

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

CLOSING DATE : 04 June 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 POST

POST 20/294 : **CLEANER: PROVINCIAL VETERINARY LABORATORY, REF NO: AGR 2018-22**

SALARY : R90 234 per annum (Level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Able to read and write (ABET). Recommendations: Appropriate experience. Competencies: Good interpersonal skills; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Self-motivated; Good listening skills; Reliable; Diligent.

DUTIES : Provide a cleaning service; General cleaning in designated areas of the laboratory including bathrooms and passages in designated areas and sample reception area; Removal of general waste from laboratory bins including the sample reception area; Provide effective record keeping of all cleaning activities; Carry out the duties in the absence of second cleaner.

ENQUIRIES : Dr M Seutloali at (021) 887 0324
APPLICATIONS : If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.

NOTE : Applicants from relevant local communities will receive preference.

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 : 18 June 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.

MANAGEMENT ECHELON

POST 20/295 : **DIRECTOR: ENVIRONMENTAL LAW ENFORCEMENT, REF NO: EADP 2018-16**

SALARY : All-inclusive salary package of R948 174 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 requirements.

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : Post graduate degree in Law, Environmental management or Environmental/Natural or Social Science; A minimum of 6 years proven relevant management experience at a senior level in Environmental Management/Law; A valid code EB driving licence. Recommendations: Competency in at least two of the official languages dominant in the Western Cape; Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; and Completed Environmental Management Inspector training course. Competencies: Strategic

- Capability and Leadership; Knowledge of Environmental legislation as well as Constitutional law, Administrative law, Criminal Procedure, Civil Procedure and Law of Evidence; Experience and understanding of interpretation of legislation; An ability to work in and motivate a team; Ability to communicate freely and easily with colleagues and clients alike.
- DUTIES** : Responsible for Strategic Management and Leadership of the Directorate: Environmental Law Enforcement; Strategic decision making and interventions to enhance Environmental Crime Investigations and Administrative investigations; Overall management & leadership of the Directorate: Environmental Law and Enforcement; Responsible for providing strategic, human resource, risk and financial management for the Directorate.
- ENQUIRIES** : Mr Ayub Mohamed at (021) 483 3722

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 20/296** : **OPERATIONAL MANAGER NURSING (GENERAL SURGERY WARD: MALE)**
Chief Directorate: Metro Health Services
- SALARY** : R394 665 (PN-A5) per annum
CENTRE : Khayelitsha 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. 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 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Appropriate experience in surgical care.
- DUTIES** : Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the nursing division. Coordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team-work). Function as a health care professional according to the applicable norms and standards.
- ENQUIRIES** : Ms G Mashaba, Tel No: (021) 360-4200
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.
- FOR ATTENTION** : Mr A Ernstzen
NOTE : No payment of any kind is required when applying for this post. A job description is available on request. Candidates may be subjected to a competency/practical test.
- CLOSING DATE** : 01 June 2018
- POST 20/297** : **RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)**
- SALARY** : Grade 1: R351 516 per annum
Grade 2: R414 069 per annum
Grade 3: R487 752 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer (RTT) AND AS Radiotherapy Laboratory

Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer (RTT) and as Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Experience: **Grade 1:** None after registration with the HPSCA in Radiation Oncology (Therapy). **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) drivers licence will be an advantage. Competencies (knowledge/skills): Physical and mental ability to work with radiation devices or radioactive sources, in a high pressure environment. Technical ability to manufacture and design appliances, together with the required academic ability. Good verbal and written communication skills as well as interpersonal skills allowing for the candidate to work both in team and individual context. Ability to work with advanced computer systems and adhere to safety standards. Ability to work under pressure to tight deadlines. Knowledge of radiation and general safety guidelines and technical proficiency in terms of radiation laboratory and general workshop manufacturing processes and use of radioisotopes. The person must have the physical and mental ability to handle medical devices, radioactive sources and equipment in a high pressure environment.

DUTIES : Assist with the manufacturing and design of devices used for radiotherapy patient treatment. Have responsibility for the custodianship, storage and cleaning of radioactive sources, as well as design and manufacture of treatment and shielding devices for treatment of radiotherapy patients. Assist with the management of brachytherapy equipment and the treatment of radiotherapy patients, and have the knowledge of associated dosimetry. Be responsible for the teaching and training programme for staff and trainees that forms part of the multidisciplinary teams. Assist with general administration of the tasks completed within the laboratory. Assist medical physics with general radiotherapy quality assurance procedures as required.

