practical project management skills allowing the simultaneous administration and control of complex tasks.

DUTIES : Provide leadership to the pharmacy staff to ensure a safe, effective, efficient and resilient pharmacy service. Strategic planning of the pharmacy, implementing contingencies and incorporating innovation into the daily routine. Management of the human resources including development of staff competencies and staff leadership, managing labour relations as well as administrating disciplinary processes, leave and roster. Ensure complete stock supply ensuring the promotion of rational prescriptions, compliance with internal policies and adherence to

National Core Standards/legislation. Monitor and evaluate the service, implementing continuous quality improvement processes. Financial Management: principal responsibility in pharmacy budget including control/evaluation/adherence to financial requirements in procurement.

ENQUIRIES : Dr N Beyers, Tel No: (021) 658-5788

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Mr P Petersen

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

CLOSING DATE : 30 April 2018

POST 15/64 : **CHIEF CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY)**

SALARY : R414 069 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Nephrology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Nephrology. Inherent requirement of the job: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel.

DUTIES : Supervise and perform all renal replacement therapies. Supervise and perform water purification for haemodialysis and related purposes. Participation in academic programmes and research. Quality control. Management of databases. Stock control. Optimal patient care. Equipment management, evaluation, troubleshooting and maintenance. Human resource management. Training of staff.

ENQUIRIES : Prof MR Davids, Tel No: (021) 938-9246 / Mr J Maree, Tel No: (021) 938-5558

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

CLOSING DATE : 30 April 2018

POST 15/65 : **MEDICAL PHYSICIST GRADE (5/8TH POST)**

SALARY : Grade 1: R367 653 per annum (A portion of the package can be structured according to the individual's personal needs)
Grade 2: R420 372 per annum (A portion of the package can be structured according to the individual's personal needs).
Grade 3: R480 642 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualifications: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Inherent requirement of

the job: Ability to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

DUTIES : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Co-ordinate and supply physics support in the Department of Diagnostic Radiology. Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology. Assistance with equipment tender preparation, evaluation and commissioning. Assisting with management of staff and departmental administration. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

ENQUIRIES : Mr C Trauernicht, Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

CLOSING DATE : 30 April 2018

POST 15/66 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
Eden District

SALARY : R334 545 per annum
CENTRE : Eden District Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Management (e.g. SINJANI, DHIS, TIER.net and ETR.net). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Ability to critically analyse bio-statistical and epidemiological information. Good interpersonal and leadership skills.

DUTIES : Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to district. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organisation's values. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the district and all sub-districts. Provide knowledge and mentoring support to Sub-district Information Management and clinical staff. Manage the District Information Management Unit.

ENQUIRIES : Dr T Marshall, Tel No: (044) 803-2700/2752
APPLICATIONS : 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.

CLOSING DATE : 30 April 2018

POST 15/67 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: General Specialist and Emergency Services

SALARY : R281 418 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration and supervisory experience. Appropriate PERSAL experience (certificate/s must be attached). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to personnel administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM advisory Services compliance reports.

ENQUIRIES : Mr BH Cassim, Tel No: (044) 802-4409
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 04 May 2018

POST 15/68 : **ARTISAN FOREMAN GRADE A (HELPDESK)**

SALARY : R267 756 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform Artisan and standby duties and attend to emergency breakdowns after-hours. Competencies (knowledge/skills): Computer literacy (i.e. MS Office: Word, Excel, Access and Outlook). Experience in handling telephone queries. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active) and work independently, as well as in a team.

DUTIES : Administer and attend to complaints and queries (telephone and personal enquiries) with regard to maintenance and repairs within Hospital. Capture, record-keeping, elementary administrative, statistics and management of requisition systems. Control and manage tools, equipment and material in workshop. Render assistance to Chief Artisan with regard to all functions (including administrative work) of the division, attend site meetings with contractors within the institution and give feedback to Chief Artisan and management on maintenance issues. Draw up tender specification against the needs of the institutions as guided by Supply Chain Management Act and Treasury Regulations. Train and develop unskilled staff.

