

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

- APPLICATIONS** : To apply please hand deliver your application to: 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: Maverick Trading, PO Box 31120, Grassy Park, 7941.
- FOR ATTENTION** : Cecil Van Reenen
- CLOSING DATE** : 09 July 2018
- NOTE** : To apply please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number for must be clearly indicated on the Z83 application form. 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**OTHER POST**

- POST 25/109** : **HOUSEHOLD AID: GENERAL SUPPORT SERVICES (ELSENBERG), REF NO: AGR 2018-34**

- SALARY** : R90 234 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : ABET Level 2 or equivalent qualification. Recommendations: None Competencies: Proven working knowledge of the following: Occupational Health and safety Act; The Hazard Analysis Critical Control Point (HACCP) and good safety points; Ability to work independently as well as part of a team; Communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Delivering of a catering service and cleaning of a kitchen area; Assisting with the processing of meat, peel off vegetables, making salads for daily meals of students; Help with the preparation of food such as baking eggs; Assisting with the plating of food and serving of meals; Setting and clearing tables during meals; Assisting with the preparation of food at students and official functions; Daily cleaning of the kitchen; Washing of dishes before and after meals; Rendering a cleaning service in kitchen and other areas or facilities; Cleaning of the hostel kitchen on a daily basis and other facilities; Use of cleaning equipment and detergents when cleaning the kitchen. Removal of garbage; Willingness to work shifts, weekends and public holidays.

- ENQUIRIES** : Ms LB Smith at (021) 808 5470

**DEPARTMENT OF COMMUNITY SAFETY**

- 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** : 09 July 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POST

- POST 25/110** : **ASSISTANT DIRECTOR: NEIGHBOURHOOD WATCH ADMINISTRATION REF NO: CS 2018-18**  
(12-Month Contract Position)
- SALARY** : R334 545 per annum plus 37% in lieu of service benefits (Level 09).  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : A 3-year National Diploma/B-Degree with a minimum of 3 years' experience in the capacitation and development of communities; A valid driving licence. Recommendations: Experience in community engagement and understanding of community structures. Competencies: Working knowledge in project planning; Knowledge of extensive administration and People Management in a government environment; Understanding how community structures function and engage; Proven computer literacy (MS Word, Excel, Power Point, Outlook); Advanced communication (written and verbal) skills in at least two of the official language of the Western Cape; Ability to work under pressure and self-motivated.
- DUTIES** : Manage the administration process to ensure the formal accreditation of Neighbourhood Watches; Manage effective record keeping in terms of accreditation requirements for Neighbourhood Watches; Manage the support for accredited Neighbourhood Watches; Manage all functions related to staff human resources.
- ENQUIRIES** : Ms A Fortune at (021) 483 5010

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 09 July 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. Kindly note that technical support is only available Monday to Friday from 8:00 to 16.00, should you experience any difficulties with your online application contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

- POST 25/111** : **CHIEF AUXILIARY SERVICE OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 2018-25**
- SALARY** : R226 611 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Grade 12 Senior Certificate (or equivalent qualification) with a minimum of 6 years' relevant experience. Recommendations: Working knowledge of retrieval and filing of records; Proven computer literacy; Supervisory experience. Competencies: Interpersonal and liaison skills; Communication (verbal and written) skills in at least two of three official languages of the Western Cape; Organising skills; Ability to work in a team and independently; Strong leadership skills.
- DUTIES** : Planning and administration; People management; Control over stock room management and stock room security; Control over supply services to researchers in the reading room and to staff.
- ENQUIRIES** : Ms E Le Roux at (021) 483 0405

**POST 25/112** : **ADMINISTRATION CLERK: PUBLIC LIBRARY ENHANCEMENT, MUNICIPAL, SUPPORT SERVICES, REF NO: CAS 2018-27**

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
 : Department of Cultural Affairs and Sport, Western Cape Government  
 : Senior Certificate (Grade 12) or equivalent qualification. Recommendations: Office administration experience. Competencies: Knowledge of the following: Public/Provincial libraries; Writing of reports; Administration and spreadsheets; Filing, Interpersonal skills; Organisational skills; Planning; Appropriate administrative procedures; Ability to work in a team; Above average numeracy, Communication (Verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy in MS office package.

