

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 15 June 2018
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 22/156** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**
Directorate: Management Accounting
- SALARY** : R657 558– R774 576 per annum plus benefits (Level 11) All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma (NQF Level 6) or Degree (NQF Level 7) in Commerce with 5 years' relevant experience of which 3 years must be supervisory/management experience; A valid drivers' license. Recommendation: Preference will be given to candidates with NQF level 7. Knowledge of advanced knowledge of the budget process; Knowledge of financial systems; Excellent written and verbal communication skills i.e. the ability to write submissions and financial management reports that will be routed to senior management within the department; Ability to interpret financial prescripts; A highly developed interpretive and conceptualization / formulation ability. Personal attributes: Ability to lead and direct a team; ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; ability to persuade and influence; ability to handle conflict; ability to function independently and be self-motivated, be assertive, creative and pay attention to detail; to be client focused.
- DUTIES** : Submit and Compile Budget documentation (including the Adjusted Estimates and the Appropriation Bill Schedules) for submission to Provincial Treasury. Manage, review, analyse and quality assure the budget preparation process. Compile and submit written submissions to senior management approving the reallocation of any identified savings to highlighted budget pressures. Provide management information on expenditure via monthly required monthly reports. Analyze, monitor and project income and expenditure and identify anomalies in order to promote effective spending. Prepare the cash flow forecast for the upcoming financial year. Monitor cash flow monthly and submit cash flow reports and plans as required. Input into the Interim and Annual Financial Statements. Provide financial information required for the quarterly performance reports for the specific earmarked allocations and input into the annual report. Ensure that information for planning purposes are collected and analysed properly. Coordinate, review, analyse and quality assure the management accounting reporting processes. Monitor, develop and maintain financial policies and processes. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the roll-over, adjustment estimates (ENE), and virement process: Ensure that information on the requirement for roll-over requests are disseminated to responsibility and program

managers; Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration; Ensure that the approved roll-overs are incorporated in the adjustments budget. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.

ENQUIRIES :

Ms M Kock Tel No: (021) 467-2663

POST 22/157 :

CHIEF EDUCATION SPECIALIST: SPECIALISED SUPPORT SERVICES

Directorate: Inclusive and Specialised Education Support

SALARY :

R608 151 - R942 192 per annum plus benefits (Level 06)

R812 724 – R1 259 022 (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE :

Cape Town

REQUIREMENTS :

Basic education degree (REQV 13). Appropriate training as a teacher. A specialised support post-graduate qualification. At least 9 years relevant and appropriate experience in education. Experience in the management and professional development of specialised support services staff. Sound knowledge of inclusive education and specialised education support. Computer literacy. A valid driver's licence. High level of proficiency in at least two of the three official languages of the Western Cape. Registration with SACE as a professional educator. Knowledge of National and Provincial Education legislation, policies and regulations. National Curriculum Statement. Inclusive education. Specialised education support. Financial management systems. Supply chain management. Skills: Strategic planning. Policy development. Project management. Quality assurance and reporting. Systemic and analytical reasoning. Negotiation skills. Problem solving. Development of documents. Research. Presentation skills and facilitation of workshops. Computer skills. Leadership. Interpersonal. Conflict management. Teamwork. Excellent verbal and written communication skills. Personal attributes: Ability to perform under pressure. Systematic approach to work, Self-motivated. Positive attitude and co-operation. Ability to work collaboratively with all stakeholders. Professional and ethical conduct. Having integrity. Ability to persuade and influence. Self-motivated. Innovative. Pragmatic. Assertive.

DUTIES :

Provide support to the Director in terms of the following areas: Plan, manage, coordinate and monitor the roll-out of inclusive education particularly the role of specialised support services staff including school psychologists, social workers, therapists, nurses and learning support staff; Coordinate, plan and manage research, needs analysis and pilot projects; Plan and coordinate professional development of specialised support services staff and other allied personnel; Develop and maintain inter-sectoral networks, intra-departmental liaison for collaboration on specialised education support capacity building and service delivery; Monitor, quality assure and report on the management of specialised education support services; Report on progress in terms of the relevant key performance areas related to the Annual Performance Plan of the WCED; Manage PMDS and WSP activities of the component; Oversight of the financial management of the component.

ENQUIRIES :

Ms B Daniels Tel No: (021) 467-2027

POST 22/158 :

CHIEF EDUCATION SPECIALIST: GET CURRICULUM (GRADE R - 3)

Directorate: Curriculum General Education and Training

SALARY :

R608 151 - R942 192 per annum (Level 06)

R812 724 – 1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE :

Cape Town

REQUIREMENTS :

