

**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** : 28 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. The selection process will be guided by the EE targets of the employing 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 19/86** : **LECTURER: AGRONOMY (VEGETABLE PRODUCTION): VEGETABLES AND AGRONOMY, REF NO: AGR 2018-20**

- SALARY** : R281 418 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A 4-year BSc-Degree in Agronomy or applicable agricultural field with specialisation in Vegetable Production; A minimum of 3 years' relevant experience in the subject field. Recommendations: A valid code B driving licence; Formal training and presentation experience. Competencies: Proven knowledge of vegetable production practices; Proven computer literacy in MS Office; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High levels of assertiveness and professionalism; Leadership, planning and organising skills.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.
- ENQUIRIES** : Ms B Abrahams at (021) 808 5480

- POST 19/87** : **LECTURER: AGRONOMY (SMALL GRAINS): VEGETABLES AND AGRONOMY, REF NO: AGR 2018-21**

- SALARY** : R281 418 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : 4-year B-Degree in Agronomy or applicable agricultural field, with specialization in Grain Production with a minimum of 3 years' relevant experience in the subject field. Recommendations: A valid code B drivers licence. Competencies: Proven knowledge of grain production practices; Proven computer literacy in MS Office; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High levels of assertiveness and professionalism; Leadership, planning and organising skills.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.
- ENQUIRIES** : Ms B Abrahams at (021) 808 5480

DEPARTMENT OF COMMUNITY SAFETY

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

OTHER POST

<u>POST 19/88</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE SERVICES, REF NO: CS 2018-13</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	A 3-year B-Degree or National Diploma with a minimum of 3 years' relevant experience in an Internal Control and Governance environment. Recommendations: A valid driving licence; A background in auditing; Working knowledge of financial norms and standards. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and practices of financial accounting; Internal control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Chart of Accounts; Risk Management frameworks; Government financial systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Evaluate the effectiveness of financial prescripts; Develop and review compliance monitoring tools; Perform managerial and supervisory tasks; Ensure the implementation of corrective measures and preventative controls with regards to Corporate Governance, Review and Outlook (CGRO); Manage and co-ordinate financial and non-financial responses for the department in respect of external auditors.
<u>ENQUIRIES</u>	:	Mr D Prinsloo at (021) 483 5587

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.

<u>NOTE</u>	:	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.
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MANAGEMENT ECHELON

<u>POST 19/89</u>	:	<u>STOMATOLOGIST GRADE 1 TO 3</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R991 857 per annum Grade 2: R1 134 069 per annum Grade 3: R1 316 136 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Oral Health Centres
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Dentist and an appropriate post basic Master's degree in Maxillo Facial Radiology. Registration with a professional council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration with the HPCSA as Dentist and after acquiring the appropriate Master's degree in Maxillo Facial Radiology. Grade 2: Minimum of 5 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring the appropriate Master's degree in Maxillo Facial Radiology. Grade 3: Minimum of 10 years appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring and the appropriate Masters degree in Maxillo Facial Radiology. Competencies (knowledge/skills): Registered as an Independent Practitioner by the HPCSA with postgraduate training and expertise in Maxillo Facial Radiology.
<u>DUTIES</u>	:	Related Administrative support to the Radiology Cluster. Planning, Organising and implementing of preclinical and clinical courses. Assessment of preclinical

and clinical work done by students and evaluation of attendance records of junior and senior students. Compilation and assessment of test and examinations and maintaining standards in student assignments. Available as a Consultant in a patient referral network in the Western Cape. Provide leadership in teaching and training and to utilise the platform for operational research in order to optimise service delivery with the efficient utilisation of state resources.

ENQUIRIES : Dr E Prince, Tel No: (021) 937-3196
APPLICATIONS : The Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms N Jooste
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

OTHER POSTS

POST 19/90 : **FACILITY MANAGER (PHC)**
 Chief Directorate: Metro Health Services

SALARY : R657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : District Six Community Day Centre
REQUIREMENTS : Minimum educational qualification: Appropriate health related three-year National Diploma or Degree. Experience: Appropriate experience in a managerial position in a NGO, Private Organisation or the Public sector. Appropriate health sector experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy.

DUTIES : General and operational management of a Community Health Centre and related services in the drainage area. Strategic and operational planning and the implementation of operational plans. Sound Financial, Supply Chain and Human Resource Management, including Staff Performance System. Implement the prescribed package of services. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Quality assurance programmes.

