

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

CLOSING DATE : 11 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 21/76 : **STATE VETERINARIAN: PCR, RESIDES AND TOXICOLOGY VETERINARY SERVICES, REF NO: AGR 2018-23**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate BVSc/ BVMCh qualification; Registration as a Veterinarian with the S.A Veterinary Council; A minimum of 3 years' experience; A valid code B driving licence. Recommendations: Experience in the following: Managing technical personnel, Special interest poultry pathology and disease diagnostics; Interest in molecular biology, toxicology and clinical pathology. Competencies: The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning, Time management and organizational skills Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Sound knowledge of ISO 17025 standard and requirements Communication skills (verbal and written) Sound knowledge of animal diseases.

DUTIES : Responsible for supervising all diagnostic testing within the scope of the PCR and Toxicology sections; Perform post mortem examinations on poultry and other avian species; Interpretation of post mortem findings, laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administration processes in the section; Liaise with other veterinarians (private and state), farmers and other clients of the laboratory.

ENQUIRIES : Dr M Seutloali at (021) 808 5001
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 21/77 : **FARM AID: TYGERHOEK RESEARCH FARM, REF NO: AGR 2018-24**

SALARY : R90 234 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET level 2). Able to do physical work. Recommendations: A valid driving licence; 2 years appropriate experience. Competencies: Knowledge of the following: Activities regarding animal production and research; small grain production and research; Lucerne production and irrigation; Good communication skills in at least two of the official languages of the Western Province; Ability to work independently as well as part of a team.

DUTIES : Perform routine activities and general tasks in respect of the following: Small grain production and research; Animal production and research; Farm work and maintenance; Farm infrastructure, irrigation and maintenance.

ENQUIRIES : Mr A Dippenaar at (028) 425 4861
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. Applications not submitted on or before the closing date as well as
faxed or e-mailed applications will not be considered.

NOTE : Applicants from relevant local communities will receive preference.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 11 June 2018

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

OTHER POST

POST 21/78 : **COMMUNICATIONS OFFICER: COMMUNICATIONS, REF NO: CAS 2018-21**

SALARY : R281 418 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-Year National Diploma or B-Degree with a minimum of 3-
years experience in a Communications/Journalism environment; A valid code
B driving licence. Recommendations: None. Competencies: Knowledge of the
following: Latest trends in communication products; Design principles; Media
publication; Photography; Photographic and electronic equipment; Audio-
visual equipment and medium; Video recording and production; Layout and
design (In-design); Printing process; Printing environment; Marketing; Project
Management; Proven computer literacy; Communication (written and verbal)
skills in at least two of the three official languages of the Western Cape.

DUTIES : Attend events, write stories and take photographs to be used on website and
in various other media; Assist with the production of promotional material and
departmental branding; Assist with communications-related duties at
departmental events; Coordinate web research, preparation and uploads;
Assist with procurement procedures and administration requirements.

ENQUIRIES : Ms T Colyn at (021) 483 9877

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 : 11 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 POST

POST 21/79 : **ENVIRONMENTAL OFFICER (PRODUCTION): REMEDIATION AND
EMERGENCY INCIDENT MANAGEMENT, REF NO: EADP 2018-20**
(12-Month Contract Position)

SALARY : Grade A: R240 015 – R266 376 per annum

		Grade B: R282 726 - R313 782 per annum Grade C: R331 533 - R420 690 per annum Plus 37% in lieu of benefits (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma in the Natural, Physical, Environmental Sciences or Engineering; A valid driver's licence (Code B). Recommendations: Working experience and technical knowledge of the following: Integrated environmental management processes including the specific environmental management acts promulgated in terms of NEMA S30 emergency incidents, remediation and Provincial environmental policies; Functioning of ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing. Competencies: Knowledge of environmental management, especially remediation; Knowledge of environmental legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing skills; Meeting and facilitation skills; Basic Project Management skills; Proven computer literacy in Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Provide technical advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical advice and comment with regard to compliance and enforcement of National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.
<u>ENQUIRIES</u>	:	Mr S Botha at (021) 483 0752