**DUTIES** : Finance and SCM Responsibilities, Forward all documentation to finance for BAS authorization; Administrative functions; Administration and co-ordination of reservations; Co-ordination and arrangement of transport; Co-ordinate and distribute information in the Public Library Enhancement Division; Process and supply information for management of the Public library Enhancement Division; Responsible for distribution of information to municipalities, Library Service and other clients; Liaison and communication; Assist with clerical functions regarding the co-coordinating of the attendance of courses by the staff in the Public library Enhancement Division; Filing.

**ENQUIRIES** : Ms E Waters at (021) 483 5140

**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** : 09 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). 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 25/113** : **CHIEF DIRECTOR: DIGITAL ECONOMY, REF NO. DEDAT 2018-15**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)  
 : Department of Economic Development and Tourism, Western Cape Government  
 : Relevant Bachelors degree (NQF 7); 5 Years of experience and knowledge in a broadband or digital environment; 5 Years of Project management experience; and 3 Years of Stakeholder management experience. Recommendations: Post graduate qualification; Advanced knowledge of government broadband policy and programmes; 5 Years experience of economic development; Knowledge/ understanding of economic development; and Citizen or community based exposure and project based experience. Competencies: Excellent knowledge and understanding of the broadband and digital industries in the Western Cape and South Africa; Advanced knowledge of broadband policy and programmes; Knowledge and understanding of the relevant government policy environment; Innovation, creativity and Project Management skills; Excellent communication (written and verbal) skills at operating, management and executive levels; and Strategic planning and leadership skills.

**DUTIES** : Drive and implement household and local government connectivity within the Western Cape; Drive and implement the Connected Economy programme within the Western Cape; Strategically guide and drive the connected communities public access programmes within the Western Cape; Strategic management; Human Resource management; and Financial management.

**ENQUIRIES** : Ms J Johnston at (021) 483 4165

**POST 25/114** : **CHIEF DIRECTOR: ECONOMIC PLANNING, INFRASTRUCTURE AND COORDINATION, REF NO: DEDAT 2018-19**

**SALARY** : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : Appropriate B degree (NQF 7); 5 Years Senior Management experience. Recommendations: 5 years experience in developing and leading economic development strategies; and 5 years experience in leading major infrastructure projects. Competencies: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; Empowerment (SMME, Broadband based BEE); Capacity building; Project management; and Community facilitation.

**DUTIES** : Conduct economic research and manage the development of provincial economic policy and plans; Ensure vertical and horizontal alignment and integration of economic development and various business partners and stakeholders; Strategically and programmatically drive, develop, implement and maintain key catalytic infrastructure interventions and its sub-projects in order to positively transform the economy's competitiveness and improve job creation; Leverage economic cooperation from State Owned Enterprises (SOE's) for the provincial economic strategy; Strategic management; Human Resource management; and Financial management.

**ENQUIRIES** : Ms J Johnston at (021) 483 4165

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 16 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). 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 25/115** : **DIRECTOR: SPATIAL PLANNING, REF NO: EADP 2018-22**

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

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

**REQUIREMENTS** : A Post graduate qualification in either of the following disciplines: Town and Regional Planning or Urban Planning or Development Planning or Spatial Planning; A minimum of 5 years proven relevant experience at middle or senior

managerial level in the Spatial Planning / Land Use Planning / Development Planning sectors. Recommendations: A Master's qualification in the fields of Spatial Planning / Land Use Planning / Development Planning would be advantageous. Competencies: Specialist knowledge of the current international, national, provincial and municipal spatial planning and land use management governance frameworks / Development Planning governance frameworks; Specialist knowledge of latest international, national provincial and local trends and developments in respect of Spatial Planning and Land Use Management / Development Planning legislation, policy, strategy; Specialist knowledge of the theory and practice of spatial planning and development facilitation; Knowledge of strategy development, implementation, strategy monitoring and review processes, preferably in the development planning arena; Knowledge of monitoring, evaluation and reporting, preferably in the field of spatial planning performance management; Knowledge of research methodology and research trends with regard to spatial / development planning; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of modern systems of governance and administration; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of policy formulation, implementation and monitoring processes utilised; and Advanced knowledge of global, regional and local political, economic and social affairs impacting on South Africa and the Western Cape; Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using technology and/or diverse user systems; Strong conceptual and formulation skills; Exceptional analytical and interpretation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Strong project management and research skills; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Legislative interpretation skills; Basic accounting and budgeting skills; and computer literacy skills; 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 pressurised circumstances; The ability to persuade and influence; The ability to build and maintain strategic working partnerships; and The ability to lead and direct teams of professionals and service providers.

