

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 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: 0861 370 202

OTHER POSTS

- POST 31/188** : **SENIOR LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 2018-42**

- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year BSc Degree in Agriculture or 4-year Degree in Education; A minimum of 6 years' appropriate experience in an agricultural scientific environment of which 3 years must be lecturing experience; A valid (code B) driving licence. Recommendations: Successfully completed training as an assessor and moderator; Specialisation in Viticulture and Oenology. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training, presentation and facilitation skills; Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions.

- ENQUIRIES** : Ms L Schuurman at (021) 808 5126

- POST 31/189** : **LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 2018-38**

- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A 4-year BSc. Degree in Oenology and Viticulture with a minimum of 3 years' experience in Education and Training; A valid code B driving licence. Recommendations: Formal training and presentation skills. Competencies: Proven knowledge of wine-making practices; Proven computer literacy in MS Office; Excellent verbal and written communication 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** : To provide training, i.e. prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Non-curricular activities; To take responsibility for all actions in the Elsenburg Vineyard.
- ENQUIRIES** : Mr L Conradie at (021) 808 7701

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 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: 0861 370 202

OTHER POSTS

- POST 31/190** : **CONTROL ENVIRONMENTAL OFFICER, GRADE A: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 2018-27**

- SALARY CENTRE** : Grade A: R468 513 per annum (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : An appropriate 4-year degree in Natural/Physical/Environmental Sciences or Engineering; A minimum of 6 years' relevant post-qualification experience; A valid code B driving licence. Recommendations: Project Management experience; Financial Management experience; Data and Information Management experience and practice; Policy development experience. Competencies: Knowledge and understanding of the following: Environmental Management and legislation; Pollution Management; Strategic planning and review skills; Excellent report writing skills which include the drafting of official and technical reports; Ability to analyse and interpret scientific and technical reports and scientific data; Excellent communication skills (written, verbal and presentation) in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).

- DUTIES** : Manage and provide specialist pollution information and chemicals management including water quality management; Manage the development, implementation, monitoring and evaluation of specialised projects within the Directorate, including projects such as the Berg River Improvement Project, Breede River Environmental Resources Protection Plan; Provide specialist technical comments, advice and guidance of environmental reports and scientific papers and contribute towards the development, implementation and monitoring of policies, legislation, strategies, action plans, guidelines, norms and standards of pollution risk abatement (especially w.r.t. water- and soil resources); Manage and provide specialist pollution and chemical advice with regard to compliance and enforcement in support of the enforcement units in terms of our statutory obligations under NEMA; Manage and perform Financial- and Human Resources Management including general office management.

- ENQUIRIES** : Mr Z Brown at (021) 483 8367

- POST 31/191** : **CONTROL ENVIRONMENTAL OFFICER, GRADE A: BIODIVERSITY REF NO: EADP 2018-28**

- SALARY CENTRE** : Grade A: R468 513 per annum (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : An appropriate 4-year Degree in Environmental, Natural or Earth Science; A minimum of 6 years' relevant post-qualification experience; A valid code B driving licence and willingness to travel within the Western Cape. Recommendations: Technical working experience in the field of Biodiversity Management; Project Management experience. Competencies: Knowledge of the following:

- Development and implementation of Biodiversity and Environmental legislation, relevant policies, regulations, action plans, guidelines, norms and standards; Environmental Management particularly related to biodiversity; Appropriate technical skills in natural sciences, Conservation Management, Biodiversity Management, ecosystems and biodiversity planning; Excellent communication skills (written, verbal and presentation) in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).
- DUTIES** : Assist in the development and implementation of relevant policies, legislation, strategies, action plans, guidelines, norms and standards; Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Manage and implement biodiversity capacity building and advocacy in the Department, relevant government spheres, municipalities and with other stakeholders; Assist with oversight over Cape Nature through integrated monitoring and evaluation; Planning, arrangement and management of meetings and workshops; Preparing and deliver biodiversity related presentations; Perform and manage administrative and related functions.
- ENQUIRIES** : Mr A Ackhurst at (021) 483 5126
- POST 31/192** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING REF NO: EADP 2018-32**
- SALARY CENTRE** : R380 364 per annum (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Natural/Physical Science or Environmental Science/Engineering preferably Civil; A valid code B driving licence and willingness to travel as required. Recommendations: Experience of the following: Environmental field, especially related to waste management; Compliance, monitoring, enforcement and auditing; Environmental Impact Management and/or Waste Management permitting licensing, Project Management; Supervision and monitoring; Facilitation of Public Participation processes. Competencies: Specialised and technical knowledge of: Environmental, general and hazardous waste management information documents to advise internal and external stakeholders; Facilitation of public participation processes as well as proven supervisory and mentoring skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to conduct in-depth research; The ability to interpret and analyse complex general and hazardous waste information documentation in order to advise internal and external stakeholders.
- DUTIES** : Administer the waste management licensing through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects with regard to waste management licensing; Assist with general management i.e. assist with Financial and Human Resource Management and administration; Ensure compliance monitoring and enforcements of relevant waste management legislation with respect to statutory obligations; Provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management.
- ENQUIRIES** : Mr L McBain-Charles at (021) 483 2747
- POST 31/193** : **ADMINISTRATION CLERK: ENVIRONMENTAL LAW ENFORCEMENT REGION 2, REF NO: EADP 2018-30**
(12 Month Contract Position)
- SALARY CENTRE** : R163 563 per annum (Level 05)
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Data capturing, statistical reporting and information management; Human resource and

financial administration, procurement of goods and services; Effective records management; Planning and organising skills. Competencies: Knowledge and experience of office administration, Human resource and financial administration; Procurement policies and procedures; Data capturing, statistical reporting and information management; Planning and organising skills; Records management; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Ability to work well within a team.

- DUTIES** : Data capturing, statistical reporting and information management; Human resource and financial administration, procurement of goods and services; Effective records management; Planning and organising skills.
- ENQUIRIES** : Mr MN Albertyn at (021) 483 0779

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 31/194** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Eden District

- SALARY** : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

- CENTRE** : Oudtshoorn Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate, recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

- ENQUIRIES** : Ms H Human, Tel No: (044) 203-7203
- APPLICATIONS** : To the Director: Eden District Office, Private Bag X 6592, George, 6530.

- FOR ATTENTION** : Ms S Pienaar

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of

the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 17 August 2018
- POST 31/192** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRIC) (X2 POSTS)**
Cape Winelands District
- SALARY** : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
- CENTRE** : Robertson CDC, Langeberg Sub-district (X1 post)
Stellenbosch PHC, Stellenbosch Sub-district (X1 post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.
- DUTIES** : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.
- ENQUIRIES** : Robertson CDC: Ms M Williams, Tel No: (023) 626-8548
Stellenbosch PHC: Ms D Johnson, Tel No: 021 – 808-6108
- APPLICATIONS** : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
- FOR ATTENTION NOTE** : Ms JB Salie
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
- CLOSING DATE** : 17 August 2018

POST 31/196 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (PEOPLE MANAGEMENT)**
(Overberg District)

SALARY : R356 289 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate three year National Diploma or Degree. Experience: Extensive supervisory as well as People Management Administration experience. Inherent requirement of the job: Valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of HR Policies, procedures and practices. Appropriate PERSAL experience. Leadership-, Change Management- and Diversity Management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Proven knowledge of Public Service Regulations, Prescripts and Acts.

DUTIES : Manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime, etc. Ensure compliance with HR policies and practices. Provide Human Resource Administration service within District. Provide Professional and Specialised support/advice to management. Handle all matters related to supervision of component.

ENQUIRIES : Mr CJ Matshoza, Tel No: (028) 214-5802
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency assessment.

CLOSING DATE : 17 August 2018

POST 31/197 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R299 709 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance reports.

ENQUIRIES : Mr BH Cassim, Tel No: (044) 802-4409
APPLICATIONS : To the Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 24 August 2018

POST 31/198 : **ELECTRO CARDIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)**

SALARY : Grade 1: R198 273 per annum
Grade 2: R233 553 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Matric certificate with Life Science/Biology and Mathematics. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.

