

**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** : 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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).

**OTHER POSTS**

- POST 29/83** : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO, REF NO: AGR 2018-39**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : 4-year BSc Agri Degree, B Agri Management (Honours) or equivalent qualification within agricultural field; A minimum of 3 years' experience in agricultural extension; Registration with the South African Council for Natural Scientific Professions (SACNASP) or present proof that such application has been lodged with the respective body; A valid code B driving licence. Recommendations: Experience in crops and vegetable production economics. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving skills; Time management; Project management practices; Proven computer literacy in MS Offices packages.
- DUTIES** : Responsible for specialised advice in mainly agricultural economics and management principles to farmers; Responsible for specialised inputs to business plans and project developments as well as project evaluation and monitoring; Responsible for farm assessments, farm plans and potential studies; Responsible for adaptive and demonstrative research projects in field of specialization; Responsible for training and development of farmers and colleagues; Extension and advisory services to all farmers.
- ENQUIRIES** : Mr F Mpona at (021) 415 3134
- POST 29/84** : **LECTURER (COMPUTER TECHNOLOGY): BUSINESS SCIENCE, REF NO: AGR 2018-41**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year B- Degree; Experience in Education and Training; A valid code B driving licence. Recommendations: Required skills to do ICT equipment maintenance. Competencies: Proven knowledge within the computer technology field; Proven computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills, High levels of assertiveness and professionalism.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; To maintain the computer laboratories and lecture halls; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Valentyn at (021) 808 5455

**POST 29/85** : **ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL, REF NO: AGR 2018-40**

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12). Recommendations: Previous experience working on a LIMS system (Laboratory Information Management System) is essential preferably labware LIMS; Experience in sample reception in a laboratory environment. Competencies: A good understanding of administration procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office, Excel, Outlook, Database); Organisational and planning skills; Interpersonal skills to work with external and internal clients; Ability to work independently and accurately.

**DUTIES** : Receive and assist clients at sample reception office; Receive biological samples such a blood, faeces and organs from clients; Contact clients to obtain missing information on submission forms; Capturing of samples registration information onto LIMS (Laboratory database system); Deliver samples to the relevant laboratory sections; Coordinate courier services for referral of samples to other laborations; Assist with the updating of client information on the LIMS system; Assist with creating new client records on the LIMS system.

**ENQUIRIES** : Mr F Dreyer at (021) 887 0324

#### **DEPARTMENT OF COMMUNITY SAFETY**

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**CLOSING DATE** : 06 August 2018

**NOTE** : Only applications submitted online will be accepted. 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. 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).

#### **MANAGEMENT ECHELON**

**POST 29/86** : **DIRECTOR: SAFETY PROMOTION AND PARTNERSHIPS, REF NO: CS 2017-28**

**SALARY** : All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : A three (3) year degree (or equivalent) on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid driving licence. Recommendations: A post graduate qualification in a relevant field would be advantageous. Competencies: Knowledge: Government planning cycle; Community policing; Volunteerism; Non Profit Organisations Skills; Advanced Project Management; Communication; Computer literacy; Report writing; Attributes; Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

**DUTIES** : Line and People Management; Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define

the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate: Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/ outputs of the Directorate on an ongoing basis against pre-determined targets with a focus on continual improvement and innovation; Project Management; Establish and manage Community Safety Outreach Programmes headed by the directorate in collaboration with the broader department, and sister departments; Establish and management of safety partnerships, involving the community, through various fora in order to achieve the Western Cape Government's objectives of safety for all; Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

**ENQUIRIES** : Adv Y Pillay Tel No: (021) 483 3338  
**NOTE** : Candidates who previously applied need not re-apply)

**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)  
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**OTHER POST**

**POST 29/87** : **ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 2018-24**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year B-Degree in the field of Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering and Building Sciences; A minimum of 3 years relevant experience in a heritage related environment. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines (specifically those of HWC); Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Working knowledge of database such as SAHRIS; Excellent writing and presentation skills; Skills in office package suite; Communication (written and verbal) skill in at least two of the three official languages of the Western Cape.

**DUTIES** : Supervise the following: Co-ordination and processing of applications received in terms of the National Heritage Resources Act (Act 25 of 1999); Development of proposals for formal protection of Heritage Resources; Monitoring and enforcement of compliance with permits and conditions of impact; Ensure and provide professional technical assistance to other departments/internal units and local authorities and public and undertake advocacy on heritage matters; Human Resources Management; Budget Management.

**ENQUIRIES** : Mrs Colette Scheermeyer Tel No: (021) 483 9682

**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)
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**OTHER POSTS**

- POST 29/88** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 2018-25**

- SALARY** : Grade A: R256 815 - R285 021 per annum  
Grade B: R301 104 - R334 179 per annum  
Grade C: R353 082 - R448 035 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Environmental Management/ Natural or Physical Sciences; A valid driving licence (Code B). Recommendations: Environmental pollution/ Air Quality Management experience or training; Air quality monitoring/ management planning experience or training; Compliance monitoring and enforcement experience or training; Environmental impact assessments training or experience. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong report writing skills; Proven computer literacy in Word, Excel and PowerPoint; Planning and organisational skills; Ability to meet strict deadlines.
- DUTIES** : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.
- ENQUIRIES** : Dr J Leaner at (021) 483 2888

- POST 29/89** : **GIS TECHNICIAN (PRODUCTION LEVEL): SPATIAL INFORMATION REF NO: EADP 2018-26**

- SALARY** : Grade A: R293 652– R314 853 per annum  
Grade B: R334 179 – R360 240 per annum  
Grade C: R380 364 – R448 035 per annum (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician or proof that application for registration was already submitted; A valid driving licence (Code B). Recommendations: Comprehensive knowledge of Geographical Information Systems (GIS), specifically ESRI products; Cartographic and presentation experience. Competencies: Knowledge of the following: Legislative knowledge pertaining to spatial data; Geographical

- Information Systems (GIS), specifically the latest versions of ESRI products; technical GIS (knowledge regarding projections, data formats, geodatabases); Project Management; Legislation, policies, and standards pertaining to spatial data; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape including presentation skills; Excellent report writing skills; Problem solving skills; Investigation and research skills. Proven computer literacy in the MS Office suite (specific mention of MS Excel, MS Access required); Cartographic skills; Research skills.
- DUTIES** : Perform technical GIS activities; Maintain GIS Unit effectiveness; People Management; Functional requirement analysis; Converting and analysis of spatial data; Investigate and research new technology developments in the spatial information environment.
- ENQUIRIES** : Mr Andre Van Der Merwe at (021) 483 3499

#### 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 29/90** : **DIRECTOR: HEALTH IMPACT ASSESSMENT**  
(With specific focus on knowledge generation, management and organisational learning)  
Directorate: Health Impact Assessment  
Purpose: This is a senior management position in the Strategic Support Services of the Department primarily involving the following: To lead the HIA Directorate to establish systems and processes to manage public health intelligence (including surveillance, information, evidence and its interpretation and analysis), information the priority setting process, measure the impact of interventions on the whole system and the health outcomes of the population.

- SALARY** : R948 174 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : An appropriate qualification (NQF 7) in a health-related field plus 5 years of experience at a middle management/senior management level. Experience: 5 years' minimum appropriate managerial experience in the health sector, preferably in the public health services and/or health programmes in the state or NGO environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to travel to the districts and nationally if required. Positive attitude and ethical values. Competencies (knowledge/skills): Computer literacy and good writing skills. Strong leadership, managerial, organisational, strategic, interpersonal, communication operational and contingency planning skills. Independent decision-making and problem solving skills. Extensive knowledge of applicable legislation, regulations, national and provincial policies. Extensive knowledge of health systems and health system resilience strategies. Extensive knowledge of priority health programmes. Ability to work well with other role players inside and external to the Department. Extensive insights into disease surveillance and the monitoring and evaluation of health systems and programmes. Extensive insights and/or experience in knowledge management and information management systems. Insights into research and its translation into policy and practice. Recommendation: A post graduate qualification in public health.

- DUTIES** : Ensure the development of disease surveillance programmes. Co-ordinate health services and systems research and facilitate its translation to policy and practice within the department where appropriate. Determine the effectiveness and impact of Health Programmes, Services and Systems on population health. Coordinate and strengthen the capacity to undertake programme, service and system evaluations within the Department. Develop knowledge management and an

organisational learning approach. Manage the unit with due regard to corporate policies. Manage the interface between the Directorate and range of partners including HEIs, and other agencies. Develop and maintain an efficient, compliant information architecture, data governance structure and provincial health data centre that is responsive to the Information needs of the Department. Provide technical support to and inform the priority setting process within the Department. Manage the envisaged transition of the HIA directorate into a new unit which will incorporate epidemiology, surveillance, evaluation, health research and information and knowledge management (including the data centre) (but not quality assurance, occupational health and safety or infection prevention and control.) Oversee the management of public health registrars in the Department in collaboration with the HEIs.

**ENQUIRIES** : Dr K Vallabhjee, Tel No: (021) 483-6865 / Krish.Vallabhjee@westerncape.gov.za  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)  
**NOTE** : Manage the envisaged transition, over the next year, of the HIA directorate into a new unit which will incorporate epidemiology, surveillance, evaluation, health research and information and knowledge management (but not quality assurance, occupational health and safety or infection prevention and control). 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 the interview.