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 21/80</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Supply Chain Management
<u>SALARY</u>	:	R1 127 334 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate Degree (NQF 7) with 5 years of experience at a senior managerial level. Inherent requirements of the job: Willingness to travel widely. Valid (Code B/EB) driver's licence. Positive attitude and ethical culture. Competencies (Knowledge/skills): Extensive knowledge of Supply Chain Management, including the principles of procurement planning. Sufficient knowledge of Finance principles. Commitment to patient centred quality of care improvements. Strong leadership in terms of strategic, managerial, organisational, operational and risk management. Decision-making and problem solving skills. Computer literacy skills (MS Office).
<u>DUTIES</u>	:	Drafting and implementing of Departmental policies and standard operating procedures with regard to Supply Chain Management. Implementing of delegations of authority in line with current legislation with reference to Supply Chain Management. Ensuring proper representation of members of committees active within the Supply Chain Management sphere. Ensuring that

requirements for system needs for the functioning of logistics are met. Overseeing the procurement planning process, defining the role of Supply Chain Management in Sourcing and the collating of all input from Departmental plans and budgets. Overseeing the process of reviewing, identifying and consolidating all needs at Departmental level. Overseeing the process for defining Demand Management strategies and techniques to be used. Overseeing the development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to Departmental policies and processes, compliant with applicable legislative requirements. Overseeing the process of verifying all acquired assets and maintaining the asset register for accuracy and completeness, compliant with departmental policies, processes and applicable legislative requirements. Overseeing the management of logistics, including placing orders, receiving and distributing of goods, managing of inventory (physical and financial) and accounts payable, compliant with Departmental policies and processes and legislative requirements. Periodic reporting on Supply Chain Management, as required by internal and external stakeholders, compliant with Departmental policies and processes and applicable legislative requirements. Developing, implementing and overseeing the implementation of Supply Chain Management performance measurements for employees, the Supply Chain Management Unit, Suppliers and the Department. Determining of training needs and facilitating training. Overseeing risk assessments for the Supply Chain Management function.

- ENQUIRIES** : Mr JM Jooste, Tel No: (021) 483-4479 Johann.jooste@westerncape.gov.za
 Mr A van Niekerk, Tel No: (021) 483-8690
Andries.vanNiekerk@westerncape.gov.za
 Dr B Engelbrecht, Tel No: (021) 483-3647
Beth.Engelbrecht@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centred health care systems. The transformation strategy comprises of three inter-linked components, namely Service Transformation, Good Governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus.
- CLOSING DATE** : 01 June 2018

OTHER POSTS

- POST 21/81** : **CHIEF ENGINEER GRADE A (ELECTRICAL)**
 Directorate: Infrastructure Planning
- SALARY** : Grade A: R935 172 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate Engineering Degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineer. Experience: Six year's post-qualification experience required as a registered Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in the planning of health infrastructure related projects, including design and supervision of electrical engineering, installations of complex buildings (health installations will be preferable). Experience with feasibility studies in terms of life cycle costing of electrical/mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Compilation of Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations. Good verbal and

		written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Develop, interpret and customise functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies on new technologies, viability and feasibility. Interaction with relevant professional development councils/boards. People Management.
<u>ENQUIRIES</u>	:	Ms M van Leeuwen, Tel No: (021) 483-5084
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs
<u>FOR ATTENTION</u>	:	Ms M van Leeuwen
<u>NOTE</u>	:	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 test.
<u>CLOSING DATE</u>	:	08 June 2018
<u>POST 21/82</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R394 665 (PN-A5) per annum
<u>CENTRE</u>	:	George 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current Nursing practice within the Public Service as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages in the Western Cape. Computer literacy (Microsoft, Outlook).
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of Nursing care and the guidance of Nursing and other personnel. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth or ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms GE Sellars, Tel No: (044) 802-4536
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Davidson Road, Private Bag X6534, George, 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 June 2018
<u>POST 21/83</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND CSSD) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R340 431 (PN-B1) per annum Grade 2: R418 701 (PN-B2) per annum