Basic 3 year qualification (REQV 13) or degree (REQV 14), which must include appropriate training as an educator. At least 9 years' relevant experience in education. A valid code 8 driver's licence. Registration with SACE as a professional educator. Thorough knowledge regarding the policies, rules and regulations of the WCED. Thorough knowledge regarding education activities and

procedures. Competencies and skills to interpret, analyse educational matters. National Curriculum Statement. Qualification, examination and assessment policies and requirements. National Education Policy Act. South African Schools Act. Thorough knowledge of all the functions of the WCED. Above-average verbal and non-verbal communication skills. Ability to speak in public. Formal presentation skills. Ability to motivate personnel. Ability to function effectively under pressure. Ability to perform a wide range of tasks. Ability to interpret and analyse. Ability to manage and handle crisis situations effectively. Ability to develop support material. Ability to develop and maintain a website. Research and design. Personal Attributes: Ability to perform under pressure. Sound verbal and non-verbal skills. Systematic approach to work. Willingness to render a service to others. Integrity and honesty. Self-motivation. Responsibility. Positive attitude and co-operation. Reliability. Loyalty. Honesty. Politeness. Helpfulness. Maintenance of confidentiality.

DUTIES : Interpret curriculum and assessment policy in the GET band. Ensure development of cutting edge curriculum knowledge and skills, teaching methodology and training for curriculum officials and teachers. Ensure that the curriculum remains dynamic. Provide support for and guidance to the director. Ensure that support networks with the national department, curriculum advisors, tertiary institutions and relevant stakeholders developed and maintained as key partners in curriculum development. Manage the development and production of curriculum support material. Manage the Technology Learning Area so that curriculum advisors receive adequate and appropriate support in terms of curriculum delivery, assessment practices and standard setting. Manage the quality assurance, mediation and moderation of national and provincial assessment, such as Common Tasks for Assessment, where appropriate. Manage the development of provincial guidelines and support mechanisms. Oversee appropriate research. Initiate and support special projects and liaise with managers of related projects. Facilitate the identification of training needs. Manage collaboration with service providers and other role-players. Manage regular communication with related directorates, EMDCs, curriculum advisors and other stakeholders. Initiate and support the holding of relevant symposia, conferences, workshops. Ensure and implement sound Administration and Human Resource Management practices and principles.

ENQUIRIES : Ms K Dudley Tel No: (021) 467-2057

POST 22/159 : **DEPUTY CHIEF EDUCATION SPECIALIST: CHILDREN WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES**

Directorate: Inclusive and Specialised Education Support

SALARY : R453 246 - R887 571 per annum plus benefits (Level 05)
R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Cape Town
REQUIREMENTS : Basic 3-year degree (REQV 13), which must include appropriate training as a teacher. At least 8 years' relevant experience in education. Knowledge and experience of adapting the curriculum to assist learners who experience barriers to learning/have disabilities. A valid code 8 driver's licence. Verbal and written competence in two of the Western Cape official languages. Registration with SACE as a professional educator. Computer literacy. Valid driver's licence. Recommendations: Completion of applicable courses/appropriate in-service training in Specialised Education Support/Special Educational Needs/Inclusive Education. Qualification or experience in project management or financial management. Knowledge of National and Provincial Education legislation, policies and regulations. Inclusive Education. National Curriculum Statements. Skills: Strategic planning. Project management. Systemic and analytical reasoning. Ability to function effectively under pressure. Problem solving. Development of documents. Ability to do research. Presentation and facilitation of workshops. Advanced computer skills. Strong interpersonal skills. Conflict management. Teamwork. Excellent verbal and written communication. Report writing. Procurement and financial management. Personal attributes: Professional and

		ethical conduct. Pragmatic. Self-motivated. Able to work collaboratively with all stakeholders. Innovative.
<u>DUTIES</u>	:	Strategic leadership in the management of support to children with Severe and Profound Intellectual Disabilities. Co-ordination and financial management of the Conditional Grant for Learners with Severe and Profound Intellectual Disabilities, including development of business plans and grant frameworks, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. Training and workshops regarding children with Severe and Profound Intellectual Disability. Interaction with other provincial departments and other relevant stakeholders. Research and situational or needs analyses.
<u>ENQUIRIES</u>	:	Ms B Daniels Tel No: (021) 467-2027
<u>POST 22/160</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING DIGITAL CONTENT</u> Directorate: E-Learning
<u>SALARY</u>	:	R453 246 - R887 571 per annum plus benefits (Level 05) R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Basic 4-year degree or diploma (REQV 13) in Education or relevant qualification. At least 8 years' appropriate experience in education. A valid drivers' license. Registration with SACE as a professional educator. High level of proficiency at least two of the three official languages of the Western Cape. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. WCED eVision, eLearning Game Change Roadmap of copy right law; POPI act. Skills: Computer literacy (MS Word, MS Excel, MS PowerPoint, email); Ability to research; Project Management; Facilitate; Budget; Write reports; Communicate clearly and concisely in all written and oral communications; Client Orientation and Customer Focused; Excellent diagnostic skills; Be flexible and focused on understanding the needs of the end-user; Strong decision-making skills; Critical thinking and problem-solving skills.
<u>DUTIES</u>	:	Manage and coordinate the development of eContent and technology solutions wrt off-line and cloud-based platforms: Plan, commission, coordinate and manage the sourcing of digital resources. Identify in consultation with Senior Curriculum Planners, Edulis librarians, Subject Advisors and Lead Teachers gaps in the availability of digital resources and links on the WCED ePortal. Source, upload, edit, curate and promote content on the ePortal. Ensure that contributed content is CAPS aligned, relevant and of good quality. Write tender specifications. Manage eContent development tenders and sourcing of digital resources. Manage budget for eContent development. Liaise with relevant parties regarding initiating pilots and research (including proper Monitoring and Evaluation (M&E). Evaluate trial applications and/or services for consideration. Initiate and develop project initiation documents (MOU/MOA). Coordinate all projects focused on Content development. Provide guidance on replicable to large scale deployment. Focus is on innovation, and responsive to projects as pilots/proof-of-concepts/research. Do research and development in the area of eContent trends and presentations. Manage and coordinate eLearning implementation of eContent resources: Create tutorials for the training and implementation on use of WCED ePortal e.g. contributing eContent on the ePortal or other WCED resource platforms. Assist and support Senior Curriculum Planners, Subject Advisors and eLearning Advisors with the implementation strategy in ICT integration. Provide input and assist the Teacher Professional Development unit on specific needs regarding the development and sourcing and of digital. Assist CTLI with instructional design specific to eLearning and eTeaching. Identify training needs specifically for eTeaching and eLearning and give advice and guidance to design and develop new relevant courses. Liaise with relevant role players on ICT integration pathway. Advocate training in technologies, teaching methodologies and ICT integration. Training schedules must be prioritized closest to the sites of delivery i.e. schools. The eLearning advisors manage and coordinate training at district level whilst the Head Office responsible officer in eLearning coordinates and manages the deliverables of the