ENQUIRIES : Ms L Appolis, Tel No: (021) 202-0883/0933
APPLICATIONS : The Director: Southern Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

POST 19/91 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**
 Chief Directorate: Metro Health Services

SALARY : R499 953 (PN-B3) per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this

nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently, as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills.

DUTIES : Responsible for planning, managing, coordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre. Effectively manage and utilise Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr P Jefftha, Tel No: (021) 799-1125

APPLICATIONS : The Chief Executive Officer: Victoria Hospital Private Bag X2, Plumstead, 7801.

FOR ATTENTION : Ms Z Peter

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

CLOSING DATE : 25 May 2018

POST 19/92 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION DEPARTMENT)**

Chief Directorate: Metro Health Services

SALARY : R499 953 (PN-B3) per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science, Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to work shifts, which include after-hours hospital cover, weekends, public holidays and overtime should the need arise. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and manage the Operating Theatre and Central Sterilisation Departments. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Manage conflict, problem solving and decision-making skills. Ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

DUTIES : Clinical governance: Provide leadership, supervision and direction for the provision of safe and effective service delivery. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate operating theatre practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical resources) Information management and utilisation of information technology – data collection and analysis. Service delivery: facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. Liaise, network, customer care and negotiate with key customers.

ENQUIRIES : Ms A Brown, Tel No: (021) 377-4781

APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, Private Bag X9, Mitchells Plain, 7789.

FOR ATTENTION : Ms C Johnson

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

CLOSING DATE : 01 June 2018

<u>POST 19/93</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R499 953 (PN-B3) per annum
<u>CENTRE</u>	:	Clanwilliam Community Development Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with 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 and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, Finance and supply chain management to ensure effective budgeting and control and control over infrastructure, maintenance and security. Efficient and effective management of PHC facility and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.
<u>ENQUIRIES</u>	:	Ms E Eygelaar, Tel No: (027) 482-2729
<u>APPLICATIONS</u>	:	To the Administrative Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
<u>FOR ATTENTION</u>	:	Ms NW Smit
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	25 May 2018
<u>POST 19/94</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> Metro Health Services
<u>SALARY</u>	:	Grade 1: R340 431 (PN-B1) per annum Grade 2: R418 701 (PN-B2) per annum
<u>CENTRE</u>	:	Victoria Hospital
<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. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Sciences Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of annual registration with the SANC (2018). Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work in Operating Theatre and Recovery room. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards

		to emergency and non-emergency operating nursing, as well as day patient care.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.
<u>ENQUIRIES</u>	:	Mr P Jefftha, Tel No (021) 799-1125
<u>APPLICATIONS</u>	:	To the Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.
<u>FOR ATTENTION</u>	:	Ms Z Peter
<u>NOTE</u>	:	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>	:	25 May 2018
<u>POST 19/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SCHOOL HEALTH AND WELLNESS)</u> Overberg District
<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</u>	:	Overberg District Office (Theewaterskloof Sub-district)
<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 a Professional Nurse. Experience: Grade 1: None after registration as a 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: Valid (Code B/EB) drivers licence. Willingness to travel to school's/ health care institutions. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Experience of working with learners or youth. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet.
<u>DUTIES</u>	:	Provide clinical screening school health services to learners with parental consent in schools (Include: special schools) and support the school health team and the teacher/Department of Education as part of the team within the school environment to ensure implementation of ISHP. Plan, participate, implement and evaluate Health Promotion and Prevention initiatives in the school learner community. Conduct health education to the school community and monitor referrals/ feedback of learners to the facility. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays and link with community structures working with youth. Participate in campaigns; HPV and Measles and others as identified by the district/ sub-district. Collect data and submit weekly and monthly reports. Link with structures such as CBS and COPC.
<u>ENQUIRIES</u>	:	Ms N Peton. Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION NOTE : Ms A Brits
: 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 : 01 June 2018

POST 19/96 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
West Coast District

SALARY CENTRE REQUIREMENTS : R152 862 per annum
: Matzikama and Sederberg PHC
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS & Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Problem solving abilities and analytical thinking. Computer Literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS).

DUTIES : Maintain a credible and effective asset register and assist with monthly, IFS and AFS reporting. Perform monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan and advertise, award and manage contracts and tenders.