<u>CENTRE REQUIREMENTS</u>	<p>(Plus a non-pensionable rural allowance of 8 % of basic annual salary)</p> <p>Vredenburg Hospital</p> <p>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 for 2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime on public holidays if and when required. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Ability to facilitate and promote training. Analytical thinking, independent decision-making and problem solving skills.</p>
<u>DUTIES</u>	<p>Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services (i.e. relief duties and act as shift leader as required). Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures, ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.</p>
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	<p>Ms CH Oosthuizen, Tel No: (022) 709-5099</p> <p>The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.</p> <p>Mr JI Engel</p> <p>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").</p>
<u>CLOSING DATE</u>	<p>08 June 2018</p>
<u>POST 21/84</u>	<p><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY) (X2 POSTS)</u></p> <p>West Coast District</p>
<u>SALARY</u>	<p>Grade 1: R340 431(PN-B1) per annum</p> <p>Grade 2: R418 701(PN-B2) per annum</p> <p>(Plus a non-pensionable rural allowance of 8 % of basic annual salary)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Vredenburg Hospital</p> <p>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</p>

post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public holidays if and when required. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human-, financial- and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms CH Oosthuizen, Tel No: (022) 709-5099
APPLICATIONS : To the Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr JI Engel
NOTE : 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)"

CLOSING DATE : 08 June 2018

POST 21/85 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)**
 West Coast District

SALARY : Grade 1: R340 431 (PN-B1) per annum
 Grade 2: R 418 701 (PN-B2) per annum
 (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE : Vredenburg 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 by the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Trauma and Emergency. 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: **Grade 1:** A

minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public holidays if and when required. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organizational skills. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human-, financial- and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms CH Oosthuizen, Tel No: (022) 709-5099
APPLICATIONS : To the Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr JI Engel

NOTE : 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)"

CLOSING DATE : 08 June 2018

POST 21/86 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTEGRATED SCHOOL HEALTH PROGRAM)**
 (Eden District)

SALARY : Grade 1: R226 083 per annum
 Grade 2: R278 052 per annum
 Grade 3: R340 431 per annum

CENTRE : Kannaland Sub-district
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 registration for 2018. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code

		B/EB) driver's licence. Competencies (knowledge/skills): Experience of working with learners or youth. Experience in Group facilitating. Ability to work independently, but also as part of a team.
<u>DUTIES</u>	:	Provide clinical school health services to learners in schools. Support the school health team and the Department of Education employees. Support the PHC facility in implementing quality youth friendly services. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's working with youth. Data collection and submit reports.
<u>ENQUIRIES</u>	:	Ms S Labuschagne, Tel No: (028) 551-1342
<u>APPLICATIONS</u>	:	The District Manager: Eden District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	15 June 2018
<u>POST 21/87</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING)</u> Chief Directorate: General Specialist and Emergency Services
<u>SALARY</u>	:	Grade A: R167 778 per annum Grade B: R197 631 per annum Grade C: R230 721 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of maintenance projects/repairs within the health facility. Maintain and repairs of plumbing installations and equipment at the hospital. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr A Challis, Tel No: (021) 402-6530
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs
<u>FOR ATTENTION</u>	:	Ms G Owies
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 June 2018
<u>POST 21/88</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Overberg District
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Caledon Community Day Centre (stationed at Grabouw CDC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Competencies (knowledge/skills): Knowledge of Batho Pele and Patient Administration. Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping procedures. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Registering of patients on PHCIS, Tier.net, ETR.net, Ideal Clinic, SINJANI and Healthnet, system. Open new patient folders, ensure correct stationery in folders, retrieving patient folders from the registry, trace old folders, compile new folders and destruction of folder (disposals). Complete registration, accounts in respect of arrears, fees and transport. Responsible for revenue control which include receipt of money, issue of accounts and safekeeping of patient's valuables. Collate patient statistics and reconciliation with Paramedical department records. Maintain patient appointments and schedule appointments for patients. Responsible for handling telephonic and personal enquiries.