**CLOSING DATE** : 03 August 2018

**POST 29/91** : **DIRECTOR: PROFESSIONAL SUPPORT SERVICES**  
 Directorate: Professional Support Services  
 Purpose: The Directorate is to provide assurance that the Department is ensuring and/or providing good quality health services in keeping with the national and provincial standards and that risks are adequately identified, assessed and mitigated.

**SALARY** : R948 174 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : An appropriate qualification (NQF 7) in a health-related field with at least 5 years' experience at a middle or senior management level. Experience: Extensive knowledge and experience in Quality Assurance Systems, Risk assurance, Occupational Health Services in the health sector. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Positive attitude and ethical values/culture. Competencies (knowledge/skills): Computer literacy. Project management. Excellent managerial, inter-personal, leadership, administrative, communication, analytical and problem- solving skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently. Knowledge of the relevant Acts, Bills and legislation, as well as the national and provincial health policy. Knowledge of quality assurance and improvement in health care including Infection control, occupational health and safety, and other clinical risks. Knowledge of medico-legal processes within a health care environment. Knowledge of regulatory environment of private health care industry. Knowledge of Risk management and assurance. An in-depth knowledge and experience of management and the administrative processes and health system approaches in the Public Health Sector. Recommendation: Extensive knowledge and experience in Quality Assurance Systems, Risk assurance, Occupational Health Services in the health sector.

**DUTIES** : Manage the regulation of private health care, community mental health care facilities and ambulance services in terms of licensing and the inspections thereof. Manage all aspects of medico-legal litigation and claims against the Department. Strategic role in occupational health with the development of policies, protocols and implementation support within the legislative parameters. This includes support and coordination across the Department of the Safety, Health, Environment, Risk and Quality (SHERQ) policy implementation. Manage unit with due regard to corporate policies. Fulfil a leadership role in the transition processes in the Department towards Healthcare 2030.

**ENQUIRIES** : Dr K Vallabhjee, Tel No: (021) 483-6865 / Krish.Vallabhjee@westerncape.gov.za  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** : The Department is in transition towards a reconfigured architecture. The Directorate: PSS will reconfigure to a focus on Quality and Risk Assurance. This will include: Coordination of Quality Assurance and Improvement that includes Infection Prevention & Control (IPC); Occupational Health and Safety (OHS); Clinical & non-clinical risk management and support compliance with National Core Standards and Ideal Clinic Standards. Co-ordination and support for the development of Risk Assurance within the Department. 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 the interview.

**CLOSING DATE** : 03 August 2018

#### **OTHER POSTS**

**POST 29/92** : **HEAD CLINICAL UNIT (MEDICAL) (RHEUMATOLOGY)**

**SALARY** : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Rheumatology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Rheumatology. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as Medical Specialist in Rheumatology. Inherent requirement of the job: Availability to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a senior specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge of Rheumatology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students. Active participation in under- and post-graduate teaching and training programmes. Participation in administrative functions pertaining to the position. Ability to keep neat and complete records.

**DUTIES** : Overall strategic leadership of the division, giving expression to its vision of becoming a world-class centre for training, research and innovation. Clinical service delivery and transformation: Provide Clinical Leadership through effective and efficient clinical service provision, management, and outreach and support. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of service to stakeholders. Clinical Governance and Quality Assurance: Embed good governance and values-driven leadership practices through the establishment of specific targeted governance, and quality assurance initiatives within the division. Corporate Governance which includes ensuring sound people management and a capacitated human resource. Manage the Division within allocated budget. Faculty Responsibilities by Providing academic leadership and management as the Head of the Division, develop, and coordinate teaching programs in the Division, engage and supervise in research in the Division, Serving on University and external committees.

**ENQUIRIES** : Prof M R Moosa, Tel. No: (021) 938-9044 or Dr R Mistry, Tel. No: (021) 938-6267

**APPLICATIONS** : The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood

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

**CLOSING DATE** : 03 August 2018

**POST 29/93** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)**  
Directorate: Financial Accounting

**SALARY** : R299 709 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: A 3-year B-Degree qualification in Accounting/Auditing; A minimum of 3 years audit experience in an

accounting/auditing environment with extensive experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies in respect of AFS/IFS requirements. Answering of Audit enquiries. Human Resource Management and Monitoring.

**ENQUIRIES** : Ms LA Mars, Tel No: (021) 483-4209  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)  
**NOTE** : Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.

**CLOSING DATE** : 03 August 2018

**POST 29/94** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**  
 West Coast District

**SALARY** : Grade 1: R241 908 per annum  
 Grade 2: R297 516 per annum  
 Grade 3: R362 559 per annum

**CENTRE** : Swartland Sub-district Primary Health Care (Stationed at Malmesbury CDC)  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of registration for 2018. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours, travel and meet operational requirements. Valid (Code B/EB) driver's licence. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Excellent computer literacy in Microsoft office programs. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Inter-sectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities.



Coordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

**ENQUIRIES** : Ms H van der Westhuizen, Tel No: (022) 482-2729  
**APPLICATIONS** : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7300 or PG Nelson Street, Malmesbury.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise.

**CLOSING DATE** : 03 August 2018

**POST 29/95** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**  
 Directorate: Engineering and Technical Support Services

**SALARY** : Grade A: R179 523 per annum  
 Grade B: R211 464 per annum  
 Grade C: R246 870 per annum

**CENTRE** : Head Office based at Bellville Mobile Workshop  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties when necessary. The successful candidate will be required to register with the South African Qualification and Certification Committee as an Authorised Practitioner: Air Conditioning and Refrigeration Gas. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to do welding work.

**DUTIES** : Repair and maintenance of air-conditioning and refrigeration systems including screw chillers, refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES** : L Semono/K Mathews, Tel No: (021) 918-1382/1560  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.

**CLOSING DATE** : 03 August 2018

**POST 29/96** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

**SALARY** : Grade A: R179 523 per annum  
 Grade B: R211 464 per annum  
 Grade C: R246 870 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational requirements: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's license. Physically fit to perform duties. Work overtime should the need arise, day or night and standby duties. Competencies (knowledge and skills): The ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and OHS Act. (Act 85). Ability to fault-find and repair down to

component level. Competent with hands-on practical work experience. Wireman's licence. Knowledge sans 10142.

**DUTIES** : Perform administrative and related functions with regard to workshop, control over equipment, tools, plant and materials. Ensure quality assurance on all maintenance and repair work performed, keep register of all work done and keep control of job cards. Provide in- service training to subordinates and manage the performance of staff. Compile and submit reports as required and provide input on the operational plan of the workshop. Assist with Supervision of the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Foreman in ordering, procurement and control of maintenance material and equipment. Assist on all maintenance and repairs on electrical equipment and or related equipment and with the execution of engineering projects.

**ENQUIRIES** : Mr S Edwards-Medd: Tel No: 021 938 4237

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

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

**CLOSING DATE** : 03 August 2018

**POST 29/97** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
West Coast District

**SALARY** : R242 475 per annum

**CENTRE** : Vredendal Hospital

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work extra hours and be on standby duties. Competencies (knowledge/skills): Advanced computer literacy (MS Word and Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

**DUTIES** : Effectively manage and supervise staff for the support sections, including household staff, food services, telecommunication, porter services, laundry, transport section, registry, messenger service, workshop and out-sourced contractors. Responsible for the effective and efficient rendering of porters and helpdesk coordination, burial/bereavement services and security management. Effective and efficient management of the Registry Section according to Policy. Effective Contract Management of all out-sourced firms operating at Hospital and Clinics. Effective Human Resource functions of Support Services section's staff, discipline and provide support to facility Manager (HRM).

**ENQUIRIES** : Mr MT Julius, Tel No: (027) 213-2039

**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi

**NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the interview process.

**CLOSING DATE** : 10 August 2018

**POST 29/98** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT AND TECHNOLOGY (IT HARDWARE)**

**SALARY** : R163 563 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge and skills): Knowledge of hardware and data management software policies and procedures. Ability to train and teach personnel in the use of IT equipment. Computer literacy (Windows, Word and Excel). Knowledge of IT hardware, configurations, network, printer drivers and their properties.

- DUTIES** : Check correct completion of DITCOM forms, update DITCOM register and log calls with IT helpdesk when necessary. Assist with the planning, configuration and roll out of computer hardware. Set up Windows printing and sharing of printers. Assist with inventory information. Update records of condemned IT Hardware. Assist with the repositioning of IT Hardware.
- ENQUIRIES** : Mr S Right, Tel No: (021) 938-6712
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)
- NOTE** : Shortlisted candidates must be prepared to do a test as part of the evaluation process.
- CLOSING DATE** : 10 August 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** : 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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).