eLearning advisors. Liaison and development in collaboration with Department of Basic Education, Provincial Education Departments, National Portal, service providers and other specialists: Ensure services will include good user experience, access to analytics, able to work on the WCGschools' network and accessible on various technology platforms. Liaise with management, District Offices, directorates CTLI and Centre for e-Innovation in use of eLearning content portal and ecosystem. Develop advocacy programmes and materials. Review the implementation plan Network and collaborate with role players on the National Portal. Rationalize new provincial developments through collaboration. Liaise between WCED, national and other provincial role players regarding the development of e-content, databases and delivery mechanisms. Reporting and administration: Write reports on pilots and research as necessary. Document and report on project progress. Administrator of the back-end of ePortal to assign roles and responsibilities to reviewers, moderators and contributors. Network and collaborate with role players on the National Portal. Develop and maintain database of pilots and research of eContent. Rationalize new provincial developments through collaboration. Liaise between WCED, national and other provincial role players regarding the development of eContent, databases and delivery mechanisms.

- ENQUIRIES** : Mr C Walker Tel No: (021) 467-2351
- POST 22/161** : **DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING PROJECTS COORDINATION**
Directorate: E-Learning
- SALARY** : R453 246 - R887 571 per annum plus benefits (Level 05)
R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Cape Town
Basic 4-year degree or diploma (REQV 13) in Education or relevant qualification. At least 8 years' appropriate experience in education. A valid drivers' license. High level of proficiency at least two of the three official languages of the Western Cape. Registration with SACE as a professional educator. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7; WCED eVision, eLearning Game Change Roadmap, Guidelines of Social Media Policy, Guidelines of Mobile Devices. Skills: Computer literacy (MS Word, MS Excel, MS PowerPoint, email); Ability to research; Project Management; Facilitate; Budget; Write reports; Communicate clearly and concisely in all written and oral communications; Be flexible and focused on understanding the needs of the end-user; Strong decision-making skills; Critical thinking and problem-solving skills.
- DUTIES** : Special Projects, POCs, Pilots, Research and Curriculum content roll-outs: Plan, commission, coordinate and manage Special Projects (e.g. Research, Pilots, POCs, etc.). Identify and initiate suitable pilots and research projects. Document and report on project progress. Liaison: close collaboration with directorate research. Management of eLearning pilots specific to technologies, eLearning methodologies and eLearning platforms, models, school-based action research and educational resources. Evaluate trial applications and/or services for consideration. Coordinate and manage the relevant role players of all pilots and research. Develop and maintain database of pilots and research. Initiate and develop project initiation documents (MOU/MOA). Establish terms of reference for each project or program. Write tender specifications for pilots or proof of concepts. Liaise with relevant parties regarding initiating pilots and research. Write reports on pilots and research as necessary. Provide guidance on replicable to large scale deployment. Focus is on innovation, and responsive to projects as pilots/proof-of-concepts/research. ICT Integration within Curriculum Projects: Assist with the development of the provincial eLearning training framework for professional development in ICT integration. Liaise with districts on the execution of the training pathway plan at district level and the monitoring of the progress thereof. Identify training needs specifically for eTeaching and eLearning and give advice and guidance to design and develop new relevant courses. Liaise with relevant role players on ICT integration pathway. Manage training schedules and budget for