ENQUIRIES APPLICATIONS : Ms N Peton, Tel No: (021) 212-1070

FOR ATTENTION NOTE : To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

CLOSING DATE : Ms A Brits
No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
15 June 2018

POST 21/89 : **HEALTH PROMOTER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R127 851 per annum
District Six Community Health Centre
Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Render a Health Promotion service within the Western Sub-district. Plan and implement health projects in facilities, schools and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, assist them with health promotion projects and compile community profiles. Support to Facility Managers within the Sub-structure.

ENQUIRIES APPLICATIONS : Ms A Smith, Tel No: (021) 833-5400

FOR ATTENTION NOTE : The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

CLOSING DATE : Mr F Le Roux
No payment of any kind is required when applying for this post.
15 June 2018

DEPARTMENT OF THE PREMIER

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

CLOSING DATE NOTE : 11 June 2018
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/90 : **SERVICE MANAGER- EDUCATION/ CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 2018-43**

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

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : 3-year National Diploma or B-degree (or equivalent qualification); A minimum of 5 years' experience in the ICT Service Management field of which 3 years must be management experience; A valid driving licence. Recommendations: Experience in working with schools and schools based technology and networks. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Strategic Planning skills.
- DUTIES** : Manage a team of professionals and service providers, that needs to perform and deliver services in accordance with the approved requirements and prioritised needs relating to Schools IT technology support; Ensure quality control; Ensure effective Capacity Management; Liaison with schools and WCED staff; Provide inputs on to the development and understanding of CGIT (Corporate Governance of IT) in schools; Provide input to and support for ICT network infrastructure and security, policy, strategy, architectures, standards and processes; Ensure that effective programme and project documentation and reporting takes place on the approved systems; Define and review on a continual basis the purpose, objectives, priorities and activities; Participate in the Centre for E-Innovation and own component's strategic planning process; Report to DGITO on a regular basis on the activities of the component; Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Actively manage and promote the maintenance of discipline within the component; Financial Management will entail active participation in the budgeting process at Centre for e-Innovation level, and component level.
- ENQUIRIES** : Ms A Basha Tel No: (021) 467 2905

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** : 11 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 21/91** : **ASSISTANT DIRECTOR: CUSTOMER CARE, REF NO: DSD 2018-58**
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma or B-Degree with minimum of 3 years' relevant experience in client services. Recommendations: None. Competencies: Knowledge of the following: Client care and information management; Procurement processes; Internal and external and communication processes; Functions, programmes and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Statistics; Policy/Acts; Human Resources; Financial and Administration; Budgeting; Proven computer literacy; Communication (written and verbal) skills in at least two of the three

		official languages of the Western Cape; Analytical skills; Ability to delegate effectively.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Coordinate Customer Care; Management of content and related process of the feedback mechanisms of the department; Liaison with senior management, line managers and other departments to solve queries; Render Customer Care support to the regions; Provide guidance to regional offices regarding the Customer Care implementation framework; Customer Care Reporting; Compile customer complaints statistics; Human Resources; Responsible for the provision, effective management and utilisation of personnel within the Unit.
<u>ENQUIRIES</u>	:	Mr K Marthinus at (021) 483 8833
<u>POST 21/92</u>	:	<u>SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE, REF NO: DSD 2018-53</u>
<u>SALARY</u>	:	Grade 1: R323 178 – R362 106 per annum (OSD) Grade 2: R384 165 – R516 279 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Grade 1: A minimum of 8 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 2: A minimum of 18 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the following: Social work and ECD and Partial Care Field; Current legislation, international instruments, policies and procedures impacting on ECD and Partial Care Field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.
<u>DUTIES</u>	:	Develop, implement and maintain social work policies aimed at ECD and Partial Care; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms T Hamdulay at (021) 483 4829
<u>POST 21/93</u>	:	<u>OCCUPATIONAL THERAPIST: SIVUYILE PROFESSIONAL SERVICES, REF NO: DSD 2018-60</u>
<u>SALARY</u>	:	Grade 1: R281 148 - R321 462 per annum Grade 2: R331 179 - R378 687 Grade 3: R390 123 - R473 445 (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualifies employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy

in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services; Working knowledge of therapeutic procedures related to treatment of children in secure facilities. Competencies: Ability to work well within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Communicate (written and verbal) skills in at least two of the three official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Proven computer literacy.