DUTIES : Execute electro cardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Type electrocardiogram reports, keep records up to date and record data on Clinicom. Develop and update skills in ECG area. Assist with stock taking and maintenance of ECG Machines.

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

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

FOR ATTENTION : Ms V Meyer

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

CLOSING DATE : 17 August 2018

POST 31/199 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Eden District

SALARY : R163 563 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the Supply Chain Management. Appropriate experience of warehouse management. Competencies (knowledge/skills): Knowledge of the PMFA, Treasury Directives and Legislation pertaining to Supply Chain Management and procurement work environment. Computer literacy (MS word and Excel). Knowledge of LOGIS system. Good interpersonal skills.

DUTIES : File documentation. Check issued stock. Check stock delivered from supplier. Capture Simultaneous Receipt/Issue vouchers, Receipt vouchers and Issue vouchers. Ensure that transactions comply with legislative requirements. Follow-up and report on outstanding orders. Manage the transit area of the stores. Keep LOGIS system up to date.

ENQUIRIES : Ms E Abbott, Tel No: (023) 414-8200

APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 24 August 2018

POST 31/200 : **ADMINISTRATION CLERK: FINANCE**
Directorate: Management Accounting

SALARY : R163 563 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Experience in Hospital or general patient

fees or any health related claims environment. Experience in HIS (Health Information system) Delta 9 or other health billing systems. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid (code B/EB) driver's Licence. Competencies (knowledge/skills): Knowledge of UPFS (Uniformed Patient Fee Schedule) or Hospital Memorandum Chapter 18 or general patient fee billing tariffs. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy (MS Word and Excel).

- DUTIES** : Ensure accurate billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist the hospital fees departments at various institutions with monthly drawing of relevant reports for account write-offs and follow up of outstanding patient accounts and invoices in terms of Hospital Fees Policy. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors. Ensure submissions of EDI (Electronic Data Interchange), paper claims and assist with EDI (Electronic Data Interchange) rejections and resubmissions. Capture payments and journals on BAS (Basic accounting System) and AR (Accounts Receivable Systems). Liaise with debtors, private companies (Medical Aids, etc.) and other relevant stakeholders telephonically, in person or in writing regarding outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear State Department backlogs in terms of outstanding invoices.
- ENQUIRIES** : Ms L Ismail, Tel No: (072) 601-6586
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 August 2018

POST 31/201 : **ADMINISTRATION CLERK: RADIOLOGY (X2 POSTS)**
(Chief Directorate: Metro Health Service)

- SALARY** : R163 563 per annum
- CENTRE** : Eerste River Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of patient administration in a hospital. Appropriate administrative experience. Inherent requirement of the job: Willingness to work shifts which include weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy in MS Windows (Word and Excel). Ability to work as part of a team. Ability to cope with a high work volume and follow instructions and procedures. Ability to adapt to a changing environment. Ability to deal with information in a confidential manner. Good interpersonal relations and organisational skills. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Render a reception service in the Radiology department. Be responsible for all aspects of Patient administration in the Radiology department this includes both the Radiology Information system and Clinicom. Maintain the effective and efficient general office administration and ad-hoc duties e.g. typing, filing, faxing and photocopying. Responsible for folder management (i.e. request and retrieve folders). Reporting on faulty equipment to Maintenance. Ordering, receiving, monitor and control stock. Answer telephonic enquiries and arrange appointments and transport. Complete daily, weekly and monthly statistics, report and data capturing.