ENQUIRIES APPLICATIONS NOTE : Ms C Davids Tel No: (027) 213-2039
: Applications are submitted online via www.westerncape.gov.za/health-jobs
: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a competency test as part of the interview process.

CLOSING DATE : 01 June 2018

POST 19/97 : **ADMINISTRATION CLERK: ADMISSIONS (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R152 862 per annum
: Khayelitsha Community Health Centre
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate admissions experience. Inherent requirement of the Job: Willingness to work night shift and extended hours. Competencies (knowledge/skills): Sound interpersonal and organising skills. Computer literacy (Ms Word and Excel). Experience in operating PHCIS/Clinicom systems. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Admit, register and discharge patients and handle all patient enquiries. Accurate collection, safekeeping and deposit of state money. Handle appointment system processes. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment and accurate data recording. Support to Facility Manager and relief duties. Provide Helpdesk assistance.

ENQUIRIES APPLICATIONS : Mr D Binza, Tel No: (021) 360-5200
: The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms Z Willie

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

POST 19/98 : **HANDYMAN (ELECTRICAL)**

SALARY : R127 851 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

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

CLOSING DATE : 01 June 2018

POST 19/99 : **CLEANER**
Overberg District

SALARY : R83 766 per annum
CENTRE : Otto Du Plessis hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health facility and Hospital environment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse or waste products and adherence to policy and cleaning practices. Excellent communication skills (read/write/speak) in at least two of the three official languages in the Western Cape.

DUTIES : General cleaning and maintenance (sweep, refuse removal, dust, mop, scrub, polish with a polisher, clean hospital grounds, clean windows, walls and equipment or machines, sort and provision of hospital linen, where needed). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.

ENQUIRIES : Mr DW Brecht, Tel No: (028) 424-2652
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 June 2018

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 28 May 2018
NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing

generic managerial competencies using the mandated DPSSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

<u>POST 19/100</u>	:	<u>DIRECTOR - SPECIALISED SUPPORT, REF NO: LG 2018-26</u>
<u>SALARY</u>	:	All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Local Government, Western Cape Government A relevant undergraduate qualification (NQF 7 as recognised by SAQA); A minimum of 5 years' middle/senior management experience; A valid driver's licence. Recommendations: A law degree is a preference; and Knowledge of the Constitution and local government legislation. Competencies: Thorough knowledge of the application of the Constitution and legislation pertaining to local government; Proven experience in the interpretation of the law; Ability to conceptualise new legislation with regard to local government; Understanding the role of Provinces as it relates to Municipalities; and Strategically and politically astute.
<u>DUTIES</u>	:	To facilitate, manage and provide specialised support to municipalities; Manage the provision of formal and informal intervention support if institutional and governance deficiencies at municipalities occur; Manage the provision of informal interventative financial support to municipalities with financial problems; To assist Provincial Treasury with mandatory interventions; Manage interventions at municipalities in terms of the MFMA (Discretionary); Manage interventions at municipalities in terms of section 139 of the constitution; Ensure effective management of human resources, financial resources and risks; and Give effect to the Western Cape Monitoring and Support Act.
<u>ENQUIRIES</u>	:	Mr GW Pause at (021) 483 4999

OTHER POSTS

<u>POST 19/101</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL ICT POLICY AND STRATEGY, REF NO: LG 2018-23</u>
<u>SALARY</u>	:	All-inclusive salary package of R657 558 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Department of Local Government, Western Cape Government Relevant 3-year National Diploma/B-degree in Information Systems with a minimum of 6 years' relevant experience in the IT sector and 3 years management experience; A valid code B driving licence. Recommendations: Experience in the Development of Business Requirement Specifications; Experience in developing and implementing Municipal ICT Capacity Building Initiatives; Experience in human resources; financial resources and enterprise risk management. Competencies: Working knowledge of various ICT Governance Frameworks and Policy Legislation applicable to the public service; Knowledge of the following: Development of Business Requirements Specification; Business case development; Business process modelling and mapping tools and techniques; Compiling test plans and systems testing; Development of knowledge and information systems; Business knowledge and practices; Organisational; Business analysis techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Empower and capacitate the municipal ICT manager regarding the following: Strategic leadership and management of ICT; Alignment of the ICT strategic plan with municipal IDP and Strategic Goals; Policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by Management; Provide advice and capacitate municipal role players in terms of the implementation of national and provincial ICT capacity building and management initiatives; Ensure the alignment of the business and strategic planning; Manage the provision of technical support and capacity building to municipalities in the development and maintenance of Knowledge and Information Management Systems; Support municipalities to address audit findings; Support municipalities to be compliant with PAA; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan and manage the