DUTIES : Optimal outcomes-based treatment of residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal occupational therapy health care to residents in the secure care centre, as well as keeping a professional team of social service professionals informed about occupational therapy services rendered; Rendering and effectively support service.

ENQUIRIES : Dr W Du Toit at (021) 826 6059

POST 21/94 : **SOCIAL WORKER: SOCIAL WORK SERVICES: KANNALAND, REF NO: DSD 2018-48**

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

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

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Dr WJ Du Toit at (021) 826 6059

POST 21/95 : **PROFESSIONAL NURSE (GENERAL NURSING): SIVUYILE**
PROFESSIONAL SERVICES, REF NO: DSD 2018-59

SALARY : Grade 1: R226 083 - R262 092 per annum
Grade 2: R278 052 - R322 344 per annum
Grade 3: R340 431 – R431 262 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Recommendations: A valid driving licence; Completion of primary health care services. Competencies: Knowledge of the following: Primary Health Care and Psychiatric Nursing; Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Dr WJ Du Toit at (021) 826 6059

POST 21/96 : **SOCIAL WORKER: SOCIAL WORK SERVICES, GEORGE, REF NO: DSD**
2018-50

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

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

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the

affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

- ENQUIRIES** : Mr K Mazaleni at (044) 801 4300/ 4302
- POST 21/97** : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE: MOSSELBAY, REF NO: DSD 2018-51**
- SALARY** : R152 862 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with a minimum of 6 months' clerical experience. Recommendations: None. Competencies: Knowledge of client care; Knowledge of the social welfare environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong computer literacy and knowledge of MS Word package; Skills in sound organising and planning; Skills in conflict resolution.
- DUTIES** : Provide information to clients regarding available services; Assist clients on how to access services from the department; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Note client feedback and maintain feedback register; Provide assistance to team in the field with regards to departmental information; Render general administrative support to the service delivery team relating to: Managing of telephone enquiries within the service delivery team; Maintaining a filing system for the Unit; Maintain and manage an electronic database for as well as logistical arrangements for the team.
- ENQUIRIES** : Ms K Jobela at (044) 690 3943
- POST 21/98** : **ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY, REF NO: DSD 2018-57**
- SALARY** : R152 862 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with relevant experience. Recommendations: Experience in creating, maintaining and administering information databases; B-degree/National Diploma (NQF level 6). Competencies: Communication (written and verbal) skills in at least three of the two official languages of the Western Cape; Proven computer literacy; Interpersonal, organising and human relation skills.
- DUTIES** : 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; Keep and maintain the filing system for Non-financial data and for management assessments projects in the chief directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide assistance with the conducting of performance monitoring, evaluation and reporting in relation to Non-Financial data (NFD) and management assessments projects (MPAT); Provide high level administrative support such as assistance with line function special projects; Provide assistance with the horizontal and vertical alignment processes aimed at streamlining the accurate reporting of non-financial data of programmes/and management assessments projects (MPAT).
- ENQUIRIES** : Mr E Mohamed (021) 483 6738

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** : 11 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 21/100 : **QUANTITY SURVEYOR PRODUCTION, METRO EAST/WEST, REF NO: TPW 2018-105 (X2 POSTS)**

SALARY : 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.

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate Degree in Quantity Surveying or relevant 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 of 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.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying 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 Surveyors 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 surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES : Ms J Thomas at (021) 483 2004

POST 21/101 : **ASSISTANT DIRECTOR: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT, REF NO: TPW 2018-104 (X3 POSTS)**