- ENQUIRIES** : Dr A Anthony, Tel No: (021) 902-5073
- APPLICATIONS** : The Acting Chief Executive Officer: Eerste River Hospital: Private Bag x 5, Eerste River, 7103.
- FOR ATTENTION** : Ms N Wege
- NOTE** : No payment of any kind is required when applying for this posts.
- CLOSING DATE** : 17 August 2018

POST 31/202 : **OPERATOR: REPROGRAPHIC SERVICES**
Chief Directorate: Metro Health Services

SALARY : R115 437 per annum
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the operating of photocopiers, scanner; audio-visual equipment and binding of documents. Competencies (knowledge/skills): Ability to prioritise work. Ability to report defects of duplication and/or audio-visual equipment. Good communication and interpersonal skills. Computer skills in MS office. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Photocopy and bind documents. Provide technical assistance to users with regard to the photocopiers, scanners and audio-visual equipment. Handle confidential documents. Manage administrative duties such as ordering of consumables and booking of lecture rooms, Handle inventory control of equipment. Operate equipment according to instructions.

ENQUIRIES : Ms B Mbebe, Tel No: (021) 937-3138
APPLICATIONS : To the Dean/Manager: Oral Health Centre, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms P de Bruin
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a competency test.

CLOSING DATE : 17 August 2018

POST 31/203 : **STERILISATION OPERATOR PRODUCTION (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : R115 437 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, pack, control and sterilise instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Ms S Nieuwoudt, Tel No: (023) 348-6455
APPLICATIONS : To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : Preference will be given to candidates that obtained certificates for Basic/Intermediate/Advance Course in Decontamination and Sterilisation in CSSD. No payment of any kind is required when applying for this post.

CLOSING DATE : 24 August 2018

POST 31/204 : **FOOD SERVICE AID**
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : George Hospital

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate working experience in an Industrial Food Service Unit. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Physically fit to lift heavy objects and ability to be on his or her feet for long periods. Competencies (knowledge/skills): Must be able to speak clearly and legible. Ability to communicate in at least two of the three official languages of the Western Cape. Interpret recipes, do basic calculations and use a food scale. Ability to read and write accurately.
- DUTIES** : Pre-prepare and prepare normal and special diets. Dish up and distribute meals daily. Receipt and storage of food supplies. Follow hygiene and safety directives for the use of equipment and apparatus. Maintain general hygiene in the Food Service Unit. Maintain equipment and apparatus.
- ENQUIRIES** : Ms M Greyling, Tel No: (044) 802-4423
- APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
- NOTE** : Mr BH Cassim
- CLOSING DATE** : Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 August 2018
- POST 31/205** : **HOUSEHOLD AID**
Central Karoo District
- SALARY CENTRE REQUIREMENTS** : R96 549 per annum
Laingsburg Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning hospitals/health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.
- DUTIES** : Perform routine, focussed and unplanned emergency cleaning tasks within a healthcare environment of all areas in a hospital and a primary health care clinic. Serve meals to patients and clean crockery and cutlery. Stock control, control sheets and management of cleaning equipment.
- ENQUIRIES** : Ms C Bothma, Tel No: (023) 551-1237
- APPLICATIONS FOR ATTENTION** : To the Director: Eden District Office, Private Bag X 6592, George, 6530.
- NOTE** : Ms S Pienaar
- CLOSING DATE** : Shortlisted candidates will be subjected to a competency test to establish suitability. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 August 2018
- POST 31/206** : **CLEANER (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R96 549 per annum
Macassar Community Day Centre (X2 Posts)
Michael Mapongwana Community Day Centre (X1 Post)
- REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience in the use of cleaning equipment, cleaning materials and cleaning detergents. Appropriate experience in infection control and occupational health and safety. Inherent requirement of the job: Ability to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Knowledge of Batho Pele Principles.
- DUTIES** : Provide a clean, hygienic environment in and outside the health care facility to prevent the spread of infection. General cleaning and maintenance. Ensure care of cleaning equipment. Actively involved in infection control and occupational health and safety activities. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Macassar CDC - Ms G Viana, Tel No: (021) 857-2330
Michael Mapongwana CDC – Ms S Joseph, Tel No: (021) 361-3394

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION : Ms Z Willie
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to complete a practical test.
CLOSING DATE : 24 August 2018

POST 31/207 : **HOUSEHOLD AID (X4 POSTS)**
Eden District

SALARY : R96 549 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward/hospital/health environment. Inherent requirements of the job: Perform overtime and night duty. Ability to lift/move heavy equipment and supplies. Relief duties in other departments when necessary, perform overtime and night duty.