	:	component's budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Ms E Barnard at (021) 483 4039
<u>ENQUIRIES</u>	:	
<u>POST 19/102</u>	:	<u>ICT RESEARCH AND DEVELOPMENT SPECIALIST: MUNICIPAL ICT POLICY AND STRATEGY, REF NO: LG 2018-24</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year B-Degree in Information Systems/Technology/Software Engineering/Computer Science with a minimum of 6 years' experience in the ICT technical related environment. Recommendations: A relevant Honours Degree; Experience in analyzing ICT environments; professional registration/certification or member of the International Institute of Business Analysis (IIBA); Training in ICT Governance and policy. Competencies: Knowledge of the following: Scientific research methodologies; Research, sampling and interview procedures and techniques; Statistics and probability; Dissemination techniques and methods; Quantitative and qualitative research procedures and techniques; Strong interpersonal skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Perform research activities for the development of an ICT Governance Framework for municipalities; Assist in providing technical input into the development of an ICT Governance Capability Maturity Model/Matrix for municipalities; Assist municipalities in assessment of its ICT environment through a technical analysis; Assess the ICT governance maturity of municipalities; Assess and report on the ICT competency level of municipalities.
<u>ENQUIRIES</u>	:	Ms E Barnard at (021) 483 6126
<u>POST 19/103</u>	:	<u>MUNICIPAL E-GOV SUPPORT ANALYST SOFTWARE: MUNICIPAL ICT SUPPORT AND CAPACITY, REF NO: LG 2018-25</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A 3-year B-Degree in information System/Technology/Software Engineering/Computer Science or equivalent qualification at with a minimum of 6 years' experience in the ICT sector in a related technical environment. Recommendations: Working knowledge and understanding of Local Government ICT environment; Professional registration/certification or member of the International Institute of Business Analysis (IIBA). Competencies: Knowledge of the following: Software/Business analysis; Documenting requirements and specifications; Software developmental fundamentals and methodology; The following skills: Computing programming skills; Software debugging; Mastery in software engineering tools; Software design; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Provide technical support, capacity build and advise municipalities regarding determining software operational feasibility; Preparation of business requirement specification in line with information system requirements of municipalities; Provide advice for the Integration of software components; Advise with the documentation and maintenance of software functionality requirements; Assistance with ensuring data governance and information confidentiality in the development of software; Assistance in the development of software and operating manuals; Provide inputs for changes in IT software policies and procedures; Assist in managing the component's budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
<u>ENQUIRIES</u>	:	Ms E Barnard at (021) 483 6126
<u>POST 19/104</u>	:	<u>ADMINISTRATIVE OFFICER: MUNICIPAL ICT SUPPORT AND CAPACITY BUILDING, REF NO: LG 2018-22</u>
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/ B-Degree with a minimum of 1 year relevant experience. Recommendations: None. Competencies: Knowledge of the

following: Modern systems of governance and administration; Meeting protocol; Understanding of the relevant legislation/policies/prescripts and procedures; Proven computer literacy; Communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Planning and organising skills; Minute taking skills.

- DUTIES** : Provide a secretariat service to the various IGR structures (National, Provincial and Local ICT Steering Committees); Manage meetings; Prepare and submit meeting reports; Provide an information and project administration service; Capture, collate and report on management information; Ensure quality and completeness of all documentation on the project system; Provide general administrative services; Manage document flow; Liaise and support with regards to all aspects of Supply Chain Management and Asset Management; Support Manager regarding record-keeping and work-flow of HR matters.
- ENQUIRIES** : Ms Z Mtyoko at (021) 483 3565

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 28 May 2018
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