**DUTIES**

: Line Management: Strategically and operationally manage and provide leadership with respect to the Spatial Planning function in the province. This includes the following broad areas of service delivery: Promoting and advocating the need for and the value of the coordination of the Provincial Spatial Planning function; Assist with organising the relevant spatial / development planning data and information sets into settlement, town and regional sets; Assist with the necessary analysis and interpretation of all relevant development planning data and information; Ensure the execution, management and coordination of all spatial planning research initiatives; Assist with the development and publishing of academic and / or popular articles on policy, research findings, best practice, etc. with respect to development planning; Ensure that all relevant Departmental, Provincial and National policy formulation and review processes are informed by the requisite Spatial Planning Intelligence. Strategically assist / lead the formulation, implementation, monitoring and review of the Provincial Spatial Planning Policy; and Coordinating the Department's and Western Cape Government's Scenario Planning initiatives as it relates to Spatial Planning; and Assist local municipalities in the Western Cape with their spatial planning policy formulation processes. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Chief Directorate's and Department's strategic planning process; Develop and manage the business and operational 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: Development Planning 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; and Manage the Directorate, Chief Directorate and Departmental risks accordingly. Human Resource Management: To compile a human resource plan, a service delivery improvement programme and an information resources plan; Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan with due regard to approved budgetary allocations; 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; Manage the personnel management issues of the Directorate's employees in consultation with the relevant head of component and the Department's relevant staff function support unit; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; and Monitor information capacity building within the Directorate; Financial Management: Active participation in the budgeting process at the Chief Directorate and Departmental 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; Be responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Report to the Programme Manager and Accounting Officer on all aspects of the Directorate's finances; Perform diligently all duties assigned by the Programme Manager and Accounting Officer; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure 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; Minister responsible for Development Planning; the Director-General of the Western Cape; Head of Department and Senior Management team of the Department of Environmental Affairs and Development Planning; Ministers, Senior Managers, professional staff at a national level; Provincial departments and public entities; National Departments and other departments/provincial administrations; Auditor General of South Africa; International/national organisations; Academic and research institutions; Private sector organisations and business; Mayors, Municipal Managers, Senior Managers in local governments; and Civil Society.

**ENQUIRIES** : Mr Anthony Barnes at (021) 483 4093

**DEPARTMENT OF HEALTH**

***In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.***

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 25/116** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**  
Chief Directorate: Rural Health Services

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

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Extensive experience in a Financial Management and/or Accounting field. Managerial and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Financial Business Units implementation. High level of computer literacy (Microsoft Office package). Strong people

management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.

**DUTIES** : Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial and performance data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board's finances.

**ENQUIRIES** : Ms E Vosloo, Tel No: (023) 348-1113  
**APPLICATIONS** : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Ms L Koopman  
**NOTE** : Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 06 July 2018

**POST 25/117** : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)**

**SALARY** : R499 953 (PN-B3) per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. 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 Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