#### **OTHER POST**

- POST 29/99** : **ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 2018-29 (X3 POSTS)**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : A 3 -year National Diploma/B-Degree in Town Planning or Public Management or Development studies; A minimum of 3 years' relevant experience in development planning or local government planning; Basic financial management qualification; A valid code B driving licence. Recommendations: GIS skills and experience. Competencies: Basic financial management; Computer literacy (MS Office package); Skills: Problem solving, analytical thinking, presentation and facilitating; Communication (written and verbal) in at least two of the official languages in the Western Cape.
- DUTIES** : Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation, including on-site consultation with municipalities; Provide support to individual municipalities with drafting and reviewing of IDP's; Assist with the coordination and monitoring of sector planning mechanisms for alignment and integration of municipal, provincial and national programmes; Provide capacity-building in integrated development planning to municipalities with area based planning; Assist with the preparation and management of project plans, and prepare monthly/ quarterly performance review; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government; Prepare and manage sub-directorate budgets; Spatial mapping and GIS.
- ENQUIRIES** : Mr W Carelse at (021) 483 2859

#### **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** : 06 August 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. Please ensure that you submit your application before the

closing date as no late applications will be considered. 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.

#### **MANAGEMENT ECHELON**

**POST 29/100** : **CHIEF DIRECTOR: CONNECTED GOVERNMENT AND INFRASTRUCTURE SERVICES, REF NO: DOTP 2018-79**

**SALARY** : R1 127 334 per annum (Level 14) (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 senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT Engineering or Computer Science would be advantageous. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of the Open Systems Interconnection (OSI) model which includes knowledge of network transmission technologies and knowledge of routing technologies; Knowledge of network service commissioning activities; Knowledge of voice services technologies; 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 / 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 strategies and policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; and 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; 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 inter-personal skills; Excellent communication skills; Outstanding planning, organising and people management skills; and Computer literacy skills. Strong negotiation and service level management skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyse, and manage cultural and technological changes within the organisation; Dynamic leadership ability that can develop and energise multidiscipline, 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; and The ability to deal with a wide variety of external and internal clients.

**DUTIES** : Line Management: Strategic management, guidance and advice with regard to the roll-out of the broadband initiative. This includes the following broad areas of service delivery: Overall responsibility for the rollout of the WCG Broadband initiative in accordance with the WCG Broadband Strategy and Implementation Plan; Coordinate the roll-out of the Schools LAN Project, Manage the migration to VOIP at corporate sites; Coordinate the roll-out of Public Wifi Hotspots at WCG sites; Oversee the contract and service level management of the Broadband contract; Implement the roll-out of broadband infrastructure initiative to WCG sites; and Render transversal telecommunications services. Strategic Management of the WCG ICT infrastructure and corporate networking environment; Manage

transversal telecommunication services. Programme/ project management for the broadband initiative: Manage the work effort to achieve the outcome set out in WCG Broadband strategies and policies; 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; Responsible for ensuring that the project is delivered on time, within budget and to an agreed quality level. 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; and 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 C Solomons at (021) 483 4439

**OTHER POSTS**

**POST 29/101** :

**SERVICE MANAGER: HEALTH AND SOCIAL DEVELOPMENT, REF NO: DOTP 2018-69**

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

All-inclusive salary package of R697 011 per annum (Level 11)  
 Department of the Premier, Western Cape Government  
 An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years' experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Strategic Planning and co-ordination skills; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services; Provide inputs on to the development and planning of provincial ICT policy and strategy; Maintain Departmental MSP; Manages data-modelling; Act as e-Government champion; Co-ordinates all aspects of e-Government service delivery and operational support; Develop and manage appropriate departmental service level agreements and contracts; Manage client services; Provide inputs into the budget and fiscal process; Member of the component's management team. Strategic Management; Human Resource Management; Financial Management
- ENQUIRIES** : Mr L. Benting Tel No: (021) 483 8941
- POST 29/102** : **SERVICE MANAGER: BROADBAND SERVICE LEVEL AND CONTRACT MANAGEMENT, REF NO: DOTP 2018-80**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 year's management experience in Public Administration, Finance, ICT Procurement or ICT Management; Valid code B driving licence. Recommendations: None. Competencies: Advanced knowledge of ICT network service management principles and procedures; Knowledge of WAN and LAN architecture and systems; Planning, analytical and communication skills; Advanced knowledge of IT SLA interpretation and execution.
- DUTIES** : Manage a team of professionals and service providers that perform and deliver services to clients. Responsible for monitoring and managing broadband service levels against agreed Service Level Agreements (SLA's); Responsible for administration, reporting and governance; Provide strategic management, Human Resource Management as well a Financial Management.
- ENQUIRIES** : Mr L. Lategan Tel No: (021) 483 6978/ 815 8391
- POST 29/103** : **TECHNOLOGY MANAGER: CONNECTED GOVERNMENT BUILDINGS AND SCHOOLS REF NO: DOTP 2018-81**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree); A minimum of 6 years' technical experience in an ICT enabled environment (3 years must be on management level); A valid code B driving licence. Recommendations WAN architecture experience; VOIP architecture experience; Project management experience (large projects); Cisco CCNA; Windows and Linux server experience. Competencies: Knowledge of the following: VOIP architecture and systems; Cisco products as well as Windows and Linux environments; ICT training, security, LAN and WAN architecture, infrastructure, technical standards and procedures; Project management; Business and systems analysis; Financial management and team leadership; Analytical skills; Communication (verbal and written) skills in at least two of the official languages of the Western Cape.
- DUTIES** : Manage a team of professional and service providers that perform and deliver services to clients; Maintain technical architectures for the department. Manage data administration and enterprise application integration; Continuously define and review the purpose, objectives and priorities of the component; Active involvement in the development and management of strategic and business plans for the component; Financial and human resource management; Project management and overseeing of project administration.
- ENQUIRIES** : Mr L. Lategan at (021) 483 6978 or (021) 815 8391
- POST 29/104** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2018-86**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) majoring in Accounting and Auditing; A minimum of 3 years' management experience in

- Internal Auditing or similar environment. Recommendations Registration as a Certified Internal Auditor (CIA) or Certification in Control Self-Assessment (CCSA)/Certified Government Auditing professionals; A valid driving licence. Competencies Knowledge of the following: Audit practices: Strategic Planning and Management; Engagement Planning and Execution; Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Auditing (ISPPIA); Governance principles; Risk Management; Internal Control System; Analytical thinking; Client focus; Continuous learning; Interactive communication; Relevant legislation, policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western.
- DUTIES** : Develop an approved risk based rolling 3 year strategic and 1-year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective management; Effective scheduling of staff and monitoring productivity levels.
- ENQUIRIES** : Mr S Malan at (021) 483 9962
- POST 29/105** : **DEPUTY DIRECTOR: INTERNAL AUDIT (QUALITY ASSURANCE) REF NO: DOTP 2018-88**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R697 011 per annum (Level 11)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) majoring in Accounting and Auditing; A minimum of 3 years' management experience in Internal Auditing or similar environment. Recommendations Completion of the following training courses through the Institute of Internal Auditors (SA): Performing and effective Quality Assessment; Building a sustainable Quality Programme; Registration as a Certified Internal Auditor (CIA) or Certification in Control Self-Assessment CCSA)/Certified Government Auditing professionals. Competencies: Knowledge of the following: Information gathering; Interactive communication; Analytical thinking; Client focus; Internal Standards for the 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 to the International Standards for the Professional Practice of Internal Auditing and the IA Methodology; Reporting results of internal quality assurance and improvement programme to internal and external stakeholders and facilitate distribution of results; Development and presentation of technical guidance to enhance implementation of the internal audit methodology and distribution and provision of training to staff; WCG Internal Audit Methodology is developed and maintained in line with requirements of the International Standards for the Professional Practice of Internal Auditing (ISPPIA), relevant adopted control frameworks and compliant to the Public Finance and Management Act (PFMA), read in conjunction with the National Treasury Regulations.
- ENQUIRIES** : Ms V Simpson- Murray at (021) 483 9928
- POST 29/106** : **SERVICE MANAGER: EDUCATION/ CULTURAL AFFAIRS AND SPORT REF NO: DOTP 2018-89**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R697 011 per annum (Level 11)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/ B-degree); A minimum of 5 years' experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence. Recommendations Experience in an ICT skills development environment; Project Management experience; Experience of annual and adjustment budget preparation; Annual, quarterly and monthly expenditure reporting; Procurement

processes; Asset Management; People Management experience; Working knowledge and experience of e-learning/ digital learning methodologies and practices; Working knowledge and experience of a Learning Management System (LMS). Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Policy formulation; Financial Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Change and Diversity Management; Exceptional creativity is required to develop completely new methods/ policy/ strategy/ understanding and thought leadership; Adaptability to meet goals of the organisation.

**DUTIES** : Manage a team of professionals and service providers, that needs to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services; Ensure quality control; Ensure that the expense structure remains within the budgets allocated to the department for information technology by tracking expenditure; Ensure effective Capacity Management and planning to meet business demands relating to services; Liaison with client departments; Provide inputs on the development and understanding of ICT policy and strategy; Provide input into the budget and fiscal processes; Manage data-modelling; Develop and manage appropriate departmental service level agreements and contracts; Strategic Management; Human Resource Management and Financial Management.

