

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 25 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 23/127** : **STATE VETERINARIAN: ANIMAL HEALTH, REF NO: AGR 2018-31**
- SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : BVSc (Bachelor of Veterinary Science) or equivalent qualification; Registration with the South African Veterinary Council; A valid driving licence. Recommendations: Working experience as a veterinarian; 1-2 years' post qualification experience. Competencies: Good knowledge of the following: Management; Human resource and developmental management; Financial management, Strategic management; Policy making procedures; Operation of the agricultural sector; Good knowledge of National and Provincial legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop, analyse, and audit policies, norms, standards and legislation for Veterinary services, which would entail the following: collection of data and stakeholder consultations; Renders Veterinary Services through the implementation of the relevant legislation; Provision of training; Development and awareness programs (extension and outreach services) to communities with regards to veterinary services; Perform administrative and related functions which would include to provide inputs for operational plan of the veterinary unit; Plan, implement, maintain and coordinate disease surveillance measures; Identify controlled and non-controlled diseases and take appropriate corrective action.
- ENQUIRIES** : Dr. G Buhrmann at (021) 808 5026
- POST 23/128** : **SENIOR AGRICULTURAL ECONOMIST: MARKET INFORMATION, REF NO: AGR 2018-33**
- SALARY** : R417 552 per annum (Level 10)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Appropriate Honours Degree with Economics and/or Agricultural Economics as major subjects; A minimum of 3 years' relevant experience; A valid driving licence. Recommendations: Practical experience and exposure to agricultural marketing value chains analysis; A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products legislation. Competencies: Knowledge of the following: Agricultural Economics, Economic and financial analytical techniques; Ability to work independently as well as in a team; Proven computer literacy; Networking, analytical report writing and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Identify and conduct market research especially on products/industries/systems that are of strategic importance to the Western Cape for export expansion, value addition and diversification opportunities; Analyse and disseminate agricultural marketing information to the agricultural sector; Undertake assessments to evaluate the agricultural marketing value chains to identify gaps and propose

relevant solutions; Supply advice to clients with regard to market analysis/marketing information, market linkages and develop methods to link farmers to formal markets; Initiate feasibility and viability studies with particular emphasis on marketing information; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Collaborate with national and other provincial departments, industry organisations and farmers to develop a needs assessment framework in terms of market information and develop remedial training programmes to ensure access to marketing information; Assess and address challenges of smallholder farmers.

**ENQUIRIES** : Ms L Thabethe at (021) 808 7733

**POST 23/129** : **SCIENTIFIC TECHNICIAN GRADE A: RTD: ANIMAL SCIENCE, REF NO: AGR 2018-28**

**SALARY** : Grade A: R274 440 - R295 638 per annum  
Grade B: R313 782 - R338 253 per annum  
Grade C: R357 150 - R420 690 per annum

**CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government  
Appropriate 3-year National Diploma in science or equivalent; Compulsory registration with SACNASP with a minimum of 3 years post-qualification appropriate technical (scientific) experience; A valid code B driving licence. Recommendations: Experience in the following: Rearing of ostrich chicks; Management of an ostrich export farm. Competencies: Knowledge of the following: Programme and project management; Scientific Methodologies; Research and Development; Computer-aid scientific applications; Communication (written and verbal) in at least two of the three official languages in the Western Cape; Computer literacy; Networking; Technical Management and technical planning skills; Conflict management; Team leadership; Problem solving and analysis.

**DUTIES** : Develop and implement methodologies, policies, system and procedures; Apply operational standards and consolidate methodologies, policies, system; Provide technical support and advice; Gather scientific data and relevant technical information; Perform technical scientific analysis and regulatory, Preparation of database and routine interpretation; Database and data management; Continuous professional development to keep up with new technologies and procedures; Supervise technical support and processes; Manage the performance management and development of staff.

**ENQUIRIES** : Dr A Engelbrecht at (044) 203 9412

**POST 23/130** : **FARM AID: NUTRITION AND PRODUCT QUALITY, REF NO: AGR 2018-26**

**SALARY** : R90 234 per annum (Level 02)

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Basic literacy and numeracy (ABET level 3). Recommendations: Relevant experience; A valid driving licence; Matric (Grade 12). Competencies: Knowledge of the following: Farm animals and dairy skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape Ability to work independently and in a team.