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

**ENQUIRIES** : Mr A Mohamed, Tel No: (021) 404-2092  
**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

**CLOSING DATE** : 06 July 2018

<b><u>POST 25/118</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u></b> (Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	Grade 1: R351 516 per annum Grade 2: R414 069 per annum Grade 3: R487 752 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA in Radiographer (Ultrasound). Experience: <b>Grade 1:</b> None after registration with the HPSCA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPSCA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Assist at the CHC in the area when required. Competencies (knowledge/skills): Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal).
<b><u>DUTIES</u></b>	:	Conduct ante-natal paediatric, gynaecology, vascular studies and abdominal ultrasound examinations. General care of patients. Maintain case records and statistics. Participate in OPD training programmes. Responsible for quality assurance in the sonography department.
<b><u>ENQUIRIES</u></b>	:	Ms S Rossouw, Tel No: (021) 918-1267
<b><u>APPLICATIONS</u></b>	:	The Manager Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
<b><u>FOR ATTENTION</u></b>	:	Ms A Dyers
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 July 2018
<b><u>POST 25/119</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u></b> Eden District
<b><u>SALARY</u></b>	:	R226 611 per annum
<b><u>CENTRE</u></b>	:	Knysna Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive Health Information Management experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHICS); understanding of the Ditcom process and IT Helpdesk procedure and IT support. Advanced computer literacy (i.e. MS Word, Excel, PowerPoint and Access) and knowledge with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict-resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

**DUTIES** : Coordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOP's. Assist with data quality monitoring, verification and submission to and from Sub-district Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district health facilities. Participate in Sub-district health information coordinating activities. Monitor data trends for Sub-district and provide regular reports/feedback to management. Coordinate health information activities and support management, supervisor and colleagues. Maintain information systems: hard/software. Conduct and assist with audits. IT support.

**ENQUIRIES** : Ms G Lloyd, Tel No: (044) 302-8440

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

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

**CLOSING DATE** : 13 July 2018

**POST 24/120** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R152 862 per annum

**CENTRE** : Swartland Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Comprehensive knowledge of Human Resource Management. Sound knowledge and appropriate experience of PERSAL.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration section (i.e appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips and debt management). Responsible for capturing transactions on PERSAL. Responsible for auditing of pension, personnel and leave files. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, Commuted Overtime, Appointments, and Service Terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties and attending meetings.

**ENQUIRIES** : Mr RS Liedeman, Tel No: (022) 487-9278

**APPLICATIONS** : [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**FOR ATTENTION** : Mr E Sass

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

**CLOSING DATE** : 06 July 2018

**POST 25/121** : **ADMINISTRATION CLERK: ADMISSIONS**  
Chief Directorate: Cape Winelands Health District

**SALARY** : R152 862 per annum

**CENTRE** : Ceres Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, and public holidays). Willingness to work overtime on short notice. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees, EDI (Electronic Data Interchange) and billing for State Departments (RAF, SANDF, SAPS, DCS and COIDA). Computer literacy (MS Word and Excel) and accept accountability and responsibility, work independently and unsupervised. Good interpersonal skills, the ability to maintain confidentiality and excellent

communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge in Basic Routine Health Information System for Data Capturers.

**DUTIES** : Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Responsible for sound cash management. Open patient folders and loan to the correct department. Ensure submissions of EDI and paper claims and assist with EDI rejections and resubmissions. Capture payments and journals on BAS and Accounts Receivable Systems. Ensure submission of outstanding invoices to State Departments.

**ENQUIRIES** : Ms LN Carolus, Tel No: (023) 316-9627

**APPLICATIONS** : The Manager: Medical Services, Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION** : Mr W Owen

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

**CLOSING DATE** : 13 July 2018

**POST 25/122** : **ADMINISTRATION CLERK: SUPPORT (THUTHUZELA CLINICAL FORENSIC CENTRE)**  
(Chief Directorate: Metro Health Services)

**SALARY** : R152 862 per annum

**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and understanding within a Health, Social and Criminal Justice setting. Inherent requirements of the job: Availability if and when needed after hours. Ability to speak isiXhosa. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power Point). Good communication and writing skills in at least two of the three official languages of the Western Cape. Comprehensive knowledge of Criminal Justice, Health and Social aspects of Sexual Offenses, Domestic Violence and Child Abuse.

**DUTIES** : Perform all administrative duties pertaining to the reception area of the centre to ensure adequate Health stationery, office supplies, comfort packs, refreshments for clients, laundry and medico-legal forms. Handle calls, telephone queries from the public, hospital staff and stakeholders: Police, Court, Social Department, NGO's including receiving clients. Admit and discharge client folders on Clinicom system. Compile stats and liaise with Health department and related stakeholders for monthly meetings and trainings. Assist, (as per operational requirements) with interpreting for doctors and police officials. Attend regular updates w.r.t the legal and health aspects of survivors of sexual Offenses and Domestic Violence.