**ENQUIRIES** : Ms A Basha Tel No: (021) 467 2905

**POST 29/107** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 2018-83**

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
 : Department of the Premier, Western Cape Government  
 : 3-year B-Degree in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations; A valid Code B driving licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: 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) skills 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, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES** : Ms D Viljoen at (021) 483 4701

**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** : 06 August 2018

**NOTE** : Only applications submitted online will be accepted. 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 DPISA 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. 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.

#### **MANAGEMENT ECHELON**

- POST 29/108** : **CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 2018-24**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)  
: Provincial Treasury, Western Cape Government  
: Honour's Degree in Economics/ Finance/ Business Administration/ Public Policy; 5 years' senior management experience; and A valid unendorsed driving licence, or alternative mode of transport for people with disabilities. Recommendations Strong research based policy analysis and analytical ability; Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: Human Resource Management function; Financial Management processes; and Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions; Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances.
- DUTIES** : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process; and co-ordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.
- ENQUIRIES** : Mr H Malila Tel No: (021) 483 6673
- POST 29/109** : **DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1 REF NO: PT 2018-25**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13)  
: Provincial Treasury, Western Cape Government  
: Bachelor's degree in Public Finance/ Accounting/ Economics or Public Policy; 5 years proven financial management experience; Valid driving licence or alternative mode of transport for people with disabilities; Proven knowledge of government expenditure and government financial systems; Knowledge of the Human resource Management functions; Knowledge of the Financial Management processes; Knowledge of Financial norms and standards (Public Finance Management Act and Municipal Finance Management Act. Recommendations: Extensive knowledge on matters relating to Municipal Financial Management; Extensive knowledge on the operations of municipalities. Competencies: Excellent communication skills; Excellent planning and organising skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.
- DUTIES** : Implementation and coordination of Provincial Treasury's responsibilities contained in the Municipal Finance Management Act; Monitor the municipal adjustments budget process; Monitor and report on the outcome of municipal revenue and expenditure budgets; Assess and provide recommendations on conditional grant frameworks of local government; Establish efficiency indicators in local government spending and revenue collection; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Responsible for human resource management within the directorate.
- ENQUIRIES** : Mr J Gantana Tel No: (021) 483 3604

## 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** : 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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).

### OTHER POSTS

- POST 29/110** : **SOCIAL WORKER POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 2018-82**

- SALARY** : Grade 1: R344 184 - R385 644  
Grade 2: R409 137 - R549 837 (Salary will be determined as per OSD prescripts)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; **Grade 1:** A minimum of 8 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 2:** A minimum of 18 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None Competencies Knowledge of the following: Current legislation, international instruments, policies and procedures impacting on child protection; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.
- DUTIES** : Develop, implement and maintain social work policies; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.
- ENQUIRIES** : Ms N. Nabela at (021) 483 4016

- POST 29/111** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 2018-84**

- SALARY** : Grade 1: R344 184 – R385 644 per annum  
Grade 2: R409 137 - R549 837 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker. Grade 1: A minimum of eight (8) years appropriate experience in social worker after registration as Social Worker with the SACSSP. Grade 2: A minimum of eighteen (18) years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendations: None Competencies: Knowledge of the following: Field of child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the SA public sector; Good communication (written and verbal) and skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

<b><u>DUTIES</u></b>	:	Develop, implement and maintain social work policies aimed at ensuring and contributing towards services to families; Develop services to family programmes to ensure the effective and efficient implementation of the relevant policies guiding services to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to family programmes; Perform the administrative functions required in the unit; Monitoring and evaluate NPO's compliance against signed transfer payment agreements and compliance against legislative, programme specific norms and standards.
<b><u>ENQUIRIES</u></b>	:	Mr T Kwakwini at (021) 483 4115
<b><u>POST 29/112</u></b>	:	<b><u>MONITORING OFFICER: CHILD PROTECTION REF NO: DSD 2018-85</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree) with a minimum of 1 year's relevant experience. Recommendations: None Competencies: A good understanding of the following: Modern systems of governance and administration; NGO Sector; Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Strong conceptual and formulation skills; Outstanding planning, organising and People Management skills.
<b><u>DUTIES</u></b>	:	Assist with development of monitoring and review systems; Conduct financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial and National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<b><u>ENQUIRIES</u></b>	:	Mr T Kwakwini at (021) 483 4115
<b><u>POST 29/113</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES, KHAYELITSHA 2 REF NO: DSD 2018-79</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (Salary will be determined as per OSD prescripts)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	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. <b>Grade 1:</b> No experience; <b>Grade 2:</b> 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; <b>Grade 3:</b> 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; <b>Grade 4:</b> 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.
<b><u>DUTIES</u></b>	:	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; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; 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; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

- ENQUIRIES** : Ms M Harris at (021) 900 4524
- POST 29/114** : **SOCIAL WORKER: SOCIAL WORK SERVICES, KHAYELITSHA 3 REF NO: DSD 2018-80**
- SALARY** : Grade 1: R242 553 – R281 181 per annum  
Grade 2: R298 299 – R344 184 per annum  
Grade 3: R363 507 – R421 404 per annum  
Grade 4: R447 069 – R549 837 per annum (Salary will be determined as per OSD prescripts)
- 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; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; 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; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES** : Ms M Harris at (021) 900 4524
- POST 29/115** : **SOCIAL WORKER: MONITORING AND EVALUATION, REF NO: DSD 2018-83**
- SALARY** : Grade 1: R242 553 – R281 181 per annum  
Grade 2: R298 299 – R344 184 per annum  
Grade 3: R363 507 – R421 404 per annum  
Grade 4: R447 069 – R549 837 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. Experience: **Grade 1:** Registration as a Social Worker with the SACSSP; No experience required. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP; **Grade 3:** A minimum of 20 years appropriate experience in

social work after registration as a Social Worker with the SACSSP; **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendations: None Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and Evaluation processes; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Good planning and organising skills.

- DUTIES** : Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering older persons programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessment of the effectiveness of services to families programmes; Coordinate the submission of corrective development plans by organisations and monitor the compliance with regards to these plans; Monitoring and compliance against transfer payment agreements legislative, programme specific and generic norms and standards.
- ENQUIRIES** : Mr T Kwakwini at (021) 483 4115

#### **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** : 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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).

#### **OTHER POSTS**

- POST 29/116** : **DEPUTY DIRECTOR: TECHNICAL SERVICES: HEALTH INFRASTRUCTURE REF NO: TPW 2018-161**
- SALARY** : All-inclusive salary package of R826 053 per annum (Level 12)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) T/N/S streams with a minimum of 6 years relevant experience; A valid code B driving licence. Recommendations: Willingness to travel regularly. Competencies: Programme and project management; Research and development; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Networking; Financial management; Contract documentation and administration; Act/regulations of Occupation Health and Safety Act; National Building Regulations and all relevant built environment legislation; Public sector procurement; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
- DUTIES** : Oversight of the management of technical services: Ensure the improvement of technical services; Monitor contract performance-identify gaps for improvement; Monitor Professional Services Providers (PSPs)-Identify gaps for improvement; Participate in Post Occupancy Evaluations (PoE); Manage and ensure the Facility Condition Assessments (FCAs) plan is carried out; Management of databases, administrative and related functions: Infrastructure planning; Manage, supervise and control technical and related assets; Research and development: Norms and standards; Provide input on facility and technical manuals for health infrastructure; Improve the delivery of the maintenance programme; Develop required templates and SOP.
- ENQUIRIES** : Ms J Thomas at (021) 483 2004

<b><u>POST 29/117</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSESSMENT REF NO: TPW 2018-119</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R697 011 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience; A valid code B (08) driving licence. Recommendations: Monitoring and compliance experience. Competencies: Good understanding of the following: National Land Transport Amendment Bill(NTLA); Public Transport and related procedures, rules, regulations and acts (WCRTA of 1986); Inter-governmental relations and engagements; Mediation and Conflict Management Practices; Ability to work under pressure and meet tight deadlines; Conflict resolution; Report writing; Planning, mediation, negotiation and punctual; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.
<b><u>DUTIES</u></b>	:	Chair and attend to hearing in terms of Section 7A (20) of the Transportation Act Amended Law 8 of 1996; Capacitate Minibus Taxi Industry; Provide an Investigation and Mediation service; Provide a Monitoring and Compliance; Make recommendations to the Provincial Taxi Registrar with regard to any matter which may be referred to it and which relates to the exercise of performance of the Registrar's powers and duties.
<b><u>ENQUIRIES</u></b>	:	Ms E Searle at (021) 483 0271
<b><u>POST 29/118</u></b>	:	<b><u>PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): COMMUNITY HEALTH CENTRES REF NO: TPW 2018-168</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package commencing from R679 338 per annum. (Salary will be determined as prescribed by OSD prescripts.
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years' post-qualification engineering experience; A valid driving licence. Recommendations: None Competencies: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office) ; Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration , Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Knowledge of public sector procurement; Ability to work under pressure; Willingness to undergo a security clearance.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians , technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new

technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Ms J Thomas at (021) 483 2004

**POST 29/119** : **ASSISTANT DIRECTOR: TECHNICAL SERVICES (MECHANICAL): HEALTH REF NO: TPW 2018-166**

**SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : 3-year National Diploma (T/N/S stream or equivalent qualification) Or N3 with a passed test trade in the building environment or Registration as an Engineering Technician; Minimum of 6 years relevant experience; A valid driving licence. Recommendations: Extensive experience in the construction industry including maintenance work; Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer literacy (MS Project, Word, Excel, and PowerPoint); A valid driving licence.