**DUTIES** : Herd maintenance; Mixing of animal feed; Research support; General farm work.

**ENQUIRIES** : Mr M.N Mnisi at (021) 808 5404

**APPLICATIONS** : To apply 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.

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 25 June 2018

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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 23/131** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 2018-18**
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : A 3-year B.Com/Accounting Degree with a minimum of 3 years' financial management experience. Recommendations: None. Competencies: Knowledge of the following: Financial and personnel delegations and reporting processes; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Departmental Policy Development; Public Service Act, 1994 as amended; Public Service Regulations, 2016; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Administration of payroll systems; Management of debt; Supervision of subordinates and Human Resource Management; SARS tax reconciliation.
- ENQUIRIES** : Mr T Johnson at (021) 483 9137

#### 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.

#### MANAGEMENT ECHELON

- POST 23/132** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**  
Cape Winelands Health District
- SALARY** : Grade 1: R991 857 per annum  
Grade 2: R1 134 069 per annum  
Grade 3: R1 316 136 per annum  
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Ceres Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills (verbal and written) in at least two of the three official languages of the

- Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).
- DUTIES** : Be part of the Sub-district Health Services management team and support management in the planning and governance of clinical services in the Sub-district, including supervision, line Management of Medical Officers and the maintenance of competence of medical practitioners for the Sub-district. Provide a comprehensive Primary Health Care (PHC) package of care to patients, with a person-centred approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV positive patients on ART in the Sub-District. Liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the Clinical training and learning with health care staff inclusive of registrars and under-graduate students during the course of clinical service provision.
- ENQUIRIES** : Dr E Titus, Tel No: (023) 316-9603
- APPLICATIONS** : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
- FOR ATTENTION** : Ms JB Salie
- 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 whom 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

#### **OTHER POSTS**

- POST 23/133** : **ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)**  
Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R549 639 per annum  
Grade B: R628 452 per annum  
Grade C: R715 323 per annum  
(A portion of the package can be structured according to the Individual's personal need.
- CENTRE** : Norton Rose House, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Recognition of prior experience: **Grade A:** At least 0-2 year appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. **Grade B:** At least 14 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. **Grade C:** At least 26 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. Inherent requirements of the job: Willingness to work outside of normal office hours. Willingness to travel including early morning and late night air flights. A valid (Code B/EB) driver's licence. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the

Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES** : Programme and project planning. Conduct programme and project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

**ENQUIRIES** : Mr A Middleton Tel No: (021) 483-9328

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** : A practical/competency test may form part of the short-listing and/or interview process, a full job description is available upon request.

**CLOSING DATE** : 22 June 2018

**POST 23/134** : **OPERATIONAL MANAGER NURSING (SPECIALITY AREA: EMERGENCY)**

**SALARY** : R499 953 (PN-B3) per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with the SANC in Critical care Trauma and Emergency or Critical care general Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the Trauma and Emergency Unit. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Marthinus. Tel No: (021) 938-4055

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

**FOR ATTENTION** : Ms V Meyer

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

**CLOSING DATE** : 22 June 2018

**POST 23/135** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (CARDIOLOGY)**

**SALARY** : R459 558 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

Clinical Technologist (Cardiology). Registration with the professional council: Registration with the HPCSA in Clinical Technology in Cardiology. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as a Clinical Technologist (Cardiology). Inherent requirements of the job: Willingness to work 24-hour shifts. Willingness to provide standby cover for junior staff members. Competencies (knowledge/skills): Good computer skills in MS Word, Excel and Access. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Above average academic record, work record and managerial skills. Commitment to uphold the standards of the Division of Cardiology. Extensive exposure in Clinical Technology (Cardiology). Expertise in echocardiography is of particular importance. Exposure in Teaching and Research.

**DUTIES** : Deliver a clinical technology service with the Department of Cardiology in Tygerberg Hospital. Actively involved in research and training of technology staff and students. Administrative functions, as well as support to the Head of Cardiology. Supervise and control the clinical technology staff and service within Cardiology. Monitor and maintain equipment. Perform diagnostic and/or corrective procedures on patients with the aid of electronic equipment to determine and/or support cardiac function. Provide optimal patient care in Cardiology. Continuous develop and obtain clinical and technical skills required for optimal service delivery in the department. Effective delivery of training, teaching and research within the cardiology department.