training. Advocate training in technologies, teaching methodologies and ICT integration. Assist CTLI in the design of specific eLearning and eTeaching courses. Training schedules to be prioritized closest to the sites of delivery i.e. schools, or online. The eLearning advisors manage and coordinate training at district level whilst the Head Office responsible officer in eLearning coordinates and manages the deliverables of the eLearning advisors. Manage and oversee the co-ordination/ implementation of eLearning; Assist and support the development of an implementation plan within provincial e-learning policy in consultation with relevant role players. Liaise with management, District Offices, directorates CTLI and Centre for e-Innovation in support of eLearning vision and roll-outs. Identify priority areas for e-learning. Develop advocacy programmes and materials. Monitor and oversee the e- Learning implementation plan. Review the implementation plan. Thorough knowledge of creating, managing, deployment and the administration of large scale online platforms e.g. Google domain and Microsoft tenant. Knowledge of setting up cloud Google and Microsoft domains. Knowledge of managing the users within the platforms. Knowledge of how to setup for large scale deployment of devices within the platforms. Knowledge of the administration of large number of users with the necessary security settings. Advocacy in the educational benefits for teaching and learning on these platforms. Support Head Office and Districts with the implementation thereof in the Head Office, districts and schools' environment. Creating easy-to-use tutorials to guide users in the use and benefits of cloud platforms.

ENQUIRIES

: Mr C Walker Tel No: (021) 467-2351

POST 22/162

: **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT**
Directorate: Knowledge and Information Management

SALARY
CENTRE
REQUIREMENTS

: R334 545 – R394 065 per annum plus benefits (Level 09)
: Cape Town

: National Diploma (NQF Level 6) or Degree IT or IT-related field plus 3 years relevant experience. A valid driver's licence. Competencies: Excellent computer skills preferably with experience with database and online systems; Experience in systems development life cycle and implementation; Project Management; Analysis and business reporting. Management experience/exposure is preferable. Knowledge of Information and Knowledge management systems; Understanding of the capabilities and limitations of information technology; Advanced spreadsheet and/or research-related IT applications; Knowledge of online database handling, collaborative technologies and web-based services; Understanding of school environment and school administration management systems; Business management reporting; Survey administration and processing; Geographic Information Systems applications, Enterprise Content Management and/or Knowledge of Demography is advantageous. Skills: Strong Analytical and conceptual skills; A flair for Statistics, Logic and Mathematics; Communications and presentation Skills; Decision-making; Advanced IT skills; Problem solving; Leadership and Planning; Relationship building skills; Co-ordination; Research skills; Facilitation; Conflict resolution; Meeting skills; Interpersonal relations; Organisational skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Self-motivated/ disciplined; Creative; Team player; innovative, a strong organizer and ability to multitask.

DUTIES

: Assist to develop corporate knowledge management strategy; Identifying and developing various techniques to facilitate knowledge transfer; Assist with knowledge management design, development, implementation and ongoing support and maintenance; Create a process to easily identify knowledge required to meet organizational needs; Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge; Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards; Primary contact internally regarding relevant tools and technologies; Finding sources of expertise and acquiring necessary knowledge; Implementing and maintaining the knowledge throughout the organization. Administration and conduction of Education Surveys and ensuring alignment with Education Information Standards. Design and construct management reports using Business

Intelligence tools; Integration of internal databases; extraction and preparation of information for internal managers and external requestors; Coordinate and facilitate the implementation of e-administration at schools to enhance data quality and increase efficiencies in the system; Develop, implement and maintain WCED knowledge management and information system business processes and facilitate training; Co-ordinate the process of turning tacit and explicit knowledge into institutional knowledge; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system; Provide access to management on education information and knowledge management; Monitor and review knowledge management practices.

ENQUIRIES :

Mr C Adriaans Tel No: 021 467-9255

POST 22/163 :

ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE
Directorate: Knowledge and Information Management

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 – R394 065 per annum plus benefits (Level 09)
Cape Town
National Diploma (NQF Level 6) or Degree in IT or IT related field with at least 3 years' experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver's licence. Competencies: Experience in order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; an understanding of the Corporate Governance of ICT and IT coordination; liaison and communication at various hierarchical levels; A basic understanding of business objectives and priorities; planning and time management; project management; human capital management; performance management. Proven knowledge of: ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators' Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Skills: Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Personal attributes are Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.

DUTIES :

Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools' and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.