ENQUIRIES : Mr AK Mgcod/Mr R Van Schalkwyk, Tel No: (021) 404-6314/6289
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 04 May 2018

<u>POST 15/69</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS) (2 POSTS)</u> Eden District
<u>SALARY</u>	:	Grade 1: R226 083 per annum Grade 2: R278 052 per annum Grade 3: R340 431 per annum Plus a non-pensionable rural allowance of 8% is payable at Dysveldorp CDC.
<u>CENTRE</u>	:	Dysveldorp Community Day Clinic (1 post) Grootbrak Community Centre (1 post)
<u>REQUIREMENTS</u>	:	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 and proof of current registration. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report-writing skills.
<u>DUTIES</u>	:	Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Deliver and coordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Deliver and coordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management) Support, monitor and evaluate health data.
<u>ENQUIRIES</u>	:	Ms E Swanevelder, Tel No: (044) 803-2709
<u>APPLICATIONS</u>	:	The District Manager: Eden District Office: Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<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 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>	:	04 May 2018
<u>POST 15/70</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u>
<u>SALARY</u>	:	Grade A: R167 778 per annum Grade B: R197 631 per annum Grade C: R230 721 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	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 work overtime when required. Competencies (knowledge/skills): Conversant

with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. High tension knowledge will serve as a strong advantage.

DUTIES : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures.

ENQUIRIES : Mr AK Mgcodo/Mr C Wakefield, Tel No: (021) 404-6314/6210

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

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

CLOSING DATE : 04 May 2018

POST 15/71 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: General Specialist and Emergency Services

SALARY : R127 851 per annum

CENTRE : Valkenberg Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Must be physically fit to lift heavy objects and be on their feet the entire day. Ability to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Knowledge of disciplinary procedures and the ability to maintain discipline and handle conflict. Knowledge of therapeutic diets, theory, preparation and cooking methods, quality and portion control according to standardised recipes in an Industrial Food Service Unit. Computer literacy (i.e. MS Office, Word and Excel), writing and numeracy skills, good communication skills and cultural diversity knowledge (proof of Computer literacy must be attached or mentioned in CV). Sound communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and administer physical resources. Ensure that production operates at the set time. Supervise food hygiene and food safety guidelines. Support the human resources function. Allocate tasks and coordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies.

ENQUIRIES : Ms A Getyeza, Tel No: (021) 440-3188

APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X3, Observatory, 7935.

FOR ATTENTION : Ms M Page

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

CLOSING DATE : 04 May 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 : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POSTS

POST 15/72 : **BUSINESS ANALYST: EDUCATION AND CULTURAL AFFAIRS AND SPORT (2 CONTRACT POSITIONS FOR A 24-MONTH PERIOD), REF NO: DOTP 2018-29**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A National Diploma in IT or related field; A minimum of 6 years' experience in Business Analysis including Business Case Development of which 3 years' must be management experience; A valid driver's licence. Recommendations: Demonstrated experience with Enterprise Content Management (ECM) Systems Strong understanding of the SDLC (Systems Development Life Cycle) Model; Experience in the following: Project Management; Records Management; OpenText and/or SharePoint administration. Competencies: Knowledge of the following: Enterprise Content Management; Business process re-engineering; Understand use of Waterfall Vs Agile approach within WCG ECM environment; Strong computer skills in MS Office especially Excel, Word and PowerPoint as well as process mapping tools such as Visio, Web based management systems; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Innovation and Research skills; Ability to work under pressure; Ability to train; Facilitation and negotiation skills; Innovation and research. (Open Text Content Server and SharePoint administration skills highly recommended).

DUTIES : Business Analysis will involve the development of business cases for WCG departments, the analysis and documentation of as-is processes as well as the gathering and presentation of relevant information in various standard formats. Process mapping and process re-engineering also required in some instances. It will also be necessary to obtain needed information from stakeholders to form requirements; Capture and present information provided in elicitation sessions. It will sometimes be necessary to be the primary interface between the business users and vendor teams; It will also be expected to convert needed information from stakeholders to form business requirement specifications; Solution assessment and validation will entertain the following: Assess and report the organisational readiness of a business unit for the implementation of new solutions; Liaise with external technology experts; Enterprise Content Management administration will require the following: Analyse organisational structures and align to business process requirements; Evaluate and administer work-space taxonomies and user permission structures.