- POST 19/105** : **CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE**
- SALARY** : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14).
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : NQF level 8 qualification (Bachelors Honours Degree); Valid driver's license, or alternative mode of transport for people with disabilities. Recommendations: Note: The incumbent of this post will be required to travel extensively and frequently; Good working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and applicable Regulations; and Municipal Minimum Competence Certificate. Competencies: Strong conceptual and formulation skills; Strategic leadership skills; Excellent communication skills; Outstanding planning and organising skills; and People management skills.
- DUTIES** : Implement and coordinate Provincial Treasury's responsibilities contained in the MFMA; Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure; Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation; Monitor the municipal adjustment budget process in terms of policy parameters and legislation; Advise on the establishment of municipal entities; Advise on the technical facets and realization of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIP's and link this to the Provincial Growth and Development Strategy; and Strategic management of the Chief Directorate
- ENQUIRIES** : Mr H Malila (021 483 6673)
- POST 19/106** : **DIRECTOR - STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (PT 2018 - 21)**
- SALARY** : All-inclusive salary package of R948 174 – R1 116 918 per annum
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate B Degree (NQf 7); 5 years middle management experience; and A valid driver's license, or alternative mode of transport for people with

disabilities. Recommendations: Knowledge of the Public Service Act, its regulations and applicable policies and prescripts; and People Management related knowledge and/ or qualification would be an added advantage. Competencies: Good corporate governance norms and standards; Knowledge of the provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Strategic Management and Leadership; Excellent communication skills verbal and written; and Presentation skills.

DUTIES : Provide a strategic coordination service for the department; Monitor and evaluate departmental performance; Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement; Render communication services to the department; Render a support service to the HoD; and Strategic, Human Resource and Finance Management of the Directorate.

ENQUIRIES : Mr Z Hoosain (021) 483 3749

OTHER POST

POST 19/107 : **PROCUREMENT SPECIALIST: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO: PT 2018-14**

SALARY : R334 545 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A relevant 3-year B-Degree/National Diploma with a minimum of 3 years' experience in Supply Chain Management/ Finance which must be within the functional areas advertised. Recommendations: Proven experience in the following: Devising commodity strategies, strategic sourcing and transversal contracting' Contract management; Supplier development initiatives or training programmes; Experience and understanding of the South African marketplace; Experience in vendor management and supplier development; Experience in providing advice, guidance, support on implementation of Supply Chain Management and Asset Management policy norms and standards; A valid driver's licence. Competencies: Proven knowledge of the following: Public sector SCM legislation and policy frameworks; Policy analysis and research by utilising different research methodologies; Vendor management and supplier development; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Strategically review and analyse departmental SCM policy against the requisite legislation and policy frameworks for improvements and efficiency gains from a process and governance context; Monitor, evaluate and provide strategic direction to departments in respect of procurement planning; Analysis and development of commodity sourcing strategies and improvements for the province; Develop and implement strategies for transversal term contracts that impacts on leveraged buying power, economies of scale and effectiveness and efficiencies; Provide procurement support, assistance and guidance and training to provincial departments and current and potential suppliers of goods, services and works.

ENQUIRIES : Ms T Rakiep at (021) 483 4720

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 : 28 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. The selection process will be guided by the EE targets of the employing 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 19/108 : **DEPUTY DIRECTOR: BONNYTOUN: MANAGEMENT, REF NO: DSD 2018-52**

SALARY CENTRE REQUIREMENTS : All-inclusive salary of R657 558 per annum (Level 11)
: Department of Social Development, Western Cape Government
: A 3-year B-degree/ National Diploma with a minimum of 3 years' management experience; A valid (code B) drivers licence. Recommendations: None. Competencies: Knowledge of the following: Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Effective service delivery in terms of National, Provincial frameworks and international accords/models of residential care and standard operating procedures; Ensuring efficient, economic and effective use of appropriated funds and physical resources; Effective management of Human Resource; Operational management of the facility.

ENQUIRIES : Ms L Goosen at (021) 202 9251

POST 19/109 : **ADMINISTRATION OFFICER: SPECIAL PROGRAMMES, REF NO: DSD 2018-55**

SALARY CENTRE REQUIREMENTS : R226 611 per annum (Level 07)
: Department of Social Development, Western Cape Government
: A relevant 3-year National Diploma/B-degree with a minimum of 1 year relevant experience. Recommendations: None. Competencies: Knowledge of the following: General office administration; Government systems e.g. BAS and LOGIS; Basic financial background; Constitutional, legal and institutional arrangement governing in South Africa public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide effective office administration and management support services to the component; Assist and provide budget support to the component; Maintain and assist with the implementation of the component's monitoring and evaluation system; Assist with the assessment, planning, implementation and evaluation of support services to funded programme and/or projects.