DUTIES : Handle clean and dirty linen and disposal of refuse/waste products. Responsible for general hygienic and safe environment. Correct and cost effective usage and operation of equipment and chemicals. Dust, sweep, polish, scrub and mop floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

ENQUIRIES : Ms H Human, Tel No: (044) 203-7203
APPLICATIONS : To the Director: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 24 August 2018

POST 31/208 : **CLEANER**
Eden District

SALARY : R96 549 per annum
CENTRE : Kwamandlenkosi Community Clinic
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control.

ENQUIRIES : Mr WJ Erasmus, Tel No: (023) 414-8200
APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 24 August 2018

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
CLOSING DATE : 20 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: 0861 370 202.

OTHER POSTS

- POST 31/209** : **ASSISTANT DIRECTOR: CREATIVE DESIGN REF NO: DOTP 2018-87**
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years' design experience with a minimum of 3 years' supervisory experience; A valid Code B driving licence. Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be viewed. This is part of the shortlist process. Recommendations: Brand Management and/or development experience; Proven and demonstrable skills in Designing, Illustration and Photography. Competencies: Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills; Good communication skills (written and verbal) in at least two of the official languages of the Western Cape.
- DUTIES** : Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.
- ENQUIRIES** : Mr S Du Plessis at (021) 483 3139
- POST 31/210** : **PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 2018-85 (X2 POSTS)**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience; Experience within an Internal Audit environment. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Internal processes and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.
- DUTIES** : Assist the Senior Manager in compiling Audit Committee Packs timely, accurately and completely and timely distribute audit committee packs to all relevant parties/ attendees; Efficient and effective diary management based on the assessed importance and urgency of the matter; Thorough responses to enquiries received from internal and external stakeholders; Co-ordinate logistical arrangements for all meetings hosted and act as secretariat as required; Render administrative support services which includes subsistence and travel claims and managing the GG vehicles; manage the end user equipment allocation and tracking demand for new equipment; Maintain a record-keeping and filing system and safeguard all relevant correspondence in line with the departmental plan; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr S Martin at (021) 483 8293

POST 31/211 : **PERSONAL ASSISTANT: CONNECTED GOVERNMENT AND INFRASTRUCTURE REF NO: DOTP 2018-90**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Provide a secretarial/ receptionist support service to the senior manager; Render administrative support services which includes procurement and minute taking; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information/ documents through the office; Safekeeping and filing of documents; Compile reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.

ENQUIRIES : Mr E Alexander at (021) 483 4343

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

CLOSING DATE : 20 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: 0861 370 202

OTHER POST

POST 31/212 : **ADMINISTRATION CLERK: VREDELUS: ADMIN REF NO: DSD 2018-81**

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.

DUTIES : Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.

ENQUIRIES : Mr M Benting at (021) 931 0236

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 20 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: 0861 370 202

OTHER POSTS

POST 31/213 : **CHIEF ARCHITECT: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY: GENERAL REF NO: TPW 2018-186**

SALARY CENTRE REQUIREMENTS : Grade A: R854 154 per annum (OSD as prescribed)
 : Department of Transport and Public Works, Western Cape Government
 : A relevant B-Degree (or equivalent qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect (please attach your proof of registration to your profile); Valid code B driving licence. Recommendations: Experience of contract documentation and administration; Experience in Project Management; Formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge and experience of the following: Contract documentation and administration; The (OHS Act), National Building Regulations, SANS and all relevant built environment legislation; Programme and Project Management, research and planning procedures; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership, organising and teamwork abilities; Conflict Management skills; Ability to work under pressure and meet deadlines.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards; Development, interpretation and customisation of policies, strategies, plans (including refurbishment and upgrading), business cases and accommodation schedules; Master planning and the development of project briefs; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment process.

