

**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** : 03 September 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 33/75** : **SENIOR LECTURER: AGRICULTURAL EXTENSION REF NO: AGR 2018-44**
- 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 environment of which 3 years must be lecturing experience; A valid (code B) driving licence. Recommendations: Successfully completed training as an assessor and moderator. Competencies: Proven knowledge of the subject field; Proven computer literacy; Formal training, facilitation and presentation skills; Leadership, planning and organising skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good working knowledge in the subject field.
- DUTIES** : Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Ensure that student advisory services is provided; Perform and oversee administrative and related functions; 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 33/76** : **LECTURER: CHEMISTRY AND ACADEMIC SUPPORT REF NO: AGR 2018-43**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc. Degree; A minimum of 3 years' experience in Education and Training; A valid code B driving licence. Recommendations: Formal training in chemistry and presentation skills. Working knowledge and expertise in teaching biology and mathematics. Competencies: Proven knowledge of subject field; 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; Presentation and facilitation 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; Keep abreast of the applicable prescripts, policies, procedures, policies, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Valentyn at (021) 808 5455

**POST 33/77** : **STATE ACCOUNTANT: REVENUE AND EXPENDITURE CONTROL REF NO: AGR 2018-45**  
(6-Month Contract Position)

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Financial Management/ Audit/ Cost and Management Accounting with a minimum of 3 years' experience in a financial environment; A valid minimum code B driving licence. Recommendations: Strong financial background specifically in the finance administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of the following: Financial and budgetary management process; Monitoring and review reports; BAS (Basic Accounting System; Relevant legislation, directions and procedures with regard to financial administration; Planning and organising skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Compilation of projections for the monthly in year monitoring system: Feed inputs from BAS into projection schedules and consult with programme managers and their staff on the projections and deviations and all other inputs pertaining to the projections of the IYM; Medium Term Expenditure Framework Budget process: Balancing of original budget on BAS, for respective programmes after approval from Treasury; Perform managerial and administrative functions: Manage and control the workflow of subordinates; Cash flow reports: Communicate savings/over expenditure on personnel, entertainment and other items to ASD: ERC; Training: Communicate and assist all personnel in department on understanding BAS reports and projections; Audit queries: Attend to audit queries; Control of transfer payment processes.

**ENQUIRIES** : Ms M Passenz at (021) 808 7730

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

**CLOSING DATE** : 03 September 2018

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**OTHER POST**

**POST 33/78** : **LIBRARIAN: SELECTION SECTION REF NO: CAS 2018-29**

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : A 3-year National Diploma/B-Degree in Library and Information Science. Recommendations: Post graduate Diploma in Library and Information Science and or equivalent degree (B.Bibl.degree). Competencies: Knowledge of the following: Book evaluation/reviewing; Collection development; Bibliographic record creation; Proven writing skills; Proven book knowledge; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Evaluation/reviewing of library material; Bibliographic record-keeping; Written promotion of library service's book stock.

**ENQUIRIES** : Ms J De Beer at (021) 483 2440

## DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 03 September 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 33/79** : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 2018-21**  
(24-Months Contract Position)
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years' relevant management experience in either a government environment or in a private sector environment which involved working with government; A valid code B driving licence. Recommendations: Proven experience in the following: Business process analysis; Problem solving; Project Management; Understanding of the concept of red tape and its reduction. Competencies: Knowledge of modern systems of governance and administration; Advanced knowledge of the business industry and sectors and the processes supporting these; Knowledge of constitutional, legal and institutional arrangements governing the South African public and private sector; Communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Stakeholder Relationship Management; Project Management; Analytical thinking and problem solving skills; Strategic thinking skills.
- DUTIES** : Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
- ENQUIRIES** : Mr R Windvogel at (021) 483 9902 / (082) 849-2424
- POST 33/80** : **ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT REF NO: DEDAT 2018-22**
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma; A minimum of 1 years' administrative support experience to top management; A valid code B driving licence. Recommendations: Experience in providing strategic support to senior management; Advanced Microsoft Excel skills; Advanced financial management and budgeting. Competencies: Knowledge of the following: Financial management and budgeting; Reporting procedures; Development and maintenance of administrative and operational systems; Problem-solving; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.
- DUTIES** : Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders;

Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the M&E systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).

**ENQUIRIES** : Mr J Peters at (021) 483 9417

#### **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 33/81** : **ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)**  
Directorate: Infrastructure Programme Delivery

**SALARY** : Grade A: R585 366 per annum  
Grade B: R669 300 per annum  
Grade C: R758 241 per annum  
(A portion of the package can be structured according to the Individual's personal need.