**ENQUIRIES** : Prof A Doubell, Tel No: (021) 938-4400  
**APPLICATIONS** : To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 22 June 2018

**POST 23/136** : **ADMINISTRATION CLERK: ADMISSIONS**  
 Cape Winelands Health District

**SALARY** : R152 862 per annum  
**CENTRE** : Mbekweni Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, Delta9 or PHCIS). Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

**DUTIES** : Supportive administration functions. Register patients on the Patient Administration System (PHCIS). Responsible for folder management (i.e. file, retrieve, archive and dispose folders). Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Data management and capturing.

**ENQUIRIES** : Ms C Solomons, Tel No: (021) 862-4520  
**APPLICATIONS** : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7620.  
**FOR ATTENTION** : Mr R Williams  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 June 2018

**POST 23/137** : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY) (X2 POSTS)**  
 (2 Year Contract)

**SALARY** : R107 886 per annum plus 37% in lieu of service benefits  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a professional

council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the official languages of the Western Cape.

**DUTIES** : To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterisation laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects.

**ENQUIRIES** : Prof A Doubell, Tel No: (021) 938-4400

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

**FOR ATTENTION** : Ms V Meyer

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

**CLOSING DATE** : 22 June 2018

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 25 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 23/138** : **DEPUTY DIRECTOR: DISASTER RECOVERY, REF NO: LG 2018-27**

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

**CENTRE** : Department of Local Government, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree with minimum of 3 years 'management experience in the field of disaster management. Recommendations: None. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Related policies and guidelines as well as applicable legislation; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Financial Management; Strategic planning; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Coordinate and facilitate the following: The disaster assessments and verification processes; Disaster debriefings/post events analysis studies; Disaster declarations and classifications; Disaster relief, rehabilitation and reconstruction projects; The application, allocation and monitoring of disaster grants; To oversee the strategic management planning, human resource performance management and risk management in the sub-directorate; To manage the finances/budget of the sub-directorate in terms of financial prescripts.

**ENQUIRIES** : Ms J Pandaram at (021) 937 6306

**POST 23/139** : **ASSISTANT DIRECTOR: SERVICE DELIVERY INTEGRATION: THUSONG CENTRE MANAGEMET, REF NO: LG 2018-28 (X2 POSTS)**

**SALARY** : R334 545 per annum (Level 09)

**CENTRE** : Department of Local Government, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years' relevant experience; A valid driving licence. Recommendations: Qualification in Project Management and/or Project Administration; Basic Financial Administration; Incumbents must be willing to travel extensively throughout the province. Competencies: Knowledge of the following: Local Government legislation; Constitutional legislative and inter-governmental dispensation in South Africa: Financial legislation in the public sector: Ability to work in a project environment and under pressure and meet strict timelines; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for operational implementation of the Thusong Programme: Thusong Service Centres and Outreach Project (Mobiles); Operational support to ensure the Thusong Service Centre functions optimally; Logistical support to the implementation of Thusong Outreach (Mobiles) in line with the project plan for implementation; Provide secretariat functions to Provincial Steering Committee; Develop and maintaining databases on the status of the Thusong Service Centres to inform remedial actions and support; Monitor the progress/performance of project in terms of project management tools; Strategic management in terms of inputs and support to the sub-directorate; Staff supervision to ensure optimal development of staff including performance management.
- ENQUIRIES** : Ms A Robinson Tel No: (021) 483 5106/Ms N. Mbadlanyana Tel No: (021)483 9016

#### **DEPARTMENT OF THE PREMIER**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 02 July 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 23/140** : **CHIEF DIRECTOR: TRANSVERSAL APPLICATIONS SERVICES, REF NO: DOTP 2018-47**
- SALARY** : R1 127 334 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Ability to exercise independent judgment and creative problem-



solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management skills; Computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

**DUTIES**

: Line Management: Strategic management, guidance and advice with regard to application development and programme management services. This includes the following broad areas of service delivery: Provide transversal applications and related programme management services; Provide transversal application development services; Responsible for managing the design, development, implementation, and maintenance of business applications; Provide ICT programme management for WCG transversal projects; Provide application development governance; Responsible for the over-all systems development life cycle; Oversees application life cycle planning; Co-ordinate programme support for the provincial ICT delivery plan; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved transversal ICT programmes / projects within the agreed frameworks; Responsible for collaborating with Departments, as well as the various IT functional areas to assess feasibility, determine costs versus benefits, prioritize projects, and develop and implement systems plans that address the information requirements of the WCG and adhere to established strategic business and systems objectives; Create and execute appropriate quality plans, project plans, test strategies and processes for development activities in concert with business and project management efforts; Responsible for ensuring quality of deliverables (Develop and execute unit testing strategy and processes); Ensure proper certification of planned ICT solutions. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Participate in the Branch strategic planning process; Active involvement in the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Senior Executive Manager on a regular basis on the activities of the Chief Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound labour relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief

Directorate. Financial Management: Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate; Report to the Programme Manager on all aspects of the Chief Directorate's finances; Perform diligently all duties assigned by the Programme Manager; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

**ENQUIRIES** : Mr AF Joemat Tel No: (021) 483 6708

**POST 23/141** : **DIRECTOR: SCHOOLS LAN IMPLEMENTATION, REF NO: DOTP 2018-45**

**SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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

**DUTIES**

persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

: Line Management: Manage contracts, business agreements and service level agreements; Manage the implementation of solutions, systems and infrastructure; Manage transversal or shared infrastructure, hardware, software and services; Manage ICT security; Ensure proper certification of planned ICT solutions; Provide inputs to the development of policy and strategy related to the Schools LAN environment. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate related to Schools LAN; Participation in the Branch and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives standards; Report on a regular basis on the activities of the Directorate and on matters of substantial 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 Directorate and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Programme and Project Management: Ensure that programme and project documentation and reporting takes place on the approved systems; Ensure that projects and initiatives remain on course to deliver the desired outcome; Coordinate activities of service providers; Negotiate change of plans with service providers. Financial Management: Active participation in the budgeting process at Branch level, and Directorate level; Preparing budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top Management; Provincial Departments/ clusters; Auditor-General of South Africa; Academic and research institutions; Department of Public Service and Administration; Public Service Commission; Provincial departments; Civil Society; International stakeholders; Local Municipalities; National agents e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Private sector organisations and NGO's.

**ENQUIRIES**

: Mr Hilton Arendse Tel No: (021) 483 4164

**POST 23/142**

: **DIRECTOR: DIRECTORY SECURITY AND COLLABORATION, REF NO: DOTP 2018-46**

**SALARY**

: R948 174 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

**CENTRE**

: Department of the Premier, Western Cape Government

**REQUIREMENTS**

: Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security /

Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multidiscipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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.

**DUTIES**

: Line Management: Strategic management, guidance and advice in respect of distributed computing. This includes the following broad areas of service delivery: Provide directory services; Provide operations and network management services; Provide IT/IS security services; Provide messaging and collaboration services; Provide system and configuration management services; Provide desktop management services; Provide infrastructure support to national transversal systems. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Chief Director: GITO Management Services on a regular basis on the activities of the Directorate and on matters of substantial 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 Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the

Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

- ENQUIRIES** : Mr Hilton Arendse Tel No: (021) 483 4164
- POST 23/143** : **DIRECTOR: TRANSVERSAL APPLICATIONS DEVELOPMENT, REF NO: DOTP 2018-48**
- SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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.
- DUTIES** : Line Management: Strategic management, guidance and advice with regard to transversal application development services. This includes the following broad areas of service delivery: Provide transversal application development, support and services; Provide centralised application development; Responsible for managing the design, development, implementation, and maintenance of business applications; Responsible for the over-all systems development life cycle; Oversees application life cycle planning; Directs development teams in the areas of scheduling, technical direction, future planning and standard development practices; Responsible for ensuring quality of deliverables (Develop and execute

unit testing strategy and processes); Provide application development governance. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Transversal Application Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

- ENQUIRIES** : Mr Hilton Arendse Tel No: (021) 483 4164
- POST 23/144** : **DIRECTOR: DIRECTORATE CONNECTED GOVERNMENT BUILDINGS AND SCHOOLS, REF NO: DOTP 2018-51**
- SALARY** : R948 174 per annum (Level 13)  
(All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Knowledge of network transmission technologies e.g. ATM and Metro-E; Knowledge of routing technologies e.g. MPLS, VPN, IP addressing, etc.; Knowledge of network service commissioning activities; Knowledge of voice services technologies e.g. PSTN and VOIP; Knowledge of Internet Services including the network architecture and Internet application services; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / infrastructure and networks / business and systems analysis / architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies

of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration Knowledge of the latest advances in public management theory and practice; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multidiscipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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.