ENQUIRIES APPLICATIONS : Ms C Skillicorn at (021) 483 4605
 : Only applications submitted online will be accepted. To apply submit your application online only <https://westerncapegov.erecruit.co>

POST 31/214 : **DEPUTY DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 2018-120**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R697 011 per annum (Level 11).
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification) with a minimum of 3 years management experience; A valid code B driving licence. Recommendations: Experience in the following: Budget/ Financial Management; Human Resource Management; Transport, enforcement or legal environment; A valid code B driving licence and willingness to travel away from the office as required. Competencies: Knowledge of the following: National Land Transport Act; Criminal Procedures Act; National Road Traffic Act, PFMA, Conflict Management; Mediation skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Relationship Management; Problem solving and decision making; Planning, organising and research skills.

DUTIES : Manage the Conflict Monitoring, Analysis and Prevention unit; Monitor conflict areas and establish a system of early warning signs; To set up and ensure the effective functioning of intergovernmental stakeholder committees and commuter

forums; Assist with the implementation of extra-ordinary measures in declared areas as defined in the NLTA; Make recommendations to enforcement and regulatory authorities on enforcement and other sanction against errant transport operators and groups.

ENQUIRIES : Mr Y Ahmed at (021) 483 2137
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 31/215 : **ADMINISTRATIVE OFFICER: FINANCIAL SUPPORT REF NO: TPW 2018-184**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Financial Accounting with a minimum of 3 years' relevant experience; A valid code B driving licence. Competencies: Knowledge in the following: Financial Instructions; Financial systems; Supervisory skills; Report writing; Planning and organising; Punctual; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.

ENQUIRIES : Ms E Searle at (021) 483 0271
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 31/216 : **SENIOR ASSET PRACTITIONER: ASSET MANAGEMENT REF NO: TPW 2018-154 (X2 POSTS)**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience. Recommendations: Accounting experience; Working knowledge of SCOA and classification of assets; A financial background specifically in Asset Control; A valid code B driving licence. Competencies: Knowledge of the following: PFMA (Public Financial Management Act); National Treasury Regulations; Provincial Treasury Instructions; LOGIS and the systems requirements and functioning; Asset Management; Supervisory and financial reconciliations; Record keeping procedures; Proven computer literacy in MS Office; Organising and decision making skills; Liaison with personnel at all levels; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Implement, conduct and oversee the annual or biannual or as determined asset management count and verification, including the results of all investigations of discrepancies recorded, compliant with departmental policies and processes and applicable legislative requirements; Implement and co-ordinate the asset disposal plan by ensuring compliance with departmental policies and processes and applicable legislative requirements; Execute, conduct and supervise the asset disposal process, including the identification of redundant, obsolete, excess and un-serviceable goods, disposal of goods in accordance with plans, accurate recording of disposal and periodic reporting; Verify disposal documentation and items on disposal schedule and ensure that transactions comply with regard to transaction control sheet; Supervise the performance of those responsible for functions of the unit; Ensure the effective use of LOGIS for provisioning, stock control, disposal and reporting.

ENQUIRIES : Mr P Kruger at (021) 483 4949
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 31/217 : **CALL CENTRE OPERATOR: TECHNICAL SUPPORT SERVICES REF NO. TPW 2018-170**

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Proven knowledge and relevant experience in the I.M.S (Issue Management System). Competencies: Ability to classify the building maintenance complaints per class of works; Ability to manage complaints of various client departments; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Technical ability to distinguish between different trades; Ability to register and assign complaints on the I.M.S.

DUTIES : Effective and efficiently record all complaints received on I.M.S; Ensure authenticity of complaints and assign correctly on the I.M.S; Render professional correspondence service to clients and provide referencing; Compile reports of issue management system for the multi-disciplinary teams; Handle all administrative functions related to the post.

ENQUIRIES APPLICATIONS : Mr A February at (021) 483 2489
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 31/218 : **GROUNDSMAN: TECHNICAL SUPPORT SERVICES (LEEUWENHOF) REF NO: TPW 2018-185 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R96 549 per annum (Level 02)
: Department of Transport and Public Works, Western Cape Government
: Basic literacy and numeracy (ABET Level 2 Grade 5). Recommendations: Above average gardening experience; Machinery operator experience. Competencies: A good understanding and application of the following: Occupational Health and Safety Act and relevant regulations; Gardens and grounds maintenance; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure, independently as well as in a team and perform routine tasks.