ENQUIRIES : Ms H Burger, Tel No: (021) 404-6240/6266 or E-mail: hester.burger@uct.ac.za
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. Applicants may be subjected to a competency assessment test. '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 : 01 June 2018

POST 20/298 : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT**
Eden District

SALARY : R152 862 per annum
CENTRE : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Salary Systems (PERSAL). Appropriate experience in Human Resource Management. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to maintain confidentiality. Ability to work under pressure and meet deadlines. Ability to work independently and in a team.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel

data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES : Mr E Thom, Tel No: (044) 814-1099
APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 June 2018

POST 20/299 : **HOUSEHOLD AID**
West Coast District

SALARY : R90 234 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts, weekends, night-duty and overtime. Ability to do physical work and operate machines/equipment in a cost efficient manner. Willingness to undergo formal and informal in-service training. Competencies (knowledge/skills): Ability to maintain good interpersonal relations with supervisor, colleagues and the public. Knowledge of cleaning procedures, infection control, safety and food services. Basic understanding of maintaining a safe and hygienically clean hospital environment and using correct methods of handling and disposal of refuse or waste products. Ability to accept accountability, responsibility and to work independently. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Serve meals and beverages to patients, including dishing of food. Assist with the routine control of stock, linen and non-surgical equipment. Cost effective utilisation of consumables or resources, assist with the loading and off-loading of stock. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Ms CH Oosthuizen, Tel No: (022) 709-5099
APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr JI Engel
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 01 June 2018

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 : 04 June 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/300 : **CHIEF ENGINEER GRADE A, REF NO. TPW 2018-90**
SALARY : All-inclusive salary package of R935 172 per annum (as per OSD prescripts)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (BSc Eng/ B Eng) or equivalent qualification; A minimum of 6 years post qualification experience as a registered Professional Engineer required; Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Practice and procedure of Engineering and Safety Standards; The Law of Building Contracts, and its application to the

		contracts in use by the Department; Broad knowledge of the building and engineering process, pricing and financing,; Good knowledge of Acts, regulations, policies and instructions applicable to procurement in the Public Service; Good understanding and functional knowledge of administrative management processes in the Public Service, conditions of service and state financial procedures; Labour Laws; Good managerial and leadership skills; Analytical and innovative thinking; Project Management skills; Policy formulation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	To provide a solid engineering input in all work undertaken by the Directorate; To optimise the utilisation of available funds; Monitor and control (overall supervision) progress of projects and budget expenditure; Give advice and make rulings on contractual disputes; Manage staff of section; Provide cost advice, do estimates, cost checks, investigation, etc. as required; Determination of policy relating to the department, provision and maintenance of a comprehensive engineering technical service; Controlling of engineering technical services according to required standards indicators; System design and analysis; Long term planning.
<u>ENQUIRIES</u>	:	Mr G. Willemse at (021) 483 2839
<u>POST 20/301</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL SERVICES (EDUCATION), REF NO: TPW 2018-91</u>
<u>SALARY</u>	:	All-inclusive salary package of R779 295 per annum (Level 12)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma/B-Degree with a minimum of 6 years' management experience. A valid code 08 driving licence. Recommendations: None. Competencies: Knowledge in the following: Management and Project Management; Tender regulations; Financial Control (PMFA); Communication and Information management; Planning and Organising; Team Leadership; Leading and Supervising; Communications (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Project management: Responsible for managing the resources effectively and controlling the operation aspects of the sub-directorate; Personnel Management: Actively participate in the compilation and execution of regulations that is related to the human Resources when needed; Financial Management: Ensure compliance with the financial management system instituted by the accounting officer and any diversion from it should be dealt with immediately; Continuously ensure high standard of service of the sub-directorate; Imitate research in the occupational field to stay abreast of technical advances and maintenance requirements; Compile and submit reports to the director, based on the activities of sub-directorate; Chair the Technical (inspectorate) meetings of the Chief Directorate management and promote the uniform application of policies.
<u>ENQUIRIES</u>	:	Mr A Nieuwoudt (021) 483 2839
<u>POST 20/302</u>	:	<u>PROFESSIONAL ENGINEER PRODUCTION: CIVIL REF NO: TPW 2018-89 (07 POSTS)</u>
<u>SALARY</u>	:	Grade A: R637 875 - R687 171 per annum Grade B: R726 048 – 782 175 per annum Grade C: R 830 166 - 977 883 per annum (Salary will be determined as per OSD prescripts).
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Engineering Degree(B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of

		resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
<u>ENQUIRIES</u>	:	Mr G. Willemse at (021) 483 2839
<u>POST 20/303</u>	:	<u>PROFESSIONAL ENGINEER PRODUCTION: ELECTRICAL REF NO: TPW 2018-96 (02 POSTS)</u>
<u>SALARY</u>	:	Grade A: R637 875 - R687 171 per annum Grade B: R726 048 – R782 175 per annum Grade C: R830 166 - R977 883 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government Engineering Degree (B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
<u>ENQUIRIES</u>	:	Mr G. Willemse at (021) 483 2839
<u>POST 20/304</u>	:	<u>QUANTITY SURVEYOR PRODUCTION REF NO. TPW 2018-92 (03 POSTS)</u>
<u>SALARY</u>	:	Grade A: R549 639 - R592 110 per annum Grade B: R628 452 - R677 016 per annum Grade C: R715 323 – R842 619 per annum OSD as prescribed. (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government 4-year B-Degree in Quantity Survey or equivalent qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management.
<u>DUTIES</u>	:	Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey; Ensure adherence to quantity determination standards; Provide quantity survey advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity survey related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity survey work and processes; Administer performance

management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES : Mr A Van Leeuwen at (021) 483 5438

POST 20/305 : **ARCHITECTURAL TECHNOLOGIST PRODUCTION REF NO. TPW 2018-87 (05 POSTS)**

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

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Bachelor of Technology in Architecture (B Tech) or relevant qualification as recognised by South African Council for the Architectural Profession (SACAP); Minimum of 3 years post qualification experience as an Architectural Technologist; A valid driving licence; Compulsory registration with SACAP as an Architectural Technologist. Recommendations: None. Competencies: Basic knowledge of: The building contract; Building finance; Good knowledge of SABS national building regulation. Verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership, organising and teamwork skills; Conflict Management skills.

DUTIES : Assist architects and associates in site surveying, preparing measured drawings of existing facilities; Presentation of drawings and models and collecting of practical information relating to proposed projects; Detail and landscape design and working drawings serving as legal instructions to contractors and supervision of construction to ensure compliance; Evaluate new and existing technical manuals, standard drawings and procedure to incorporate new technologies and develop and manage current technologies.

ENQUIRIES : Mr R Geyser at (021) 483 6439

POST 20/306 : **CHIEF WORKS INSPECTOR: BUILDING REF NO: TPW 2018-88 (07 POSTS)**

SALARY : R281 418 per annum (Level 08)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 with a passed trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a built environment; A valid driving licence. Recommendations: None. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

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

ENQUIRIES : Mr M. Mokgalabone (021) 483 8559

POST 20/307 : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2018-95 (02 POSTS)**

SALARY : R281 418 per annum (Level 08)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 with a passed trade test or registration as an Engineering Technician. Minimum of 3 years' experience in a built environment; A valid driving licence. Recommendations: Experience in an electrical environment; Wiremans licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a