ENQUIRIES :

Mr A Jacobs Tel No: (021) 467-9322

POST 22/164 :

ASSISTANT DIRECTOR: RECORD MANAGEMENT (HR REGISTRY)
Directorate: Service Benefits

SALARY :

R334 545 – R394 065 per annum plus benefits (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	National Diploma (NQF Level 6) or Degree in Record Management plus 3 years relevant experience. Knowledge of Registry Procedures; Filing systems; National Archives Act (Act 43 of 1996); Access to Information Act (Act 2 of 2000); Planning and organizing; Norms and standards; Knowledge of departmental structures and procedures; Computer and Equipment; Nat and Provincial Transport policies; Public Finance Management Act; Knowledge of information management; Specialist knowledge of records management practices; Knowledge of File Tracking system; Knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Project management; Electronic document management systems. Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills; Planning, organizing and people management skills; Computer literacy skills; Analytical thinking; Investigative skills; Conflict management; Decision-making; Time Management; Project Skills. Personal attributes: The ability to render advice and guidance in an objective yet dedicated manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence. The ability to handle conflict. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Maintain and enhance records management unit. Formulate and implement a records management action plan. Formulate and implement a records management policy and related records management procedures. Compile and maintain approved records classification system for paper-based and electronic records. Understanding of the most prevalent systems presently being employed (i.e. Transaction Processing Systems, Database Management systems, Management Information systems, Electronic Document Management systems, Electronic Records Management systems, and Data Warehouses). Implement systematic disposal programmes to reduce the storage cost involved in storing records no longer required for administrative, legal and functional purposes after a written disposal authority has been obtained from the National/Provincial Archivist. Keep all records in safe custody. Inspect sub-offices to ensure that sound records management practices are followed. Ensure that records management and registry staff is trained to apply the proper registry procedures to facilitate sound management of records. Train creators of records to allocate file reference numbers / subjects to records according to the approved file plan. Address information security classification and declassification procedures as prescribed by the information security policy. Provide access to information contained in records in terms of the promotion of Access to Information Act, 2000. Supervision of Operational planning and work organisation of the unit. Manage the staff of the unit – Staff performance, PMDS, Training and development, staff planning (recruitment, selection, leave management, health and well-being, etc.). Maintenance of discipline and promote sound employee relations.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467-2477
<u>POST 22/165</u>	:	<u>ASSISTANT DIRECTOR: ASSESSMENT MANAGEMENT</u> Directorate: Examinations Administration
<u>SALARY</u>	:	R334 545 – R394 065 per annum plus benefits (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years supervisory experience. Experience in examinations / marking of national examinations. Valid driver's licence. Fully computer literate (Word, Excel, PowerPoint, internet). Knowledge of relevant National and Provincial legislation and regulations pertaining to Finance. Relevant National and Provincial legislation and regulations pertaining to Human Resource Management. Relevant National and Provincial legislation and regulations pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET). Education Department Service Delivery Charter (Batho Pele). Skills: Project Management. Written and verbal communications (at least 2 official languages of the province). Liaison with people on different levels of organisation / private sector. Financial Management (budget monitoring).

		Computer Literacy (Microsoft Office). Numerical Skills. Analytical. Planning and organising. Presentation / Facilitation skills. People management skills. Values: Accountable; Integrity; Professionalism; Reliable; Organised; Systematic; Self-motivated; Innovative; Good human relations; Caring.
<u>DUTIES</u>	:	Manage the administration regarding the appointment of marking officials for NSC and ABET level 4 examinations: Manage the maintenance of WCED marking programme. Support the administration for competency testing in selected subjects. Ensure all queries from educators regarding marker appointments are solved. Manage administration for all appointment meetings, including liaison with unions, taking of minutes etc. Draft submissions for approval of appointments of marking officials and budgets for marking processes. Ensure that all appointed markers are informed of their appointment. Manage the administration regarding the marking processes for NSC and ABET level 4 examinations: Develop the marking centre specifications and manage tender processes to appoint suitable marking centres. Manage security for marking centres including budget. Ensure that arrangements are in place and implemented for national marking guideline/standardisation meetings. Ensure that scripts are transported safely to all marking centres and handed over to marking centre managers. Ensure that marking centre managers are supported in placement of scripts in subject rooms. Ensure that all subjects and papers receive sufficient question papers, approved dummy scripts and approved marking guidelines. Report on the state of readiness regarding marking and marking centres to internal and external stakeholders. Ensure that all reports (individual marker reports, chief marker reports, internal moderator reports) and claim forms are received from marking management officials before the closing of a marking centre. Ensure that claim forms are quality assured. Ensure that all scripts are checked before capturing. Draft reports and provide statistics for directorate and top management. Support the training processes of marking officials: Manage logistical arrangements and registers for all training sessions for marking officials. Provide administration support for the training of marking management teams. Support the training of marking officials by ensuring that sufficient dummy scripts, question papers and approved marking guidelines are provided to all chief markers. Manage the re-mark and re-view appeal processes for national examinations: Develop circulars to inform schools of policy and administrative processes regarding marking. Ensure that all re-mark and re-view applications are dealt with fairly. Ensure that clients are treated with respect by all staff. Human Resources Management: Manage staff in the marking unit of Directorate: Assessment Management. Supervise Administration Officers in the marking unit. Manage performance on PERMIS system of WCED. Manage leave of marking unit staff. Manage the training and development of staff in the marking unit. Manage discipline within the marking unit. General: Participate in Directorate strategic planning processes. Participate in provincial and national stakeholder meetings. Participate in special projects of the directorate.
<u>ENQUIRIES</u>	:	Mr H Swart Tel No: (021) 467 2075
<u>POST 22/166</u>	:	<u>ASSISTANT DIRECTOR: DIGITAL MEDIA AND COMMUNICATION SUPPORT</u> Directorate: Communication
<u>SALARY</u>	:	R334 545 – R394 065 per annum plus benefits (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree with minimum 3 years' experience in journalism and writing for the media. Social media training. Computer literacy (MS Office). Valid driver's licence. Competencies: Excellent skills in the following: professional writing and verbal communication; knowledge and experience in using social media; ability to rework complex documents and related materials into user friendly content for publishing via digital and other media; expertise in writing for the media, social media and the web; photographic skills. Personal attributes: Ability to work under pressure and to meet deadlines; produce work of a high standard with minimum supervision; self-motivated and disciplined; creative; good analytical and problem-solving skills; good team player; excellent interpersonal skills.
<u>DUTIES</u>	:	Develop, maintain and manage digital media services, including content for the web, social media and digital applications; participate in strategic communication