**DUTIES** : Plan, execute and control maintenance programmes and projects in Cape Town office; Manage the relevant resources i.e: The projects and budgets, Maintain and update the various IT systems, Administrative and technical personnel, and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed scope and specification to the satisfaction of the user department; Ensure that all facilities are operational at all times; Fulfill your role as a member of the Directorate: Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis; The purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, Live-link and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

**ENQUIRIES** : Mr A. Van Niekerk at (021) 483 4562

**POST 29/120** : **ASSISTANT DIRECTOR: TECHNICAL SERVICES (ELECTRICAL): HEALTH REF NO: TPW 2018-167**

**SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : 3-year National Diploma (T/N/S stream or equivalent qualification) Or N3 with a passed test trade in the building environment or Registration as an Engineering Technician; Minimum of 6 years relevant experience; A valid driving licence. Recommendations: Extensive experience in the construction industry including maintenance work; Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer literacy (MS Project, Word, Excel, and PowerPoint).

**DUTIES** : Plan, execute and control maintenance programmes and projects Cape Town office; Manage the relevant resources i.e.: The Projects and Budgets, Maintain and update the various IT Systems, Administrative, Technical and Professional Personnel, and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed

scope and specification to the satisfaction of the user department. Ensure that all facilities are operational at all times; Fulfill your role as a member of the Directorate: Infrastructure Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis, the purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, livelink and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

**ENQUIRIES** : Mr A. Van Niekerk at (021) 483 4562

**POST 29/121** : **ENGINEERING TECHNOLOGIST: MECHANICAL (PRODUCTION LEVEL): HEALTH, REF NO: TPW 2018-157**

**SALARY** : Salary commencing from R344 271 per annum (Salary will be determined as per OSD prescripts)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology (B Tech) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendations: None Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Render technical advisory services: Support engineers, technicians and associates in field, workshop and office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Develop, implement and maintain databases. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Ms Jodie Thomas at (021) 483-2004

**POST 29/122** : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL): REF NO: TPW 2018-158 (X2 POSTS)**

**SALARY** : Salary commencing from R344 271 per annum (Salary will be determined as per OSD prescripts).

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Architecture (B Tech) or relevant qualification as recognised by South African Council for the Architectural Profession (SACAP); Minimum of 3 years post qualification experience as a Architectural Technologist; A valid code B driving licence; Compulsory registration with SACAP as an Architectural Technologist. Recommendations: None Competencies: Technical: Project management knowledge and experience; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; People management; Planning and organising;



Change management; Good analytical, problem solving, interpersonal and organisational skills; Proven computer literacy (MS Project, Word, Excel and PowerPoint).

**DUTIES** : Provide technological advisory services: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models and design; Detail design, landscape design and preparation of working drawings that will serve as a legal instructions to the building contractor and in the process supervise building to ensure that the buildings built according to the workings drawings; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defines technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain database; Research and Development: Keep up with new technologies and procedures; Research/literate studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on architectural-related matters.

**ENQUIRIES** : Ms J. Thomas Tel No: (021) 483 2004

**POST 29/123** : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2018-164 (X4 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
 : Department of Transport and Public Works, Western Cape Government  
 : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician; A minimum of 3 years' building construction on-site experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written] in at least two of the official languages of the Western Cape; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team and independently.

**DUTIES** : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control projects; Preparations of tender documentation, specifications and bills of qualities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submissions of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information on the database.

**ENQUIRIES** : Mr A Van Niekerk at (021) 483 4562

**POST 29/124** : **CHIEF WORKS INSPECTOR: HOSPITALS: METRO EAST/WEST REF NO: TPW 2018-165 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
 : Department of Transport and Public Works, Western Cape Government  
 : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: All facets of the construction industry and the National Building Regulations; Construction regulations within the Occupational Health & Safety Act, compilation of

		specifications and tender regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing, which include condition assessments and project management skills; Proven Computer literacy.
<b><u>DUTIES</u></b>	:	Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration principles are applied to each project; Liaison with external service providers for example contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development; Good time management and effective neat housekeeping; Ensure that the social-economic impact (job creation) is maintained; Ensure that facility condition assessments of facilities in terms of GIAMA are delivered consistently.
<b><u>ENQUIRIES</u></b>	:	Mr A Van Niekerk at (021) 483 4562
<b><u>POST 29/125</u></b>	:	<b><u>MECHANICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES: HEALTH INFRASTRUCTURE REF NO: TPW 2018-159</u></b>
<b><u>SALARY</u></b>	:	Salary commencing from R293 652 per annum (Salary will be determined as per OSD prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government National Diploma/ B- Degree in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: None Competencies: Technical: Project management knowledge and experience; Design and analysis knowledge; Knowledge of Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Report writing; Consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; People management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<b><u>DUTIES</u></b>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions: Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Jodie Thomas at (021) 483 2004
<b><u>POST 29/126</u></b>	:	<b><u>CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 2018-160</u></b>
<b><u>SALARY</u></b>	:	R242 475 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government Grade 12 (Senior certificate or equivalent qualification); A minimum of 3 years' experience in the built environment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication

(written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy with MS Office Package (Word, Excel, Project and PowerPoint).

- DUTIES** : Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved H&S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Ensure the services of appointed Health and Safety Agents are correctly executed.
- ENQUIRIES** : Ms J. Thomas Tel No: (021) 483 2004

**POST 29/127** : **ACCOUNTING CLERK: BOOKKEEPING AND CLAIMS REF NO: TPW 2018-152**

- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and Mathematics as passed subjects. Recommendations: Prior experience in government finance; Accounting experience. Competencies: Knowledge of the following: Government financial systems (BAS); Reporting framework (SCOA); Applicable legislation; Computer skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Clearance of balances in the assets and liabilities accounts; Allocations of cash receipts of the department on BAS; Compile claims recoverable and payable of the department; Do adjustment journals of the department in relation to expenditure/revenue/assets and liabilities on BAS; Document control of section

**ENQUIRIES** : Mr G Pretorius at (021) 483 5277

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**APPLICATIONS** : Applications must be submitted by using the following URL <https://www.scubedonline.co.za/recruitment/wced/> via Google Chrome or Mozilla Firefox.

**CLOSING DATE** : 10 August 2018

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

#### **OTHER POSTS**

**POST 29/128** : **SENIOR EDUCATION PSYCHOLOGIST (REF NO: D 9)**  
Component: Learner Support

**SALARY** : Grade 1: R974 634 – R1 081 689 per annum

Grade 2: R1 114 383 – R1 274 178 per annum. The salary will be adjusted according to the experience obtained after registration with the relevant professional body.

**CENTRE  
REQUIREMENTS**

: Metro South Education District Office, Mitchell's Plain  
: Masters Degree in Psychology. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. A valid driver's licence. At least seven (7) years relevant psychological and/or educational experience. An Education qualification and SACE registration will serve as a recommendation. Knowledge: National and Provincial Education legislation, policies and regulations. Inclusive Education Policies and guideline documents. Analytic, diagnostic, assessment tools, evaluation methods and processes. Personnel Management. Research Methodology (Psychology). Personality Theories. Counselling Models and Techniques. Individual and Group Psychotherapy. Protocol and professional ethics. Information and Knowledge Management. Diversity Awareness. Understanding of Group Dynamics Child Development. Knowledge of Life Orientation. Skills: Organising and planning. Project management and planning. Psychotherapeutic intervention. Trauma debriefing. Report writing. Computer literacy. Presentation and facilitation. Problem solving and analysing. Conflict management. Interpersonal. People management. Communication and language (at least 2 Official languages). Consultation. Client orientation and customer focus.

**DUTIES**

: Coordinate and monitor the provision of: Training of teachers, parents and support staff in the early identification of psychological barriers to learning and development. Training of teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Coordinate and plan the development and implementation of preventative programmes for learners, parents and School Governing Body's (SGBs) that address and / or prevent psychological barriers to learning and development. Plan, coordinate and monitor the implementation of Inclusive Education Policies including the Screening, Identification, Assessment and Support (SIAS) Policy with regards to: The implementation of learner support pathway conduct assessments, provide short term psycho-educational and psycho-therapeutic interventions to learners who experience psychological barriers to learning and development. The provision of assistance to and training of teachers, parents and SGBs with regard to legislation and the implementation of policies related to children experiencing psychological barriers to learning and development. Promote an inclusive ethos at all schools and the district in collaboration with relevant role-players. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Head: Learners Support and Provincial Psychology Manager. Render, manage and co-ordinate the provision of specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Render, manage and co-ordinate participation in inter- and intra-sectoral networks and collaborations. Provide professional supervision of Psychologists within the district to ensure an effective, efficient and quality psychological service.

**ENQUIRIES**

: Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office

**POST 29/129**

: **EDUCATION PSYCHOLOGIST (X9 POSTS)**  
Component: Learner Support

**SALARY**

: Grade 1 - R674 892 – R745 512 per annum  
Grade 2 – R791 253 – R878 181 per annum  
Grade 3 - R918 288 – R1 081 689 per annum. The salary will be adjusted according to the experience obtained after registration with the relevant professional body.