		least two of the three official languages of the Western Cape Province; Good interpersonal relations; Computer literacy (MS Office – Excel and Word); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr M. Mokgalabone (021) 483 8559
<u>POST 20/308</u>	:	<u>PROJECT INFORMATION ADMINISTRATOR: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY EDUCATION, REF NO: TPW 2018-86</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 08) Department of Transport and Public Works, Western Cape Government A relevant 3-year National Diploma/B-Degree with a minimum of 2 years relevant experience in a project management environment. Recommendations: Project management, Information technology or information management qualification; Information management exposure or training. Competencies: Knowledge of Information management and Information systems; Ability to manage information; Proven computer literacy (highly proficient in MS Office applications); Knowledge of applicable legislation's; Knowledge of Bizprojects. Knowledge of My Content; Ability to work under pressure, ability to work independently and in a team; Apply technology skills. Planning and organizing skills; Good written and verbal communication skills in at least two of the three official languages in the Western Cape.
<u>DUTIES</u>	:	Effectively manage Project Administrators who are responsible for the timeous inputting of the programme/project information into the Project Management Information System(PMIS); Maintain a high degree of competency (super-user) in the use and application of the enterprise-wide PMIS (Microsoft EPM) and MS Project Professional including being able to create and enter new projects, assist users, effectively address users' concerns, administer, distribute, forward and file project/programme information; Be able to create the required user reports; Ensure relevant, accurate and current project related information and data (physical and electronic records); Ensure project data integrity at all times; Attend meetings, take, distribute and file minutes; Manage document/change management process; Supervision of staff.
<u>ENQUIRIES</u>	:	Mr C Croeser at (021) 483 2848
<u>POST 20/309</u>	:	<u>ADMINISTRATIVE OFFICER: EDUCATION INFRASTRUCTURE, REF NO: TPW 2018-82</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Department of Transport and Public Works, Western Cape Government Grade 12 (Senior Certificate) or equivalent qualification with a minimum of 6 years' relevant experience. Recommendations: None. Competencies Knowledge in the following: Principles and processes for providing customer and personal services; Information management; Public administration; Problem solving and decision making; Citizen Focus, Responsiveness and Service Orientated; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with 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.
<u>ENQUIRIES</u>	:	Mr C Croeser at (021) 483 2848
<u>POST 20/310</u>	:	<u>CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY EDUCATION, REF NO: TPW 2018-85</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Department of Transport and Public Works, Western Cape Government A relevant 3-year National Diploma/B-Degree with a minimum of 3 years' experience in Occupational Safety. Recommendations: None. Competencies Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act,

		Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, MS Project).
<u>DUTIES</u>	:	Managing health and safety plans for maintenance and construction works; Ensure that all contractors executing construction works on maintenance projects are in accordance with approved H & S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety File; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act.
<u>ENQUIRIES</u>	:	Mr C Croeser at (021) 483 2848
<u>POST 20/311</u>	:	<u>PERSONAL ASSISTANT: INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS EDUCATION, REF NO: TPW 2018-84</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Department of Transport and Public Works, Western Cape Government Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate with a minimum of 3 years' experience rendering support services to senior management. Recommendations: None. Competencies Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy; Records Management skills; Knowledge of HRM processes; Financial Management skills.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the Director; Render an administrative support service to director and professional staff; Provide support to the Director regarding meeting and administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood.
<u>ENQUIRIES</u>	:	Mr A Nieuwoudt at (021) 483 2839
<u>POST 20/312</u>	:	<u>PROJECT ADMINISTRATOR REF NO: TPW 2018-83 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12) with a minimum of 6 years' experience. A Valid code B (manual) driving licence. Recommendations: Information management exposure/support/ training; Working in a support role. Competencies: Knowledge of the following: Project management; Principles and processes for providing support; Proven computer literacy; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Croeser at (021) 483 2848 Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
<u>POST 20/313</u>	:	<u>PROJECT SUPPORT CLERK/CALL CENTRE OPERATOR, REF NO. TPW 2018-80 (06 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 05) Department of Transport and Public Works, Western Cape Government Grade 12 (Senior certificate or equivalent qualification). Recommendations: A minimum of 1 year practical experience. Competencies A good understanding in the following; Meeting deadlines; Record keeping; Ability to work under pressure; Ability

to work independently and in a team; Good interpersonal relations; Proven computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Good communication (verbal and written skills in at least two of the three official languages of the Western Cape Province.

DUTIES

: Provide a reception service: Diary Management; Facilitate appointments; Handling enquiries and complaints from clients; Referral of clients; Providing a typing service: General typing of submission, default letters and general correspondents; Spreadsheet for statistics to produce reports on projects; Provide office administration; Provision of effective record keeping; Relieve as a secretary when needed; Provide logistical support; Arrange traveling, accommodation, special functions, invitations, venue bookings and refreshments etc; Assist with ordering and monitoring of stationary and equipment.

ENQUIRIES

: Mr A Beetul at (021) 483 9460

APPLICATIONS

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