**DUTIES**

: Line Management: Strategic management, guidance and advice in respect of the roll-out of the broadband infrastructure initiative to WCG sites (including government buildings and schools) for the broadband initiative. This includes the following broad areas of service delivery: Facilitate the roll-out of the broadband infrastructure initiative to WCED school sites; Facilitate the roll-out of the broadband infrastructure initiative to WCG corporate sites; Responsible for ensuring that the project is delivered on time, within budget and to an agreed quality level. Programme/ project management for the broadband initiative: Manage the work effort to achieve the outcome set out in the BBI Stream 1 strategies; Assist in defining the programme objectives and reviewing these as required; Coordinate the activities of the service providers; Negotiate change of plans with service providers; Communicate to all internal and external stakeholders; Allocate resources; Monitor adherence to schedule; Perform advisory role on broadband project to service providers and other stakeholders; Co-ordinate the activities of the service providers; Plan changes with service providers; Advise on the technical architecture and re-design of WAN services for WCG as and when required; Perform service acceptance inspections at sites connected to broadband; Migrate site infrastructure to connect to broadband services; Monitor and support WAN services. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Connected Government and Infrastructure Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources

plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

- ENQUIRIES** : Mr Hilton Arendse Tel No: (021) 483 4164
- POST 23/145** : **DIRECTOR: DIRECTORATE BROADBAND SERVICE LEVEL AND CONTRACT MANAGEMENT, REF NO: DOTP 2018-50**
- SALARY** : R948 174 per annum (Level 13). (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Expert knowledge of contract management; Expert knowledge of the management of service level agreements; Knowledge of legal administration; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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.
- DUTIES** : Line Management: Strategic management, guidance and advice in respect of service level and contract management for the WCG broadband initiative. This includes the following broad areas of service delivery: Render legal assistance in the management of broadband related contracts; Ongoing liaison with Legal Services on legal aspects of all broadband related agreements; Perform and



advise on broadband contract negotiations; Drafting of contracts, legal instruments and correspondence of a legal nature; Assist in the negotiation of Western Cape Broadband related contracts; Management of service levels of concluded broadband contracts; Contract management of concluded broadband contracts; Financial management of broadband contracts; Render on-going legal support and advice to broadband related contracts and services. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Connected Government and Infrastructure Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

- ENQUIRIES** : Mr Hilton Arendse Tel No: (021) 483 4164
- POST 23/146** : **DIRECTOR: TRANSVERSAL ICT PROGRAMME MANAGEMENT, REF NO: DOTP 2018-49**
- SALARY** : R948 174 per annum (Level 13). (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years' experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development

processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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. The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

**DUTIES**

: Line Management: Strategic management, guidance and advice in respect of programme management for transversal ICT initiatives. This includes the following broad areas of service delivery: Responsible for building and managing the ICT program management capability for transversal ICT initiatives; Ensures that transversal ICT projects/programs are defined, tracked and communicated in a consistent and effective manner; Incorporates effective change and risk management controls; Partners with IT and business leadership and other key stakeholders to define opportunities, to identify and prioritize projects based on predefined criteria (return on investment, productivity, compliance); Directs project/program managers with business case development; Responsible for ensuring all projects within the transversal IT portfolios/programs are delivered on time, within budget and to an agreed quality level; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved transversal ICT programmes / projects; Provide a project management service with regard to transversal projects; Manage the implementation of transversal or shared solutions, systems and infrastructure; Manage transversal or shared contracts, business agreements and service level agreements; Ensure proper certification of planned ICT solutions. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Transversal Application Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an

information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate's finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

**ENQUIRIES** : Mr Hilton Arendse Tel No: (021) 483 4164

#### **OTHER POSTS**

**POST 23/147** : **DEPUTY DIRECTOR: PROVINCIAL FORENSIC SERVICES, REF NO: DOTP 2018-59**

**SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Commerce/Law/Auditing/Forensics; A minimum of 6 years 'experience in the field of Forensics of which 3 years must be management experience; A valid driving licence. Recommendations: Experience in management and investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. CFE. FP (SA)). Competencies: Analysing and fact-finding skills; Good interviewing skills; Ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good project management skills; Factual and legal analysis skills/abilities.