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/ Degree in Finance with a minimum of 3 years' relevant experience in Supply Chain Management. Recommendations: None. Competencies: Knowledge of the following: Public Finance Management Act; Treasury Regulations and Guidelines; SCM

regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIDB) Act, 53 of 2000; Broad Based Black Economic Empowerment Act, Act 53 of 2000; Public Service Anti-Corruption Strategy; Departmental policies and procedures; Government Accounting Standards (GRAP); Economic Reporting Framework; Medium Term Strategic Framework; Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Principles and processes for providing customer and personal services; Monitoring and evaluation methods, tools and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Assist in the implementation of an effective SCM Performance Management System in accordance with departmental policies and procedures as well as applicable legislative requirements, that measures the performance of suppliers, the SCM unit and the Department; Timely report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements; Conduct the annual SCM risk assessment; Develop the SCM risk universe and risk response plan; Monitor the performance of SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Develop and review departmental policies and applicable to SCM and perform and support SCM compliance testing and institute remedial action; Perform SCM abuse, complaints, enquiries and appeals investigations implement the SCM abuse, complaints and enquiries; Perform the related activities to the functioning of the SCM committee system, inclusive of the secretariat service; Manage information by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

ENQUIRIES : Ms P Van Der Merwe at (021) 483 6915

POST 21/102 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO: TPW 2018-98**

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Finance with a minimum of 3 years' relevant experience in Supply Chain Management. Recommendations: None. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; PFMA; SCM regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Departmental policies and procedures; Medium Term of Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources.

DUTIES : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements and taking cognisance of the needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and or providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy

objectives; Oversee, coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contracts are in accordance with legislation; Human Resource Management; Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRA's that derive from the component's plans.

ENQUIRIES : Ms P Van Der Merwe at (021) 483 6915

POST 21/103 : **PROJECT INFORMATION ADMINISTRATOR: PROGRAMME MANAGEMENT, REF NO: TPW 2018-106**

SALARY : R281 418 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification with a minimum of 1 year relevant experience. Recommendations: Experience in Project Management based information system environment. Certificate in Project Management. A Valid driving licence. 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 Province.

DUTIES : 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 level 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.

ENQUIRIES : Ms L Callaghan Tel No: (021) 483 2608

POST 21/104 : **PERSONAL ASSISTANT: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO: TPW 2018-94**

SALARY : R226 611 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to senior management. Recommendations: None. Competencies: Knowledge of the following: Relevant policies, prescripts, regulations and procedures pertaining to the department; Basic Financial Administration; Administration skills; Proven computer literacy in MS Office (Word Excel and PowerPoint); Excellent telephone etiquette, planning, organising, and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES : Ms D Manuel at (021) 483 3795

POST 21/105 : **ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT, REF NO: TPW 2018-93**

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate) with Accounting as a passed subject; A valid code B driving licence. Recommendations: Appropriate experience in Supply Chain Management. Competencies: Communication skills (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Numerical skills; Systematic approach.

DUTIES : Execute the activities with the purchase, receive, issue and storing stock; Assist in administration and handling of contract administration; Handle activities in the maintenance of the supplier database; Assist in the management of the assist register (furniture, equipment, store asset); Handle activities in the furnishing of an office equipment support service.

ENQUIRIES : Mr C Solomons at (021) 467 4720

POST 21/106 : **ADMINISTRATION CLERK: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT, REF NO: TPW 2018-103**

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Appropriate experience. Competencies: Understanding of the following: Public Finance Management Act (PFMA), Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Applicable legislative and regulatory requirements, policies and standards; Operation and maintenance of office machines and other equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-Management; Citizen focus and responsiveness; Citizen service orientation; Proven computer literacy (MS Word, MS Excel and PowerPoint).

DUTIES : Administration towards the implementation of an effective SCM performance management system; Collate and maintain the relevant SCM information to ensure timely reporting to the relevant stakeholders; Assist in the annual risk assessment and development of the SCM universe and risk response plans; Assist in designing tools and templates to ensure the performance of SCM activities are in compliance with relevant legislation, policies, regulations, framework, standards and guidelines; Perform activities relating to SCM compliance testing and recommend remedial action; Assist in the implementation of the SCM abuse, complaints, enquiries and appeals investigations; Contribute to the performance of the SCM system in respect of processes and achievement objectives; Assist in designing tools and templates to ensure monitoring of supplier performance.

ENQUIRIES : Ms P Van der Merwe at (021) 483 6915