DUTIES : Irrigation maintenance and repairs; Mowing of lawns; Trimming/pruning different kinds of plants with light machines and hand tools; Machinery operator (brush cutter, chainsaw, hedge trimmer, pole pruner, ride-on mower, etc.); Spraying of chemicals on flower beds and on hard surfaces for weeds, harmful pests and diseases; Manual weeding, fertilizing and planting; General cleaning of the entire estate and the surrounding perimeters; Grounds maintenance (sweeping, scrubbing, general paving, well executed pathways).

ENQUIRIES APPLICATIONS : Ms Y Sihawula at (021) 422 1677
: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

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 : 17 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 31/219** : **SENIOR EDUCATION SPECIALIST: FET SUBJECT ADVISOR TECHNICAL MATHEMATICS**
(1 Year Contract)
Component: Curriculum Further Education and Training (FET)
- SALARY** : R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)
- CENTRE** : Cape Town
- REQUIREMENTS** : 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 license. 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.
- DUTIES** : 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
- ENQUIRIES** : Dr J Bronkhorst Tel No: 021 467 2564
- POST 31/220** : **SENIOR EDUCATION SPECIALIST: FET SUBJECT ADVISOR TECHNICAL SCIENCES**
(1 Year Contract)
Component: Curriculum Further Education and Training (FET)
- SALARY** : R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)
- CENTRE** : Cape Town
- REQUIREMENTS** : 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 license. 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.

DUTIES : 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.

ENQUIRIES : Dr J Bronkhorst Tel No: 021 467 2564

POST 31/221 : **SENIOR EDUCATION SPECIALIST: PROJECT MANAGER: MATHEMATICS, SCIENCES AND TECHNOLOGY**
(1 Year Contract)
Component: Curriculum Further Education and Training (FET)

SALARY : R391 677 - R886 308 per annum plus 37% in lieu of service benefits (Post Level 03)

CENTRE : Cape Town
REQUIREMENTS : Appropriate three (3) year qualification in Education (REQV 13). Five (5) years' teaching experience. Registration with SACE. A valid driver's licence. Thorough Mathematics content and pedagogy knowledge in accordance to CAPS. Above-average verbal and non-verbal communication skills. Excellent ICT skills, especially above average knowledge of computer applications and office software, particularly word processing and spreadsheets (MS Office, Advance Excel, Google Apps, Open Office) and the ability to train others in this skills set. Ability to speak in public in at least English and Afrikaans. Formal presentation skills. Ability to motivate personnel. Accountable for outcomes of projects. Ability to manage and handle crisis situations effectively. Personal Attributes: Ability to perform under pressure; systematic approach to work; Integrity and honesty. Self-motivation; Positive attitude and co-operation; A leader of change; Support innovative teaching that reflects different learner needs.

DUTIES : Facilitate specialised support electronically, in documentation format and face to face to: The Director and senior officials responsible for Mathematics teaching in the Province; Circuit Managers, Heads: Curriculum Support and Mathematics Subject Advisers across the 8 Districts; Project Stakeholders; Pilot schools (Principals and Subject Heads). Facilitate the professional development needs identified. Collaborate with Service Providers and other role-players. Projects according to the WCED Mathematics Support Plan and the Memorandum of Agreement between the WCED and the service provider. Alignment of Curriculum and Assessment Policy Statement (CAPS) and relevant project requirements. Impact of utilisation and integration of the particular e-resource(s). Evaluate the resource use in both teaching and learning and provide support where needed. Report regularly on the state of teaching and learning in Mathematics and ICT integration at the pilot schools. Analyse learner assessment data and develop improvement strategies linked to the use of the e-resource in response to the analysis. Compile reports on monitoring visits, provide feedback to senior officials, Subject Advisers and principals. Submit monthly work plans and liaise with the relevant Head Office officials and Mathematics Subject Advisers in Districts. Maintain a database related to the project(s).

ENQUIRIES : Ms G Schreuder Tel No: 021 467 2576