planning; provide professional communication support for WCED components; support corporate communication activities, including editorial production and media liaison, as required. Knowledge of the South African education system would be an advantage.

ENQUIRIES : Ms B Hammond Tel No: 021 467 2532

POST 22/167 : **PERSONAL ASSISTANT**
Directorate: Communication

SALARY : R226 611– R266 943 per annum plus benefits (Level 07)
CENTRE : Cape Town
REQUIREMENTS : Secretarial Diploma or equivalent qualification with at least 3 years secretarial/administrative work and experience or Bachelor's degree in Office Administration with at least 1 year work experience with advanced knowledge of relevant software packages and experience in rendering support functions to senior management. Recommendation: Valid Code B/EB driver's licence. Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing. Personal Attributes: Must be reliable; have excellent interpersonal relations; be able to work under pressure and make sound judgments. Be customer service oriented and a self-managing team player.

DUTIES : Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements. Analyse information and compile complex documents/submissions/ reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms B Hammond Tel No: (021) 467 2532

POST 22/168 : **HANDYMAN (CONTRACT UNTIL 31 MARCH 2019)**
Branch: Education Planning

SALARY : R90 234 – R106 290 (Level 02) plus 37% in lieu of benefits.
CENTRE : Cape Town
REQUIREMENTS : Grade 10 plus 6 months relevant experience.
DUTIES : Repair broken furniture, machinery, equipment and all other defects. Assess and report on defects. Compile list of material requirements for repairs. Safekeeping of maintenance tools and supplies. Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock. Prepare and clean venues. Do minor maintenance work. Adhere to safety precautions and ensure adherence to occupational health and safety policies.

ENQUIRIES : Ms L Boniface Tel No: (021) 467 2534

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 22/169** : **HEALTH FACILITY PLANNER**
Directorate: Infrastructure Planning
- SALARY** : R657 558 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 qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Health Professional and / or the South African Nursing Council (SANC) as a Professional Nurse. Experience: Appropriate experience as a registered Healthcare professional ideally at a Public Sector healthcare facility. Relevant infrastructure or space planning related experience (built environment). Inherent requirements of the job: Valid (Code B/EB) driver's licence (manual). Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Good understanding of health care clinical and operational protocols relevant to infrastructure design. Understanding of the public sector health service delivery platform, indicators and service plan and how this links with infrastructure. Working Knowledge of legislation and guidelines relevant to health care infrastructure i.e. IUSS, PN 187, NCS, Ideal Clinic. Understand how to interpret existing and develop new Functional and Technical Norms and Standards Understanding of government-wide planning, monitoring, reporting and evaluation frameworks, processes and procedures. Experience in the preparation of reports, submissions and presentations. Sound interpersonal, computer literacy (MS Office) and good verbal and written communication skills in at least two of the three official languages of the Western Cape. An understanding of the clinical activities and needs at all levels of the health service. Knowledge of architecture and engineering in relation to health facility design.
- DUTIES** : Review existing and, where necessary, develop new clinical and operational narratives to inform the design of appropriate infrastructure. Review facility layouts and design in terms of current clinical best practice and legislation. Review and develop healthcare facility functional and technical norms and standards. Support end users in the preparation of Project Business Cases. Review Project Business Cases in consultation with Districts and Specialised Services. Assist with compiling briefing documentation and specifications. Carry out Post Occupancy Evaluations (POE).
- ENQUIRIES** : Mr D Rendall, Tel No: (021) 483-6769
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 June 2018
- POST 22/170** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R499 953 (PN-B3) per annum
- CENTRE** : Khayelitsha Community Health Centre (X1 Post)
Michael Mapongwana Community Day Centre (X1 Post)
- 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 in Clinical Nursing Science, Health Assessment, Treatment and Care (48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after hours. Valid (Code B/EB) driver's licence. Willingness to work shifts, public

holidays and weekends to manage hospital after hours. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills and basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Coordinate and delivery quality nursing care within the department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Khayelitsha CHC: Mr D Binza, Tel No: (021) 360-5200

Michael Mapongwana CDC: Ms K Jacobs, Tel No: (021) 363-1080

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver

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

CLOSING DATE : 15 June 2018

POST 22/171 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)**

(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R226 083 (PN-A2) per annum

Grade 2: R278 052 (PN-A3) per annum

Grade 3: R340 431 (PN-A4) per annum

CENTRE : Northern/Tygerberg Sub-structure

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:** one 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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in Excel, Word and PowerPoint. Proficiency in report-writing. Appropriate training/facilitation experience.