**CENTRE**

: LOLT IsiXhosa: Metro Central Education District Office, Maitland Ref No: A 10 (X1 Post)  
Metro North Education District Office, Parow Ref No: B 12 (X4 Posts)  
Cape Winelands Education District Office, Worcester Ref No: F 16 (X1 Post)  
Eden & Central Karoo Education District Office, Knysna (Circuit 4) Ref No: H 10 (X1 Post)

Eden & Central Karoo Education District Office, Beaufort West (Circuit 7) Ref No: H 11 (X1 Post)

Eden & Central Karoo Education District Office, George (Circuit 8) Ref No: H 12 (X1 Post)

- REQUIREMENTS** : Masters Degree in Psychology. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. A valid driver's licence. An Education qualification, SACE registration and an education experience will serve as a recommendation. Knowledge: National and Provincial Education legislation, policies and regulations. Inclusive Education Policies and guideline documents. Analytic, diagnostic, assessment tools, evaluation methods and processes. Research Methodology (Psychology). Personality Theories. Counselling Models and Techniques. Individual and Group Psychotherapy. Crisis Management. Protocol and professional ethics. Information and Knowledge Management. Diversity Awareness. Understanding of Group Dynamics Child Development. Knowledge of Life Orientation. Skills: Organising and planning. Project planning. Psychotherapeutic intervention. Trauma de-briefing. Report writing. Computer literacy. Presentation and facilitation. Problem solving and analysing. Interpersonal. Communication and language (at least 2 Official languages). Consultation. Client orientation and customer focus.
- DUTIES** : Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Develop and implement preventative programmes for learners, parents and School Governing Bodies (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations.
- ENQUIRIES** : Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office  
Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office  
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office  
Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office
- POST 29/130** : **CHIEF EDUCATION SPECIALIST: HEAD CURRICULUM SUPPORT (REF NO: A 9)**  
Component: Curriculum Support
- SALARY** : R644 640 – R998 724 per annum (Post Level 06)  
R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Metro Central Education District Office, Maitland  
Appropriate three (3) year qualification in Education (REQV 13) preferably a post graduate qualification. Nine (9) years' experience of which 4 years must be teaching experience in education and 5 years' management experience in education. Registration with SACE. A valid driver's licence. Knowledge: National and Provincial Education legislation, policies and regulations. National Curriculum Statements. National and Provincial Assessment and Examination Policies. National and Provincial Education specific Library policies. Financial management. Project Management. People Management and empowerment. Information and Knowledge Management. e-Learning. Development of standard operating procedures. Skills: Communication skills; Language skills; Computer skills (MS Word, Excel, Access, PowerPoint, MS Project); Planning and Organising skills; Report writing skills; Interpersonal skills; Project planning skills; Quality assurance and reporting; Systemic analysis and reasoning; Negotiation skills; Presentation and facilitation skills; Problem solving and analysis; Client Orientation and Customer Focus; Service Delivery Innovation.

<b><u>DUTIES</u></b>	:	Manage the Implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools (offering the NCS) for Gr R to Gr 12. Manage the school-based assessments, internal- and external examinations (National Senior Certificate (NSC) and National Assessments at District Level. Manage and coordinate the implementation of eLearning at Public Ordinary and Special Schools. Manage the establishment, development, administration and effective use of various school library models (including mobile libraries). Perform managerial tasks regarding the staff in the Sub directorate.
<b><u>ENQUIRIES</u></b>	:	Ms S Nowers Tel No: (021) 514 6700
<b><u>POST 29/131</u></b>	:	<b><u>CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGER (X4 POSTS)</u></b> Component: District Circuits
<b><u>SALARY</u></b>	:	R644 640 – R998 724 per annum (Post Level 06) R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Metro North Education district Office, Parow Ref No: B 11 (X1 Post) Metro South Education District Office, Mitchell's Plain Ref No: D 8 (X1 Post) Cape Winelands Education District Office, Worcester Ref No: F 14 (X1 Post) Eden & Central Karoo, Oudtshoorn (Circuit 5) Ref No: H 9 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13) preferably Honours or Masters degree. Nine (9) years' experience of which 4 years must be teaching experience in education and 5 years' school management experience preferably as a Principal. Registration with SACE. A valid driver's licence. Knowledge: Extensive knowledge of applicable Education policies and procedures. Knowledge of the Education Environment. Management principles. Educator and Public service procedures. Knowledge of people management processes. Employee relations processes and procedures. Financial and Project management. Skills: Interpret and apply relevant education policies and procedures; People management planning; Problem solving; Sound budgeting; Facilitation and presentation; Conflict management; Communication skills in 2 official languages of the Western Cape Government. Report writing; Planning and organising; Computer literacy (Advanced level); Analytical thinking. Data analysis.
<b><u>DUTIES</u></b>	:	Ensure that Public Ordinary and Public Special Schools within the Circuit are effective and efficiently managed and governed which entails the following: Work in Collaboration (planning together-, supporting, monitoring and reporting) with the Head Management and Governance, Head Curriculum, Head SLES and Deputy Director Corporate. Support, advise, do capacity building and manage principals of Public Ordinary Schools and Public Special Schools. Manage and optimize outputs of principals in order to achieve organisational goals. Manage the IQMS of the principal and senior personnel of all schools in the circuit. Evaluate and report on the functionality of Public Schools within the Circuit. Develop, implement and monitor plans to address underachievement in, for example systemics and NSC examinations, with school principals and school management teams. Support, advise and do capacity building of School Management Teams and School Based Support Teams of Public Ordinary Schools and Public Special Schools. Support, advise and do capacity building with School Governing Bodies of Public Ordinary Schools and Public Special Schools. Managing the process of opening and closure/merging of Public Schools within the circuit in collaboration with Head Office and Head: Management and Governance. Manage and report on school related achievements and challenges. Facilitate or assisting with the Provincial Forensic Services investigations into irregular activities identified at a school. Promote leadership and manage principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools: Provide management support to public ordinary and public special schools. Implement personnel provisioning for public schools. In collaboration with the School Governing Body (SGB) conduct credible recruitment and selection processes of school management teams, which include the competency assessment process. Manage the performance, evaluation and rewarding of principals. Advise and support with the implementation of recruitment and selection processes of post level one staff in public ordinary and special schools. Advise and support with the implementation of staff performance management processes in public ordinary

and special schools. Motivate, ensure development and capacity building of staff to achieve and maintain excellence in service delivery. Promotion of sound labour relations within public schools. Promote and maintain professional work ethic within public ordinary and special schools. Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the Circuit which entails the following: Work in collaboration (planning together-, supporting, monitoring and reporting) with the Head Curriculum and support on the following: Managing curriculum support including consultation with and advice to teachers, facilitating inclusive education and reporting on school visits. Ensure public schools adhere to the implementation of national and provincial curriculum policies, and assisting public ordinary and special schools to implement them appropriately. Ensure and monitor professional development of educators in public ordinary and special schools as related to curriculum. Ensure and monitor the provisioning of correct and timely delivery of Learner and Teacher Support Material (LTSM). Ensure and monitor the installation and application of e-Administration in Public Schools. Promote and encourage eLearning in teaching and learning. Monitor and report on the implementation of recommendations from curriculum specialist and other sources to ascertain and address management related needs and challenges (issues). Ensure Learner support (SLES) services to Public Ordinary and Public Special Schools: Work in Collaboration (planning together-, supporting, monitoring and reporting) with the Head Learner Support with the implementation of learner health, wellbeing and specialised programmes. Facilitate learner behaviour support and placement of learner due to expulsion. Monitor the functionality of School Based Support Teams (SBSTs). Monitor and report on the implementation of recommendation from learner support specialists and other sources to ascertain and address management related needs and challenges. Perform managerial and administrative functions pertaining to the Circuit: Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance and evaluation of staff. Monitor and maintain knowledge and information management systems (CEMIS, DMIS). Promote sound labour relations. Manage Circuit Office (Rural Circuit Offices). Oversee infrastructure, grounds and records (records management) are maintained. Oversee the GG Transport function within the circuit. Oversee that the office administration functions are provided. (Reception, telecom, cleaning services).

**ENQUIRIES** : Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office  
 Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office  
 Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office  
 Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

**POST 29/132** : **CHIEF EDUCATION SPECIALIST: HEAD LEARNER SUPPORT (X2 POSTS)**  
 Component: Learner Support

**SALARY** : R644 640 – R998 724 per annum (Post Level 06)  
 R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Metro East Education District Office, Kuils River Ref No: C 12 (X1 Post)  
 Cape Winelands Education District Office, Worcester Ref No: F 15 (X1 Post)

**REQUIREMENTS** : Appropriate qualification in Education (REQV 13) and post-graduate qualification in specialised education support-related field, such as Psychology, Social Work, Education Therapy, Learning Support. Nine (9) years' experience in education of which at least 5 years must be experience in the management or professional development of specialised education/specialised support services. Registration with SACE. A valid driver's licence. Knowledge: National and Provincial Education legislation, policies and regulations. National Curriculum statement. Inclusive Education policies, guidelines and practices. Financial management. Skills: Project Planning. Report writing. Quality assurance and reporting. Systemic analysis and reasoning. Negotiation. Problem-solving. Communication. Presentation and facilitation. Interpersonal. Conflict Management. Language proficiency (at least 2 languages of the province). Computer literacy.