ENQUIRIES : Mr G Mohamed at (021) 483 9710

POST 15/73 : **CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 2018-35**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Completed 3-year National Diploma with a minimum of 3 years' management experience. Recommendations: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of ERM frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the province and strategically positioning the ERM unit to align the direction; Excellent communication skills at an executive management level (verbal and writing).

DUTIES : Manage and drive all ERM activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management process within allocated departments; Provide support with the identification, assessment, prioritisation and management of risks and risk profiles with allocated departments; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees).

ENQUIRIES : Ms Aaqelah Haq at (021) 483 8318

POST 15/74 : **ASSISTANT DIRECTOR: APPOINTMENTS AND COMPENSATION REF: NO DOTP 2018-32**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma with a minimum of 3 years' appropriate experience. Recommendations: A valid driver's licence. Competencies: Knowledge in the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Monitoring, evaluation and reporting; Computer Literacy; Good communication skills (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Administer the appointment of nominated candidates on PERSAL; Administer the appointment of contract employees, including contract extensions; Administer promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over- or under payments; Administer the appointment and payments of temporary workers; Render compensation management services; Perform managerial / supervisory tasks: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.

ENQUIRIES : Mr L Malindi at (021) 483 9862

POST 15/75 : **TALENT SOURCING OFFICER (CONTRACT POSITION ENDING 31 MARCH 2020), REF NO: DOTP 2018-31**

SALARY : R226 611 per annum (Level 7), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification in Industrial Psychology or Human Resource Management; A minimum of 1 year experience in a Human Resource Management related environment; A valid code EB driver's licence. Recommendations: Working knowledge of the following: Recruitment practices; Guiding and participating in selection processes; Drafting of submissions to address recruitment, retention and compensation matters. Competencies: Knowledge of competency based recruitment processes, inclusive of head hunting processes; Knowledge of shortlisting and selection processes; Knowledge of online recruitment; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation, reporting and presentation skills.

DUTIES : Consulting departments on the advertising of vacancies, inclusive of on-line advertising; Creating and advising on pre-selection/application questions; Facilitate selection and drafting of shortlists; Conduct competency based interviews; Maintenance of the recruitment and selection database; Assist people managers with submissions on recruitment, retention and compensation matters.

ENQUIRIES : Mr F Gerber at (021) 483 6028

POST 15/76 : **HR CLERK: LEAVE ADMINISTRATION, REF NO: DOTP 2018-37**

SALARY : R152 862 per annum (Level 5)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Persal Experience. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service

Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence; Conducting of leave audits; Processing of leave gratuities; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.

ENQUIRIES : Mr W Oliphant at (021) 483 4245

PROVINCIAL TREASURY

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

CLOSING DATE : 07 May 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. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/77 : **RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING, REF NO: PT 2018-10**

SALARY : R334 545 per annum (Level 9)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : A relevant 3-year National Diploma in Economics/ Public Finance/ Public Policy with a minimum of 3 years' appropriate experience. Recommendations: Experience in a fiscal policy/ public finance/ budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes; A valid drivers' licence. Competencies: Conceptualisation and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Demonstrable knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Project Management experience; Ability to work independently and with own initiative.

DUTIES : Assist with research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Assist with providing analyses on the fiscal framework to ensure credible and sustainable departmental/municipal budgets; Provide input for the in-year revenue monitoring systems to monitor and advise on departmental and municipal revenue performance; Provide input into Departmental and Municipal Revenue Financial Management Capability; Support team members with relevant information to complete policy driven fiscal policy assessment reports; Provide support with regards to the oversight of the Western Cape Gambling and Racing Board.

ENQUIRIES : Dr N Nleya at (021) 483 6707

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POSTS

POST 15/78 : **MANAGER: SOCIAL WORK POLICY: CRIME PREVENTION AND SUPPORT, REF NO: DSD 2018-40**

SALARY : R712 827 per annum - All-inclusive salary package (Grade 1, OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application. Recommendation: None. Competencies: Knowledge in the following: Policy analysis and development; Public service reporting procedures; Financial Management; Project Management skills; Policy Analysis and Development; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Monitoring and evaluation skills; Professional counselling skills; Monitoring and Evaluation skills; Networking Skills; Presentation skills.