**ENQUIRIES** : Dr K Moodley, Tel No: (021) 360-4200

**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag x 6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr A Ernstzen

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

**CLOSING DATE** : 06 July 2018

**DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 09 July 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

- POST 25/123** : **ASSISTANT DIRECTOR: PEOPLE POLICY, REF NO: DOTP 2018-73**
- SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : A 3-year National Diploma/B-Degree with Industrial Psychology as a major; Minimum of 3 years relevant HR experience. Recommendations: Honours in Industrial Psychology; A good knowledge of the Public Service People Policy and Regulatory Framework; Thorough understanding of the Public Service from a People/HR Policy managerial perspective. Competencies: Knowledge of the following: Regulatory Framework (People Management Policies and Collective Agreements in the Public Service); Organising, Leadership, Managerial and Interpersonal skills; Excellent research and receptiveness to suggestion; Ability to work under pressure and statutory; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.
- DUTIES** : Develop, review and maintain provincial People Management/Human Resource policies for the WCG in line with the Regulatory Framework that are future-fit and leading practice; Render people management/human resource policy advisory service to people professionals; Facilitate and co-ordinate people management/human resource related content on the intranet; Provide a provincial people management/human resource policy related knowledge management service; Facilitate and influence the implementation of the people management related regulatory Framework.
- ENQUIRIES** : Ms Louisa Reutener at (021) 483 8225
- POST 25/124** : **FORENSIC CONSULTANT: (CLUSTER B), REF NO: DOTP 2018-70**
- SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree in Commerce/ Law/ Forensics/ Auditing with a minimum of 3 years' relevant experience; A valid code B driving licence. Recommendations: Certified Fraud Examiner professional designation; B Comm Honours in Computer Science; Working experience in investigations within public sector. Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysing and Interviewing skills and ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports.
- DUTIES** : Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders.
- ENQUIRIES** : Ms D Viljoen at (021) 483 4701
- POST 25/125** : **FORENSIC CONSULTANT: (CLUSTER A), REF NO: DOTP 2018-74**
- SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3- year National Diploma/B-Degree in Commerce/ Law/ Forensics or Auditing with a minimum of 3 years' relevant experience in conducting forensic investigations; A valid Code B driving licence. Recommendations: B. Com Honours in Computer Forensics; Experience in investigations within the public sector; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies:

- Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Project management skills; Communication (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders.
- ENQUIRIES** : Ms W Hansby at (021) 483 4593
- POST 25/126** : **PERSONAL ASSISTANT: OFFICE OF THE DEPUTY-DIRECTOR GENERAL (PEOPLE MANAGEMENT) - REF NO: DOTP 2018-68**
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 07)  
: Department of the Premier, Western Cape Government  
: Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.
- DUTIES** : Provides a secretarial/ receptionist support service to the senior manager; Rendering administrative support services which includes procurement and minute taking; Provide support to manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information / documents through the office; Safekeeping and filing of documents; Compiles reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.
- ENQUIRIES** : Ms N Madondile at (021) 483 9837

#### **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** : 09 July 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

- POST 25/127** : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR REF NO: PT 2018-23**
- SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)

- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government  
 : A 3-year National Diploma/ B-Degree qualification in Accounting/Public Finance/ Business Management/Economics; A minimum of 5 years experience in a finance department of which 3 years' must be management experience; A valid driving licence. Recommendations: Experience of process and project management; Experience in Budget & IYM analysis (preferably municipal), reviews and co-ordination; Knowledge of budget process; Strong financial background specifically in Local Government. Competencies: Acts as a catalyst for organisational change; builds a shared vision with others and influence others to translate vision to action; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Strategic planning skills.
- DUTIES** : Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.
- ENQUIRIES** : Mr B Damons at (021) 483 6127