**DUTIES** : Manage the implementation of programmes for early identification and interventions relating to barriers to learning and special needs: Ensure the

provision of preventative interventions (psychological, social work, education therapy, and learning support). Ensure the provision of therapeutic interventions (psychological, social work, education therapy, and learning support). Ensure the implementation of the support pathway using the SIAS and standardise forms. Report quarterly on the implementation of programmes for early identification of and interventions relating to barriers to learning and special needs to the District Director and Head Office. Manage the strengthening of District- and School-based Specialised Support: Ensure that support structures are established at schools in collaboration with Circuit Managers. Ensure that school based teams are supported. Manage the assessment accommodations for the District. (in collaboration with Curriculum). Provide support and advice to District Behaviour Committee in collaboration with Circuit Manager and Management and Governance. Provide support and advice to the District institutions on matters related to barriers to learning and inclusive education. Facilitate the functioning and support of ISLES (Inclusive Specialised Learner Education Support) District-based Teams and Outreach Teams. Facilitate research and information gathering to identify trends and needs within the District. Provide District inputs to Head Office with regard to policy development and reviews. Report quarterly on the strengthening of District- and School-based specialised support. Develop and maintain inter- and intra-sectoral networks, collaborations and stakeholder engagements at District level to enhance specialised support: Coordinate the collaboration of District-level inter-sectoral forums to support and enhance the capacity of the system to address barriers to learning and special needs within the Care and Support for teaching and learning framework (CSTL). Coordinate the collaboration between the District (ISLES) Support Teams unit and the multi-disciplinary teams at the Special Schools/Resource Centres. Coordinate the collaboration with the Departments of Health-, Social Development and other relevant departments to roll out the Integrated School Health Programme. Report quarterly on inter- and intra-sectoral networks and collaboration and stakeholder engagements to the District Director and Head Office. Implementation and further expansion of inclusive education: Manage the process of strengthening Full-Service /Inclusive Schools. Ensure the building of the capacity of all schools to become more inclusive and to include learners who experience barriers to learning. Manage the process of strengthening Special Schools and converting into Special School Resource Centres. Report quarterly on the implementation of the expansion of inclusive education to the District Director and Head Office. Implementation of ISLES training and capacity building initiatives for District and Institution-based staff: Manage the co-ordination of training provided by Provincial/National Departments. Manage the coordination of training provided by other organisations/service providers. Develop training programmes to address needs identified within the Districts. Manage training budgets for inclusive and specialised education (including Workplace Skills Plan). Provide input into District budget regarding inclusive and specialised education needs. Ensure training is provided to address needs identified as part of performance management. Report quarterly on the implementation of training and capacity building initiatives for District- and Institution-based staff to The District Director and Head Office. Perform managerial regarding the staff in the Sub directorate: Responsible for the recruitment and selection of staff. Motivate and ensure optimal performance of all staff. Manage the performance evaluation in collaboration with the specialist manager. Monitor knowledge and information management. Promote sound labour relations. Promote and maintain professional work ethics. Perform people management functions within the sub directorate. Perform budgetary tasks.

**ENQUIRIES**

: Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office  
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office

**POST 29/133**

: **DEPUTY CHIEF EDUCATION SPECIALIST: LANGUAGE SERVICES (REF NO: L10)**  
Directorate: Communication

**SALARY**

: R482 706 – R940 824 per annum (Post Level 5)  
R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)



<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year qualification (REQV 13) with a major in Linguistics, a language or a language-related field; At least 8 years' experience as a Language Practitioner in editing and translating; SACE registration; Proficiency in at least two of the three official languages of the Western Cape. Recommendations: A post-graduate qualification in linguistics, a language or a language-related field. Knowledge of Translation Memory Software. Competencies & Attributes: Computer literate; Experience in the promotion and preservation of languages; Experience in language terminology development, editing and translation; Knowledge of the legislative prescripts that govern multilingualism; Knowledge and experience of legislative prescripts that govern administration. The successful incumbent must possess the following personal attributes: reliable, flexible and client-focused.
<b><u>DUTIES</u></b>	:	Manage and lead the Language Services Unit of the Western Cape Education Department; Responsible for monitoring the implementation of the relevant language policy; Facilitate the editing and translation of documents and promote multilingualism; Supervise quality control of documents; Keep record of the documents processed by the unit; Provide a language advisory service to Departmental employees.
<b><u>ENQUIRIES</u></b>	:	Ms B Hammond Tel No: (021) 467 2532
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to complete a departmental language test, which will include editing and translation.
<b><u>POST 29/134</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT (REF NO: A 11)</u></b> Component: Management and Governance
<b><u>SALARY</u></b>	:	R482 706 – R940 824 per annum (Post Level 05) R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Metro Central Education District Office, Maitland
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification (REQV 13). Eight (8) years' experience of which 3 years must be teaching within education and 5 years management experience within education. Registration with SACE. A valid driver's licence. Knowledge: Extensive knowledge of applicable education policies and procedures. Public Service procedures. Knowledge of people management processes (Labour relations, Financial Management and Performance Management processes). Project Planning. Skills: Interpret and apply relevant policies and procedures. People resource planning. Problem solving. Sound Budgeting. Facilitation and presentation. Report writing and analytical skills. Computer literacy. Human relations. Communication skills.
<b><u>DUTIES</u></b>	:	Oversee the implementation of school governance and management policies and instruments within the district. Support infrastructure planning and delivery in the Education District. Manage, coordinate and monitor Learner Transport within the District. Manage, coordinate and monitor the implementation of the NSNP programme in the District. Manage, coordinate and monitor the implementation of school safety in the District. Manage, coordinate and monitor school and hostel administration functions in the District. Manage, coordinate and monitor school enrichment functions in the District. Perform managerial tasks with regard to the school management and governance support.
<b><u>ENQUIRIES</u></b>	:	Ms S Nowers (021) 514 6700
<b><u>POST 29/135</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: INTER/SEN PHASE CURRICULUM COORDINATOR (GRADE 4-7) (X2 POSTS)</u></b> Component: Curriculum Support
<b><u>SALARY</u></b>	:	R482 706 – R940 824 per annum (Post Level 05) R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Metro Central Education District Office, Maitland (Ref No: A 12) West Coast Education District Office, Paarl (Ref No: E 12)

<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13). Eight (8) years' experience of which 3 years must be teaching experience in Grade 4 - 7 and 5 years management experience in Grade 4 - 7. Registration with SACE. A valid driver's licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and experience in teacher and materials development. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT. Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Knowledge of Finance (PFMA). Skills: Strong verbal and written communication skills. Analytical and report writing skills. Computer skills (MS Word, Power Point, Excel). Facilitation and Presentation skills. Project planning and organising skills. Monitoring, evaluation and development skills. Finance skills.
<b><u>DUTIES</u></b>	:	Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools within the Education District. Manage and coordinate the effective training and development of Teachers within the District. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Intermediate Phase Division.
<b><u>ENQUIRIES</u></b>	:	Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office Ms H Van Ster Tel No: (021) 860 1200: West Coast Education District Office
<b><u>POST 29/136</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: FOUNDATION PHASE CURRICULUM COORDINATOR (GRADE R-3) (REF NO: D 10)</u></b> Component: Curriculum Support
<b><u>SALARY</u></b>	:	R482 706 – R940 824 per annum (Post Level 05) R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Metro South Education District Office, Mitchell's Plain
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13). Eight (8) years' experience of which 3 years must be teaching experience in Grade R - Grade 3 and 5 years management experience in Grade R - Grade 3. Registration with SACE. A valid driver's licence. Knowledge: Knowledge and understanding of the National Curriculum Framework (NCF). Knowledge and understanding of the National Curriculum Statements which includes the Curriculum. Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of all relevant Education Legislation and Policies. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and experience in teacher and materials development. Knowledge of Language in Education policies. Knowledge of Finance (PFMA). Knowledge of Record Management. Skills: Computer (MS Word, Power Point, Excel), analytical and report writing. Strong verbal and written communication. Facilitation and presentation. Project planning and organising. Monitoring, evaluation and development. Finance.
<b><u>DUTIES</u></b>	:	Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Public Special Schools within the Education District. Manage and coordinate the training and development of Teachers within the District. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Foundation Phase Division.
<b><u>ENQUIRIES</u></b>	:	Mr GKR Stander (021) 370 2000: Metro South Education District Office