**DUTIES** : Planning and execution of forensic investigations; Conduct thorough investigation by fact finding and evidence retrieval within allocated time frames; Managing multiple investigations at the same time, prioritising each investigation based on priority; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Supervising a team of investigators during all activities in a forensic investigation, providing clear guidance to-and mentoring of team; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

**ENQUIRIES** : Ms W Hansby at (021) 483 4593  
**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.

**CLOSING DATE** : 25 June 2018

**POST 23/148** : **SENIOR MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE, REF NO: DOTP 2018-52**

**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/B-Degree in the field of Information Management and Technology (systems), Project Management performance and statutory planning, monitoring and reporting; A minimum of 6 years' experience in performance data and information management environment in the public or private sector of which 3 years must be management experience; A valid driving licence. Recommendations: None. Competencies: Technical knowledge and experience of the following: Result-based monitoring and evaluations methodology and approach; Performance information monitoring and reporting using reporting systems/technology (e.g. BizProjects, BizPerformance and eQPRS); Statutory planning, monitoring and performance reporting processes; Ability to work across silos, departments, spheres of government and with tertiary education institutes to achieve the monitoring of results; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with the development and implementation of processes, methodologies and standards to coordinate and report on provincial and institutional performance as a provincial oversight role; Quality assure the content of programme and project information; Analyse programme performance information and generate reliable and accurate quarterly and annual performance reports; Monitor, evaluate and report on programme and project performance information in terms of targets and/or milestones through existing systems; Promote good data governance of performance information and the improvement of indicators and data sources; Provide advocacy and training on the use of existing reporting systems and tools; Assist with strategic management, financial management and human resource management.
- ENQUIRIES NOTE** : Mr J Barnard at (021) 483 6426  
 : 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.
- CLOSING DATE** : 25 June 2018
- POST 23/149** : **ASSISTANT DIRECTOR: INTERNAL AUDIT, REF NO: DOTP 2018-54 (X2 POSTS)**
- SALARY** : R334 545 per annum (Level 09)  
**CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government  
 : A 3-year National Diploma/B-Degree majoring in Accounting and Auditing; A minimum of 3 years relevant experience. Recommendations: Studying towards or having a professional certification (CIA OR CGAP). Competencies: Information Gathering; Interactive Communication; Analytical thinking; Client Focus; International Standards and Professional Practice of Internal Auditing(Standards).Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Drive execution of the internal Audit Activity's Quality Assurance and Improvement Programme, ensuring compliance of the unit the international standards for professional practice of Internal Auditing and the IA Methodology; Reporting results of internal quality assurance and improvement programme to internal stakeholders and facilitate distribution of results to external stakeholders; Development of technical guidance to enhance implementation of the internal audit methodology, and distribution and provision of training to staff; Ensure internal audit methodology is developed and maintained in line with requirements of the International Standards for Professional Practice of Internal Auditing (ISPPIA),relevant adopted control frameworks and compliant to the Public Finance and Management Act,(PFMA) and National Treasury Regulations.
- ENQUIRIES NOTE** : Ms V. Simpson- Murray at (021) 483 9928  
 : 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.

- CLOSING DATE** : 25 June 2018
- POST 23/150** : **ASSISTANT DIRECTOR: INTERNSHIPS, BURSARIES AND LEARNERSHIPS, REF NO: DOTP 2018-62**
- SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree with a minimum of 3 years' supervisory experience. Recommendations: Experience in the following: Project Management; Internship Management; Supervision of staff; Bursary management; A valid driving licence. Competencies: Knowledge of Policy Development, National and provincial instrument and legislation pertaining to human resource management with specific reference to the Public Services Amendment Act, Public Service Regulations and Labour Relations Act. Skills: Budgeting skills; Presentation; Database management; Computer literate; communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Personal attributes: innovation, creativity and assertiveness.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard. Internships: Liaise with tertiary institutions; Train mentors; Compile, Monitor and evaluate reports. Bursaries: Award and manage bursaries to staff; Evaluate applications for bursaries. Learnerships: Source and assess training providers; Monitor and evaluate training interventions; Identify workplace learnerships. Reporting task: Compile management reports and progress reports; Compile compliance reports; Perform managerial/supervisory tasks: Motivate, train, guide and discipline staff; Determine workflow requirements; Liaise with clients/stakeholders: Senior Managers; SETAS; NGO's.
- ENQUIRIES** : Ms H van Straten-Kreuser at (021) 483 2696  
**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.
- CLOSING DATE** : 25 June 2018
- POST 23/151** : **MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 2018-56**  
 12 Month Contract
- SALARY** : R334 545 per annum plus 37% in lieu of benefits (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of three years' experience in a planning, implementation and/or reporting environment. Recommendations: Working experience in planning, implementation and reporting on project performance compliant to PMBOK and PRINCE2 and related project management systems such as Enterprise Project Management. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; Technical standards and procedures relating to PMBOK and PRINCE2; Database management and administration; Inter-governmental relations; Team building and strong inter-personal skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape Province; Outstanding planning; organizing and people management skills; Computer literacy skills; Excellent networking and network formation skills.
- DUTIES** : Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Provide system support and guidance on BIZProjects and BIZperformance and assist with data quality assurance and

performance reporting; Provide business support through quality assurance and support with the development and maintained on Bizprojects.