**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** : 09 July 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 contact the helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 25/128** : **SOCIAL WORKER: SOCIAL WORK SERVICES (EERSTE RIVER), REF NO: DSD 2018-67**
- SALARY** : Grade 1: R226 686 – R262 785 per annum  
 Grade 2: R278 784 – R323 178 per annum  
 Grade 3: R341 322 – R395 685  
 Grade 4: R419 784 – R516 279 per annum  
 (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
 : 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. 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** : Ms M Rebe at (021) 812 0923

**POST 25/129** : **EDUCATION MANAGER: EDUCATION, LINDELANI REF NO: DSD 2018-70**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree (teaching) in Education (or higher qualification); Registration with SACE; A minimum of 3 years' experience as an Educator/Educationalist. Recommendations Experience as a manager in the Education sector. Competencies: Extensive knowledge of the following: Applicable policies and procedures; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Communication (written and verbal), influencing and interpretation skills in at least two of the official languages of the Western Province; Proven computer literacy; people management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

**DUTIES** : Oversee and management of Educational and Development Programmes for learners with special educational needs (ELSEN); Preparing and provision of Educational and Development Programmes for learners with special educational needs (ELSEN); Management and implementation of assessment and evaluation: Baseline assessment of newly admitted learners' academic levels; Evaluate learners' achievement of learning outcomes; Compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the departmental budget through the utilization of all financial and physical resources to ensure sound financial control; Manage and oversee the planning and administration: annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners, record keeping of learners; Work and achievements in learner portfolios; Effective Human Resource Management.

**ENQUIRIES** : Ms M Jonkerman at (021) 826 5972

#### **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** : 09 July 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 contact the Helpline: 086 1145 465 or Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 25/130** : **ASSISTANT DIRECTOR: STRATEGIC AND MANAGEMENT SUPPORT, REF NO: TPW 2018- 113**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Public Administration/ Project and Programme Management or Development studies with a minimum of 3 years' relevant experience in Programme/ Project Management/ Development Management. Recommendations: Supevisory experience; A valid code EB driving licence. Competencies: Knowledge of the following: Research processes; Programme or Project Management methodologies, governance and/or software; Understanding of socio-economic environment; The built environment; Basic corporate good governance requirements; Stakeholders' interaction and/or public participation; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership capability; Organising skills.

**DUTIES** : Co-ordinate the departmental information on the relevant systems; Co-ordinate and facilitate provincial transversal strategic priorities; Develop and maintain a programme and /or project reporting governance on transversal strategic priorities; Provide overall support for all intergovernmental programmes; Assess feedback from Departmental Monitoring and Evaluation and auditing reports; Support research on strategic priorities and governance frameworks; Develop and maintain relevant database graphs and analysis on programme activities.

**ENQUIRIES** : Mr J De Lora at (021) 483 4866

**POST 25/131** : **ASSISTANT DIRECTOR: CONSTRUCTION INNOVATION, REF NO: TPW 2018- 116**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in Skills Development. Recommendations: A valid driving licence; Supervisory experience. Competencies: Knowledge in the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Skills Development environment; Programme/project management, research and planning procedures; Skills in supervision of staff, planning and organising, report writing, computer skills, competency in at least two languages dominant in the Western Cape.

**DUTIES** : General management of interventions; Identify potential ad hoc innovative EPWP Construction interventions; Conduct feasibility assessments of each intervention; Ensure the assistance with the technical planning and implementation phase of each intervention; Solicit external funding for each intervention; Monitoring and assessment of Construction Innovation interventions; Develop and monitor implementation of Construction Industry Exit Strategy policy and guidelines.

**ENQUIRIES** : Mr F Jacobs at (021) 483 8541

**POST 25/132** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (GMT), REF NO: TPW 2018-111**

**SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (or higher qualification) in Management Accounting; A minimum of 1 year experience in Management Accounting; A valid Code B driving licence. Recommendations: Experience in the following: Management accounting; Administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions; General office administration. Competencies: Knowledge of the following: The operation of a trading entity; GMT policies; National Treasury Regulations and Provincial Treasury Instructions; Budget process; PFMA; Financial Delegations; Fleet Administration; Human Resource Management; Disciplinary and grievance