<b><u>POST 29/137</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (REF NO: I 12)</u></b> Directorate: Inclusive and Specialised Education Support
<b><u>SALARY</u></b>	:	Grade 1: R420 318 – R473 067 per annum plus benefits OSD Grade 2: R487 266 – R548 436 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification as a professional nurse. Registration as a Professional Nurse with the Professional Board Of The Health Professions Council Of South Africa (HPCSA) (Must Provide Proof Of Current Registration). At least 7 years relevant experience. Appropriate knowledge and experience of education. A certified copy of a valid driver's licence. Proficiency in at least 2 of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Collaborate with the Provincial Manager: Specialised Support Services on management, planning and co-ordination of health and medical support services to ordinary and special schools. Oversee the development and implementation of health and medical policies, directives, acts and regulations. Plan and facilitate the early identification, assessment and support of learners experiencing health barriers to learning. Identify health indicators and risk factors. Maintain standards and norms of health practitioner practice to promote health. Develop and implement quality assurance guidelines, protocols, norms and standards. Utilise IT and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-sectoral and multi-disciplinary teamwork that promotes effective and efficient health care. Foster partnerships to enhance support and inclusion, e.g. the integrated school health programme. Provide professional supervision to health support services. Manage the continuous professional development (CPD) of health staff. Ensure sound administrative and ethical practices according to the guidelines provided by the health professions council of South Africa (HPCSA). Maintain a database of all registered health staff in the districts. Promote the screening, identification, assessment and support (SIAS) policy and processes. Assist medical staff in school-based support teams to develop individual support plans for learners experiencing barriers to learning. Provide expert evidence and/or opinions on medical and health support issues as required. Relevant budget administration.
<b><u>ENQUIRIES</u></b>	:	Ms B Daniels Tel No: (021) 467 2028
<b><u>POST 29/138</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST: AFRIKAANS LANGUAGE PRACTITIONER (REF NO: I 11)</u></b> Directorate: Communication
<b><u>SALARY</u></b>	:	R391 677 - R886 308 per annum plus benefits (Post Level 03)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognised three-year qualification (REQV 13) which must include Afrikaans at 3rd year tertiary level; At least 3 years' experience as a Language Practitioner in editing and translating. SACE registration. Recommendations: Ability to translate from Afrikaans to English. Knowledge of Translation Memory Software. Competencies & Attributes: Excellent verbal and written communication skills in Afrikaans and a high level of competence in English; Ability to communicate on a personal level; Service orientated; Computer skills in MS-Word and use of email; The ability to work under pressure; The ability to work both independently and as part of a team; Honesty and a high sense of responsibility.
<b><u>DUTIES</u></b>	:	Edit Afrikaans documents, correspondence and examination papers. Translate official circulars, documents, communiqués and media releases from English to Afrikaans. Provide a language advisory service to Departmental employees.
<b><u>ENQUIRIES</u></b>	:	Ms B Hammond Tel No: (021) 467 2532
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to complete a departmental language test, which will include editing and translation.

<b><u>POST 29/139</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST: SEN/FET SUBJECT ADVISOR (GRADE 8-12) (X11 POSTS)</u></b> Component: Curriculum Support
<b><u>SALARY CENTRE</u></b>	:	R391 677 - R886 308 per annum plus benefits (Post Level 03)
	:	Tourism Subject Advisor: Metro North Education District Office, Parow Ref No: B 13 (X1 Post)
	:	History Subject Advisor: Metro East Education District Office, Kuils River Ref No: C 13 (X1 Post)
	:	IsiXhosa Subject Advisor: Metro South Education District Office, Mitchell's Plain Ref No: D 11 (X1 Post)
	:	Economics Subject Advisor: West Coast Education District Office, Paarl Ref No: E 13 (X1 Post)
	:	Physical Science Subject Advisor: West Coast Education District Office, Paarl Ref No: E 14 (X1 Post)
	:	History Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 17) (X1 Post)
	:	English Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 18) (X1 Post)
	:	Afrikaans Subject Advisor: Overberg Education District Office, Caledon Ref No: G 8 (X1 Post)
	:	Mathematics Subject Advisor: Overberg Education District Office, Caledon (Ref No: G 9) (X1 Post)
	:	Mathematics Literacy Subject Advisor: Overberg Education District Office, Caledon (Ref No: G 10) (X1 Post)
	:	Tourism Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 13 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13). Five (5) years teaching experience in Grade 8 -12. Registration with SACE. A valid driver's licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Subject. Knowledge and experience in teacher and materials development. Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Skills: Strong verbal and written communication skills. Analytical and report writing skills. Computer skills (Word, Power Point, Excel). Facilitation and Presentation skills. Project planning and organising skills. Monitoring, evaluation and development skills. Financial Planning skills.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration functions.
<b><u>ENQUIRIES</u></b>	:	Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office Ms H Van Ster Tel No: (021) 860 1200: West Coast Education District Office Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office Mr B Loriston Tel No: (028) 214 7300: Overberg Education District Office Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

<b><u>POST 29/140</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST: INTER/SEN SUBJECT ADVISOR (GRADE 4-7) (X6 POSTS)</u></b> Component: Curriculum Support
<b><u>SALARY CENTRE</u></b>	:	R391 677 - R886 308 per annum plus benefits (Post Level 03) Afrikaans HL and FAL Subject Advisor: Metro East Education District Office, Kuils River Ref No: C 14 (X1 Post) Afrikaans and English Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 19 (X1 Post) Mathematics Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 20 (X1 Post) English Subject Advisor: Overberg Education District Office, Caledon Ref No: G 11 (X1 Post) Social Science Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 14) (X1 Post) English Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 15 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13). Five (5) years teaching experience in Grade 4 - Grade 7. Registration with SACE. A valid driver's licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Education Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Subject. Knowledge and experience in teacher and materials development. Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Skills: Strong verbal and written communication. Analytical and report writing. Computer (Word, Power Point, Excel). Facilitation and presentation, project planning and organising. Monitoring, evaluation and development.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration.
<b><u>ENQUIRIES</u></b>	:	Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office Mr B Loriston Tel No: (028) 214 7300: Overberg Education District Office Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office
<b><u>POST 29/141</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST: FOUNDATION PHASE SUBJECT ADVISOR (GRADE R - 3) (X7 POSTS)</u></b> Component: Curriculum Support
<b><u>SALARY CENTRE</u></b>	:	R391 677 - R886 308 per annum plus benefits (Post Level 03) English and Afrikaans: Metro East Education District Office, Kuils River Ref No: C 15 (X1 Post) Cape Winelands Education District Office, Worcester Ref No: F 21 (X1 Post) IsiXhosa: Cape Winelands Education District Office, Worcester Ref No: F 22 (X1 Post) IsiXhosa: Eden & Central Karoo Education District Office, Mossel Bay (Circuit 2) Ref No: H 16 (X1 Post) Eden & Central Karoo Education District Office, Oudtshoorn (Circuit 6) Ref No: H 17 (X1 Post) Eden & Central Karoo Education District Office, Beaufort West (Circuit 7) Ref No: H 18 (X1 Post) Eden & Central Karoo Education District Office, George (Circuit 8) Ref No: H 19 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13). Five (5) years teaching experience in Early Childhood and Development. Registration with SACE. A valid driver's licence. Knowledge: Knowledge and understanding of the National Curriculum Framework (NCF). Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of all relevant Education Legislation and Policies. Knowledge of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of all relevant Education Legislation and Policies. Knowledge and experience in teacher and materials development. Knowledge of Language in Education policies. Knowledge and understanding of ICT Knowledge and Information Management. Knowledge and understanding of organisational structure and operational model of WCED. Knowledge of Finance (PFMA). Skills: Computer skills (MS Word, Power Point, Excel), analytical and report writing. Strong verbal and written communication. Facilitation and presentation. Project planning and organising. Monitoring, evaluation and development. Financial planning skills.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration.
<b><u>ENQUIRIES</u></b>	:	Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office
<b><u>POST 29/142</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST: LEARNING SUPPORT ADVISOR (X2 POSTS)</u></b> Component: Curriculum Support
<b><u>SALARY CENTRE</u></b>	:	R391 677 - R886 308 per annum plus benefits (Post Level 03) LOLT IsiXhosa: Metro Central Education District Office, Maitland Ref No: A 13 (X1 Post) Metro East Education District Office, Kuils River, Ref No: C 16 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Appropriate three (3) year qualification in Education (REQV 13) in remedial / learning support / Inclusive Education. Five (5) years teaching experience. Registration with SACE. A valid driver's licence. Knowledge: National and Provincial Education legislation, policies and regulations. Inclusive Education Policies, guidelines and practices. Learning Support theory, interventions and practices. Information and Knowledge Management. Assessment and evaluation tools. Learning Strategies and Teaching Styles. Skills: Organisation and planning. Project planning. Report writing. Systemic analysis and reasoning. Interpersonal skills. Computer literacy. Communication and language (2 Official Languages). Presentation and facilitation. People management and Empowerment. Problem Solving and Analysis. Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Train teachers, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum. Train teachers, parents and support staff to manage identified learners who experience curriculum barriers to learning (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Develop and implement goals/needs driven initiatives/programmes and workshops for learners, parents and School Governing Bodies (SGBs) to prevent and address learning barriers. Implementation of Inclusive Policies including the Screening Identification and Assessment Support (SIAS) Policy. Report quarterly on the implementation of learning support intervention programmes for early identification of and curriculum interventions relating to barriers to learning to the Learning Support Coordinator. Provide specialised learning support to strengthen District- and School-based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Perform supervisory tasks of Learning Support Teachers (LST) in identified Public Ordinary and Special Schools Outreach Teams.

**ENQUIRIES**

: Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office  
Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office