DUTIES : Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching), as well as the orientation of the Community Care Workers. Conduct monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nurse training according to needs identified within the district.

ENQUIRIES : Mr JW Lucas, Tel No: (021) 815-8879

APPLICATIONS : The Director: Northern/Tygerberg Sub-structure, 1st Floor, Bellville Health Park, Karl Bremer Hospital, Bellville, 7500.

FOR ATTENTION : Ms FG Malan

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 22 June 2018
- POST 22/172** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL NURSE TRAINING)**
Cape Winelands Health District
- SALARY** : Grade 1: R226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum
(Plus a non-pensionable rural allowance of 8% of basic annual salary)
- CENTRE REQUIREMENTS** : Cape Winelands TB Centre
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: Valid (Code B/EB) driver's licence. Willingness to perform operational duties (overtime, night duty and work shifts) if operationally required. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team (externally and internally). Relevant knowledge, skills and experience in training, experience in the preparation and sourcing of training and practical accompaniment. Knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development and ability to mentor and coach. Computer literacy in MS Office Package. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate and facilitate the development of learning opportunities for all nursing personnel. Coordinate and facilitate in-service training and updating of skills. Liaise with training providers and complete training stats. Involvement in training programmes in conjunction with Human Resources Department. Utilise human and financial resources effectively. Evaluate and assess the competencies and skills of nursing personnel.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms A Klaasen, Tel No: (023) 348-1311
The Medical Manager: Brewelskloof Hospital Private Bag X3044, Worcester, 6849.
Mr E Booysse
No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
- CLOSING DATE** : 22 June 2018
- POST 22/173** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)**
Eden District
- SALARY** : Grade 1: R226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum

<u>CENTRE REQUIREMENTS</u>	<p>Plus a non-pensionable rural allowance of 12% of the basic salary.</p> <p>: Beaufort West Primary Health Care</p> <p>: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report-writing.</p>
<u>DUTIES</u>	<p>: Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Deliver and coordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Deliver and coordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management). Support, monitoring and evaluation of health data.</p>
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	<p>: Ms A Jooste, Tel No: (023) 414-3590</p> <p>: The District Manager: Eden District Office: Private Bag X6592, George, 6530.</p> <p>: Ms S Pienaar</p> <p>: 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)"</p>
<u>CLOSING DATE</u>	<p>: 22 June 2018</p>
<u>POST 22/174</u>	<p>: <u>FOOD SERVICE AID (1 FULL TIME POST AND 1 5/8TH POST) (X2 POSTS)</u></p> <p>Chief Directorate: Metro Health Services</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R90 234 per annum (full time) and R56 397 per annum (5/8th post)</p> <p>: Valkenberg Hospital, Observatory</p> <p>: Minimum requirement: Basic numerical and literacy. Experience: Appropriate experience in a large scale Food Service environment. Appropriate experience in the production of normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically fit and healthy to lift heavy objects and be on their feet the entire day. Willing to enter hospital wards. Appropriate experience in the production of normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. The ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.</p>
<u>DUTIES</u>	<p>: Assist in the receipt and storage of all provisions and stock in the food service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety</p>

prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms A Getyeza, Tel No (021) 440-3188
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X3, Observatory, 7935.
FOR ATTENTION : M Page
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 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 : 25 June 2018
NOTE : Only applications submitted online will be accepted. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 22/175 : **DEPUTY DIRECTOR-GENERAL: CENTRE FOR E-INNOVATION REF NO: (DOTP 2018-64)**

SALARY : R1 370 973 per annum, Level 15
 (All-inclusive package to be structured in accordance with the rules for SMS).

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Relevant post graduate qualification on NQF level 8 as recognised by SAQA; and Minimum of 8 years' experience at senior managerial level within the ICT environment. Recommendations: Appropriate Honours/ Master's Degree; Experience in a senior managerial role within a public sector/government institution would be advantageous; Demonstrated experience in IT strategic planning; and Preferably proven experience or demonstrated capability in leading IT transformational initiatives in complex and dynamic environments. Competencies: Maintains currency on new technologies and platforms and provides direction on what emerging technologies are to be assimilated, integrated and introduced within the organisation to ensure that the IT capabilities align and can respond to the needs of the organisations' Digital Government Strategy. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. A clear understanding of Constitutional, legal and institutional arrangements governing the South African public service. Skills: Ability to develop strategy, bringing a current knowledge and future vision of leveraging information and technology in business model design, business process re-engineering, products and services development. Collaborates with executive leadership and key partners to define and execute the digital government strategy. The ability to serve as a high level in-house advisor. Builds and maintains relationships with departments and key partners in order to develop a clear understanding of business needs. Uses influencing and negotiation skills to create synergies across the organisation in order to enable cost-effective and innovative shared solutions to achieve organisational goals. Ability to develop and control annual operating and capital expenditure for the branch to ensure it is consistent with overall strategic objectives of the enterprise and is within plan. Expertise in budget