		procedures; Ability to interpret relevant directives and policies; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organisational and numerical skills; Financial reporting skills.
<b><u>DUTIES</u></b>	:	Input in the GMT budget process; Business improvement; Prepare input for statutory reporting; Manage costing (EEE); Manage the asset planning cycle.
<b><u>ENQUIRIES</u></b>	:	Mrs K Proctor-Fourie at (021) 467 4792
<b><u>POST 25/133</u></b>	:	<b><u>ADMINISTRATION CLERK: INTERNAL CONTROL: GOVERNMENT MOTOR TRANSPORT: FLEET FINANCE, REF NO: TPW 2018-109</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate) with Accounting as a passed subject; A valid code B driving licence. Recommendations: 1-year appropriate experience in internal control. Competencies: Knowledge of the following: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate, Numerical skills; GMT policies and SOP's National Treasury Regulations; Provincial Treasury instructions; Computers: Experience in a financial environment-experience in the administration of a Trading Entity-Experience of revenue and expenditure recording and control ;Control: Compiling submissions to Provincial Treasury and Head of Department-General Office administration.
<b><u>DUTIES</u></b>	:	Ensure that governance is implemented and maintained in all GMT components; Perform testing to ensure that the Accounting Officer's system of internal control is implemented and maintained in the trading entity; Monitor the implementation of financial related systems and procedures; Perform to assurance services: Ensure that assurance services performed on account balances and totals on SCOA; Analyse the internal and external reports; Handle documents control function: Review the memorandum of agreements between various between various functions and the GMT scan centre; Ensure that the original batches comply with financial instructions; Handle the cashier function: Receive cash/cheques; Capture receipts; Inspect expenditure for Irregular, unauthorized, fruitless and wasteful expenditure: Review expenditure to detect Irregular, unauthorized, Fruitless and wasteful expenditure document is collated and sent to internal control (Transport and Public Works) for processing; Asset verification: Perform asset verification procedures.
<b><u>ENQUIRIES</u></b>	:	Mrs K Proctor-Fourie at (021) 467 4792
<b><u>POST 25/134</u></b>	:	<b><u>ACCOUNTING CLERK: DEBTS REF NO: TPW 2018-115</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification) with accounting or mathematics as passed subjects. Recommendations: Appropriate experience working in a Debt Management environment; Advanced MS Excel skills; A valid driving licence. Competencies: Ability to work under pressure and meet deadlines; Ability to work within a team; Organising and planning skills; Numerical skills; Problem solving skills; Systematic approach. Communication (written and verbal) and Report writing skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Revenue and receivables (debtors, sales, donations), Execute Policies and Standard Operating Procedures; Disclosure in the financial statements and reporting according to GRAP 2; Assist in the compilation of disclosure of debtors in the financial statements; System reports; Access and interpret reports on various system including BAS,PERSAL,MDA and e-Natis; Oversight bodies, committees and forums, collate responses for SCOPA,MTEC,SCOF, Audit committees and Enterprise Risk Managemet commitee.
<b><u>ENQUIRIES</u></b>	:	Ms Rushana Ceasar at (021) 483 4305

**POST 25/135** : **ADMINISTRATIVE CLERK: CONSTRUCTION INDUSTRY INNOVATION AND EMPOWERMENT, REF NO: TPW 2018-117**

**SALARY** : R152 862 per annum (Level 05)

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

**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Recommendations: Office administration experience. Competencies: A good understanding and application of the following: National Provincial and Departmental policies, prescripts and practices regarding EPWP; Skills development environment; Research and planning procedures; Administrative and clerical procedures and systems; Office procedures and terminologies; Planning and Organising and report writing skills; Communication (written and verbal) skills in at least two of the official languages in the Western Cape; Problem solving and analytical skills.

**DUTIES** : Manage all office documents on behalf of the Assistant Manager; Obtain inputs, collate information and compile complex documents, reports and presentations on behalf of Assistant Manager; Conduct research; Coordinate travel arrangements; Assisting Assistant Manager with general office administration functions; Liaison with beneficiaries, communities and private sector organisation on behalf of the Assistant Manager.

**ENQUIRIES** : Mr F Jacobs at (021) 483 8541