DUTIES : Develop and facilitate the development of policies relating to Crime Prevention and Support within the ambit of Social Crime Prevention; Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources aimed at fostering consultation processes amongst all the relevant role-players are created and strengthened; Keep up to date with new developments in the social work and management fields; Plan and ensure that social work policy research and development are undertaken in relation to Crime Prevention and Support; Undertake complex social work research; Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Mr M Gaba at (021) 483 4212

POST 15/79 : **DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS, REF NO: DSD 2018-41**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A relevant 3 National Diploma with a minimum of 3 years' management experience in a Supply Chain Management/Acquisition, Contract Management and logistics environment. Recommendation: A valid driver's licence. Competencies: Knowledge of the following: Policy Development SOP's; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Human Resource Management; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices including sourcing strategies and the different mechanisms for procurement; Organising skills for record keeping and safeguard; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Responsible for Acquisition Management; Implement strategic sourcing plan; Responsible for Contract Management and administration including bid administration; Logistics Management; Generate, receive and process orders; Perform all Human Resource Management roles and responsibilities with regard to the Sub-directorate.

ENQUIRIES : Ms P Mabhokwana at (021) 483 8438

POST 15/80 : **SOCIAL WORKER: SALDANHA: SOCIAL WORK SERVICES, REF NO: DSD 2018-38**

SALARY : Grade 1: R226 686 – R262 785 per annum
Grade 2: R278 784 – R323 178 per annum
Grade 3: R341 322 – R395 685 per annum
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience ;**Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions .Recommendation: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job; Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions.

ENQUIRIES : Ms C Nell at (027) 213 2096

POST 15/81 : **SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT, REF NO: DSD 2018-29**

SALARY : R152 862 per annum (Level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Mathematics or Accounting as a passed subject. Recommendation: Experience within Logistics Management / Supply Chain Management environment. Competencies: Good understanding of the following: Public management practices; Financial management and supply chain management services; LOGIS as procurement operating system; Public service reporting structure; Public Finance and Management Act (PFMA), regulation and guidelines; Demonstrate experience in a Supply Chain Management environment; Communication (written and verbal skills) in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

DUTIES : Execution of functions pertaining to the provisioning administration in-line with the approved supply chain management guidelines; Execution of functions pertaining to Asset Management that include: Compilation of database for recording all departmental assets; Quarterly reporting on all acquired assets; Compilation of inventories in respect of stores and equipment; Liaise with inventory controllers at

offices and institutions to ensure a uniformed approach in the recording of assets; Assist with the stocktaking process at Head Office, Offices and institutions as prescribed by the Provincial Treasury Directives, PFMA and provisioning guidelines and procedures; Timeously dispose redundant, obsolete and unserviceable items; Maintain proper control over all state assets.

ENQUIRIES :

Mr K Jackson at (021) 483 8474

POST 15/82 :

ADMINISTRATION CLERK: WEST COAST: LOGISTICAL SERVICES (2 POSTS), REF NO: DSD 2018-37

SALARY :
CENTRE :
REQUIREMENTS :

R152 862 per annum (Level 5)
Department of Social Development, Western Cape Government
Grade 12 (Senior Certificate or equivalent qualification). Recommendation: None. Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

DUTIES :

Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Rendering of provisioning administration function in relation to rendering stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods; Registration of suppliers for electronic funds, transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment.

ENQUIRIES :

Ms MP Meissenheimer at (022) 713 2272

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS :

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

CLOSING DATE :

30 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. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/83 :

ADMINISTRATIVE OFFICER: REGISTRATION AND COMPLIANCE, REF NO: TPW 2018-63

SALARY :
CENTRE :
REQUIREMENTS :

R226 611 per annum (Level 7)
Transport and Public Works, Western Cape Government
Senior Certificate (Grade 12) with a minimum 3 years' administration experience. Recommendations: Transport experience. Competencies: Knowledge in the following: Performance system processes; Transport legislation policies; Inter-Governmental internal relations, public participation and public transport; Financial Management prescripts; Proven computer literacy (NLTIS, RAS, LTPS and Live Link); Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.

DUTIES :

Assist management and maintenance of data; Engage and strengthen relationship with key stakeholders; Assist with management of registration and processing

ENQUIRIES

: applications in the office of the Registrar; Ensure friendly and efficient service liaising with taxi industry; General administrative duties.
Mr P Egwu at (021) 483 0315