planning and financial management. Excellent analytical, strategic conceptual thinking, strategic planning and execution skills. Team building and strong interpersonal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Personal Attributes: A highly developed interpretive and conceptualization / formulation ability. The ability to render advice and guidance in an objective manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence teams of professionals and service providers towards the same goal. The ability to build relationships. The ability to be an advocate of change.

DUTIES

: Management Responsible for the establishment and execution of the organisation wide IT strategy, and ensuring its alignment with the organisations strategy and the delivery of capabilities required to achieve success. Responsible for the delivery of the e-Visions for key sector departments. Responsible for the delivery of Departmental IT Strategies and Implementation Plans in accordance with the Corporate Services Centre Demand Planning process. Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Participate in the Department's strategic planning process and co-ordinate the development and management of the strategic and business plans for the Branch and evaluate the performance of the Branch on a continual basis against predetermined key measurable objectives and standards. Report to the Head Corporate Services on a regular basis on the activities of the Branch and on matters of importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch and of the resources employed by it. Ultimately responsible for the Management of relationships with key Stakeholders (both internally and externally). Strategic ICT Services To provide citizen-facing digital government services, strategic ICT planning and architectural services and to improve ICT governance maturity through the development and maintenance of appropriate policies, processes, strategies and systems and creating the relevant capacity. Provide strategic direction to the Cabinet and Provincial Top Management with regard to digital government and ICTs in general. Develop Provincial ICT plans and facilitate the development of departmental ICT plans as well as implement and maintain the WCG Enterprise Architecture. Develop ICT strategies, policies, norms and standards. Render citizen-facing digital government services. Participate in rural development programmes requiring e-skills development or ICTs for the empowerment of citizens. Strengthening of ICT Governance of the WCG corporate environment. Contribute to improving service quality at front-line service delivery facilities and on WCG digital platforms. Government Information Technology Officer (GITO) Management Services. To provide Government Information Technology Officer (GITO) management services to the Western Cape Government through the provision of transversal infrastructure, applications operations and by rendering a service management capability to departments. Manage transversal infrastructure and network operations. Promote and implement transversal, shared and departmental ICT infrastructure, systems, applications, solutions, hardware, software, services, e-government and ICT strategies. Promote the use of ICT's and Information Management as a strategic resource in departments. Manage shared and enterprise information and technical architectures for departments in alignment with departmental, provincial and national strategies and architectures. Manage the SITA business relationship, including Business Agreements, Service Level Agreements, service and technology forums. Manage the transversal or shared ICT security function. Ensure certification of ICT solutions. Ensure effective management of service level agreements / memoranda of understanding with departments as well as departmental ICT contracts. Transversal Applications Development and Support. To provide application development and programme management services. Provide applications development services for transversal projects. Provide ICT programme management for transversal projects. Render integrated e-Government information and communication services to business, civil servants and government. Connected Government and Infrastructure Services. To drive the broadband service provision for the Western Cape Government. Responsible for the successful implementation of the Broadband and

Public Wifi initiatives for the Western Cape Government with key responsibilities for the: Broadband Programme and Project Management. Contract and Service Level Management.

ENQUIRIES : Mr A Joemat at (021) 483 6708

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 : 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.

OTHER POST

POST 22/176 : **ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICE, REF NO: TPW 2018-76**

SALARY : R226 611 per annum (Level 07)

CENTRE : Department of Transport and Public Works, Western Cape Government.

REQUIREMENTS : An appropriate 3 year B-degree or National Diploma in Public Management with a minimum of 1 year appropriate experience; A valid Code 8 driving licence. Recommendations: None. Competencies: Knowledge of the following: Information and Knowledge Management; Training and development; Enterprise Content Management Solutions; Co-ordinate and possess PAIA Process knowledge; Proven computer literacy; Communication (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES : Render the following: Administrative support to users of the ECM system by ensuring first line support is done in accordance to MOU's and SLA's; User support and guidance in the use of the ECM system through daily visits to users, one-on-one support, and act as champions for change management; Training to users on a one-on-one, group and knowledge college basis. Monitor and evaluate compliance to Enterprise Content Management (ECM) processes, policies and systems by regular visits to users, attendance of component meetings, and active participation in the ECM Forum; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Ensure compliance with relevant legislative (eg. Archives Act, Western Cape Archives Act, etc), statutory, regulatory (eg. Western Cape Blue Print on e-filing) and supervisory requirements towards the achievement of component projects and goals; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support.

ENQUIRIES : Mr R Brown at (021) 483 6201