ENQUIRIES : Mr D Cowley at (021) 483 6296

POST 19/110 : **ADMINISTRATIVE SUPPORT OFFICER: OLDER PERSONS, REF NO: DSD 2018-56**

SALARY CENTRE REQUIREMENTS : R226 611 per annum (Level 07)
: Department of Social Development, Western Cape Government
: A relevant 3-year National Diploma/B-Degree with a minimum of 3 years' relevant experience. Recommendations: Excellent telephone etiquette, planning, organising and report writing experience; Ability to do research and analyse documentation. Competencies: Excellent knowledge and application of computer systems; Knowledge of policies, prescripts, regulations and procedures in relation to administration and financial management; procurement processes, understanding of functioning, systems and processes of government; Knowledge of Provisioning Administration; Financial prescripts; Treasury instructions; Communication (written and verbal) in at least two of the official languages of the Western Cape; The ability to communicate with people at all levels and from all backgrounds; Proven computer literacy; Problem solving and supervision skills; Ability to perform routine tasks; Interpersonal skills; Be able to work under pressure and independently.

DUTIES : Ensure sound logistical support to the Director-General (DG); Ensure sound financial and administrative management of the Directorate: DG Support; Provide secretarial function to the DG; Provide support to the DG in his daily obligations as the Executive Authority.

ENQUIRIES : Ms D Fortuin at (021) 483 3992

POST 19/111 : **ADMINISTRATION CLERK: FUNDING, REF NO: DSD 2018-54**

SALARY : R152 862 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification with passed subjects in Mathematics and/or Accounting. Recommendations: 1-year work experience. Competencies: Knowledge of the following: Policy of financial awards, PFMA and relevant policies and regulations applicable to the Social Welfare Environment, dealing with funding conditions to social service providers partnerships; Modern systems of governance and administration; Departmental operations; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide administrative support during the payment process of social service partnerships; Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Validate and prepare payments for processing; Keep and maintain proper systems to assess all payment files of social service provider partnerships; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of processed transactions; Provide administrative support in relation to the monitoring of submitted financial statements, the evaluation thereof and performing conjugated calculations.

ENQUIRIES : Ms C Khatieb at (021) 483 3538

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 : 28 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. The selection process will be guided by the EE targets of the employing 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 19/112 : **ADMINISTRATIVE OFFICER: E NATIS CLIENT SERVICES, REF NO: TPW 2018-74**

SALARY : R226 611 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with a minimum of 6 years' appropriate administrative experience. Recommendations: Analysis and processing of financial information; Relevant NaTIS experience; Citizen Service Orientation; Experience in rendering direct services to the public; A valid code 8 driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act of 1996); National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Problem-solving and decision making skills.

DUTIES : Verification and capturing of centralized NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Verification and capturing of centralized NaTIS driving licence testing transactions; Process applications for write-off of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and de-registration certificate authorisations i.r.o motor vehicles and the issuing of information to other government departments; Verification and capturing of centralized NaTIS vehicle testing transactions.

ENQUIRIES : Mr B Ellie at (021) 483 2828

POST 19/113 : **PROJECT ADMINISTRATOR: HEALTH INFRASTRUCTURE, REF NO: TPW 2018-66**

SALARY : R226 611 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with a minimum of 6 years' relevant experience. Recommendations: None Competencies: Knowledge of project management; Principles and processes for providing support; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Timeous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments, and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist with Project/Programme Manager to implement new processes and procedures; Work closely with line and project and programme managers to provide project administration support throughout the project lifecycle.

ENQUIRIES : Mr A van Niekerk at (021) 483 4562

POST 19/114 : **ROAD WORKER SUPERVISOR: ROAD MAINTENANCE, REF NO: TPW 2018-77 (04 POSTS)**

SALARY : R124 851 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) with a minimum of 3 years' relevant experience; A valid code EC1 drivers licence with a professional drivers permit (PDP). Recommendations: Experience in operating minor construction machines; Experience in civil activities. Competencies: Working knowledge of road maintenance, concrete works, safety standards/ road safety; Communication skills in at least two of the official languages of the Western Cape; Supervision skills; Conflict and Diversity Management; Good sense of interpretation skills.

DUTIES : Repair and maintain roads, ground shoulders and waterways; Operate and maintain plant/equipment to be used for road maintenance; Standards and procedures; Ensure the safety of safe working environment; Supervise road workers; Enforce discipline; Handle emergency situations; Evaluate personnel according to standard procedures; Willing to travel; and stay over when required.

ENQUIRIES : Mr N Mitchell at (021) 863 2020
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. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.