**ENQUIRIES** : Mr J Barnard at (021) 483 4569

**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.

**CLOSING DATE** : 25 June 2018

**POST 23/152** : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS, REF NO: DOTP 2018-58**

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : A 3-year National Diploma/B-Degree in Labour Relations/ Human Resource Management/ Law with a minimum of 1-year relevant experience; A valid code B driving licence. Recommendations: None. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, prescript, labour relations, human resource management and conflict management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.

**DUTIES** : Handle misconduct matters; Handle grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct and grievance matters; Handle disputes; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Ms I Sinclair at (021) 483 3520/ Mr P Samuel at (021) 483 4646

**CLOSING DATE** : 25 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.

**CLOSING DATE** : 25 June 2018

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 25 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 23/153** : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 2018-22 (X2 POSTS)**

**SALARY** : R334 545 per annum (Level 09)

**CENTRE** : Provincial Treasury, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Finance/Economics/Commerce/Law; A minimum 3 years' experience in Supply Chain Management and/or Asset Management; A valid code B driving licence. Recommendations: Experience in: Vendor Management and supplier development; Financial analysis and/or Risk Management; Policy analysis and experience in research using different research methodologies. Competencies: Knowledge of MFMA and the Supply Chain Management Regulations; Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office with emphasis on Excel; Analytical thinking, client focus and developing others.
- DUTIES** : Assess SCM Municipal Policy and monitor compliance thereof; Assist municipalities in providing them with SCM opinions and guidance; Designing and implementing SCM training Interventions to develop SCM skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of SCM at the Supply Chain Management Forums, focus groups and transversal district / commodity groups; Reporting of Procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism.
- ENQUIRIES** : Mr R Moolman at (021) 483 6380

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 25 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 23/154** : **MANAGER: COMMUNITY DEVELOPMENT POLICY - SUSTAINABLE LIVELIHOOD, REF NO: DSD 2018-46**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R712 827 per annum (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year tertiary qualification with a minimum of 10 years recognisable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. Recommendations: Experience and understanding of community development legislation; Experience and understanding of community development programs. Competencies: Knowledge of the following: Theories and systems, skills, attitudes and values in community development related to sustainable livelihoods in order to guide employees on its application; Understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc.; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Financial Management, Conflict Management and Project Management skills; Able to influence individuals and groups to achieve a specific objective.
- DUTIES** : Develop/ facilitate the development of policies for rendering a community development service in departments, aimed at sustainable livelihoods; Manage a

community development policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the community development and management fields; Plan and ensure that community development policy research is undertaken; Undertake complex community development research; Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES** :

Mr L Arnolds at (021) 483 4013

**POST 23/155** :

**SOCIAL WORK SUPERVISOR: BEAUFORT WEST: SERVICE DELIVERY TEAMS, REF NO: DSD 2018-47**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R341 322 – R395 685 per annum (OSD as prescribed)  
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 SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: None. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

**DUTIES** :

Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** :

Ms M Hendricks at (081) 588 9118

**POST 23/156** :

**SOCIAL WORK SUPERVISOR: DRAKENSTEIN SERVICES DELIVERY TEAMS, REF NO: DSD 2018-63**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R341 322 per annum (OSD as prescribed)  
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 SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Recommendations: None. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.



<b><u>DUTIES</u></b>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr D Eland at (021) 348 5300
<b><u>POST 23/157</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (OUTENIEKWA), REF NO: DSD 2018-65</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R341 322 per annum (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Supervision Framework for social workers; Social work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Psycho social intervention; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant substance abuse treatment programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms B Nicholas at (044) 803 7500
<b><u>POST 23/158</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT, REF NO: DSD 2018-61</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in Supply Chain Management (Acquisition management). Recommendations: None. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources; Budgeting processes; Public Financial Management; Human Resources Management function; Procurement policies/ procedures/ contract management; General support service such as transport management and policy and procedures governing these functions; Analytical thinking; Communication (Written, Verbal and Presentation) skills in at least two of the three official languages in the Western Cape; Computer literacy; Conflict resolution; Problem solving.
<b><u>DUTIES</u></b>	:	Develop and implement strategic sourcing plan; Manage and administer the Integrated Procurement System, Compile and maintain contract register and report on Commitments; Develop service level agreements for contact management and administration; Monitor and coordinate supplier performance; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc); Render systems controller function; Management of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr K Jackson at (021) 483 8474

**POST 23/159** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: FIXED ASSET MANAGEMENT. REF NO: DSD 2018-62**

**SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 2 years' asset management experience. Recommendations: Working knowledge and experience in LOGIS system. Competencies: Knowledge of the following: Legislation policies prescripts related to the PFMA; Tender procedures; Treasury instructions; Departmental Delegations 36, KST 37 and Department Procurement Framework; Knowledge of the LOGIS system; Good communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.

**DUTIES** : Assist with the development and review of departmental asset management plans for implementation; Oversee the maintenance of the departmental asset register; Manage the physical asset verification process; Develop, implement and manage mechanisms to safeguard assets; Manage asset reporting analysis, Participate in the recruitment and selection of staff; Monitor information capacity building; Promote sound labour relations; Provide strategic direction to and manage policy issues with regard to the functions of the components under his/her command.

**ENQUIRIES** : Mr K Jackson at (021) 483 8474

**POST 23/160** : **SOCIAL WORKER: SOCIAL WORK SERVICES: OUDTSHOORN, REF NO: DSD 2018-49**

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

**CENTRE** : 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 D Nganyama at (044) 272 8977

**POST 23/161** : **EDUCATION OFFICER: EDUCATION: OUTENIEKWA REF NO: DSD 2018-66 (X5 POSTS)**

**SALARY** : R226 611 per annum (Level 07)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : 4-year B-Degree in Education; Registered with SACE; A minimum of 1-year experience as an Educationalist/ Educator. Recommendations: None. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

**ENQUIRIES** : Ms B Nicholas at (044) 803 7500

**POST 23/162** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES: OUTENIEKWA REF NO: DSD 2018-64 (X2 POSTS)**

**SALARY** : Grade 1: R138 378 per annum (As OSD prescribes)  
Grade 2: R165 231 per annum (As OSD prescribes)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 10 years' experience in Child and Youth Care work after obtaining the required qualification; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape.

**DUTIES** : Serve as a team leader for child and youth care workers during a shift; Oversee the following: The admission and related activities of children and youth to the care facility; Access of children/youth to medical services; The implementation of planned activities, developmental and therapeutic programmes; Basic life space work; Undertake inspections during a shift and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required by the job; Assist with the care of children as the need arises.

**ENQUIRIES** : Ms B Nicholas at (044) 803 7500

#### **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](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 25 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 23/163** : **PROGRAMME MANAGER: CHIEF ENGINEER/ CHIEF QUANTITY SURVEYOR/ CHIEF ARCHITECT/ CHIEF CONSTRUCTION PROJECT MANAGER REF NO: TPW 2018-114 (X2 POSTS)**

**SALARY** : As prescribed by the Occupational Specific Dispensation.  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A relevant B-degree (or equivalent) in the built environment (Quantity surveying, Engineering, Architecture or Project/Programme Management) with a minimum of 6 years' appropriate post-registration experience; A valid driver's licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None Competencies: Knowledge of the following: experience of contract documentation and administration, act/regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

**ENQUIRIES** : Ms R Kok (021) 438 3056

**POST 23/164** : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION, REF NO: TPW 2018-107**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A 3-year National Diploma/B-Degree in Public Relations/Communications/Journalism with a minimum of 3 years' relevant experience; A valid Code B driving licence. Recommendations: None Competencies: Knowledge in the following: Communication policies and strategies; Latest trends in communication products; Media liaison; Social media; Events management; People Management Practices; Computer literate (MS Word, Excel, PowerPoint & Outlook); Social media applications; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Participate in daily communication with strategic communications unit and manage follow up interventions as agreed; Draft and consult departmental communication plan(s) and protocols; Facilitate / co-ordinate departmental functions, workshops, exhibitions, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the strategic communications unit; Liaise with line functionaries to ensure that the department's intranet and internet web pages reflect factually correct and up to date information; Operationally manage the departmental Communications Service Level Agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the strategic

**ENQUIRIES**

: communications unit and manage follow up interventions as agreed; Management of staff, progressive discipline, SPMS etc.  
Mr J Bakker at (021) 483 8513