**CENTRE REQUIREMENTS** : Head Office, Norton Rose House, Cape Town)  
Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Recognition of prior experience: **Grade A:** At least 0-2 year appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. **Grade B:** At least 14 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. **Grade C:** At least 26 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. Inherent requirements of the job: Willingness to work outside of normal office hours. Willingness to travel including early morning and late night air flights. A valid (Code B/EB) driver's licence. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

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

**ENQUIRIES APPLICATIONS** : Mr A Middleton Tel No: (021) 483-9328  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

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

**CLOSING DATE** : 31 August 2018

**POST 33/82** : **RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)**

**SALARY** : Grade1: R374 364 per annum  
Grade 2: R440 982 per annum  
Grade 3: R519 456 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills. Computer literacy (Ms Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety. Ultrasound scanning experience and ability to work independently.

**DUTIES** : Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.

**ENQUIRIES** : Ms N B Peters, Tel No: (021) 404-4187

**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini

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

**CLOSING DATE** : 31 August 2018

**POST 33/83** : **RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)**

**SALARY** : Grade 1: R374 364 per annum  
Grade 2: R440 982 per annum  
Grade 3: R419 456 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer (RTT) AND AS Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer (RTT) and as Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Experience: **Grade 1:** None after registration with the HPCSA in Radiation

Oncology (Therapy). **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). Inherent requirements of the job: Willing to work shifts when required. Valid (Code B/EB) driver's licence will be an advantage. Competencies (knowledge/skills): Physical and mental ability to work with radiation devices or radioactive sources, in a high pressure environment. Technical ability to manufacture and design appliances, together with the required academic ability. Good verbal and written communication skills as well as interpersonal skills allowing for the candidate to work both in team and individual context. Ability to work with advanced computer systems and adhere to safety standards. Ability to work under pressure to tight deadlines. Knowledge of radiation and general safety guidelines and technical proficiency in terms of radiation laboratory and general workshop manufacturing processes and use of radioisotopes. Work experience in a radiation and laboratory environments will be an advantage. The person must have the physical and mental ability to handle medical devices, radioactive sources and equipment in a high pressure environment.

**DUTIES** : Assist with the manufacturing and design of devices used for radiotherapy patient treatment. Have responsibility for the custodianship, storage and cleaning of radioactive sources, as well as design and manufacture of treatment and shielding devices for treatment of radiotherapy patients. Assist with the management of brachytherapy equipment and the treatment of radiotherapy patients, and have the knowledge of associated dosimetry. Be responsible for the teaching and training programme for staff and trainees that forms part of the multidisciplinary teams. Assist with general administration of the tasks completed within the laboratory. Assist medical physics with general radiotherapy quality assurance procedures as required.

**ENQUIRIES** : Ms H Burger, Tel No: (021) 404-6240/6266 or E-mail: hester.burger@uct.ac.za  
**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini  
**NOTE** : No payment of any kind is required when applying for this post. Applicants may be subjected to a competency assessment test. '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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

**CLOSING DATE** : 31 August 2018

**POST 33/84** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
 Chief Directorate: Metro Health Services

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

**CENTRE** : Victoria Hospital, Wynberg  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 one-year, accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 after obtaining the 1-year

post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and be on call as per roster. Competencies knowledge/skills): Experience in clinical forensic nursing or willingness to learn in this area. Experience in clinical forensic nursing. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report-writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel and Outlook).

**DUTIES** : Manage and provide clinical forensic services to clients attending the unit. Liaise with SAPS and the Justice system where necessary. Do physical examinations and prescribe appropriately. Provide counselling to rape survivors and treat in line with protocol. Collect data and submit reports. Manage financial resources of the department. Be involved in human resource management of the component. Engage in training and development of staff.

**ENQUIRIES** : Mr PC Jeftha, Tel No: (021)799-1125  
**APPLICATIONS** : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.  
**FOR ATTENTION** : Ms Z Peter  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 31 August 2018

**POST 33/85** : **ASSISTANT DIRECTOR: COMMUNICATIONS**  
Directorate: Communications

**SALARY** : R356 289 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3 year national diploma / degree in Communication, Journalism or Public Relations. Experience: An extensive experience in a communication, public relations or marketing environment. Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competences (knowledge/skills: Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.

**DUTIES** : Implement corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).

**ENQUIRIES** : Mr Mark van der Heever, Tel No: (021) 483- 3716  
**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.  
**CLOSING DATE** : 31 August 2018

**POST 33/86** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SOURCING)**  
Directorate: Supply Chain Management

**SALARY** : R356 289 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: An appropriate 3 year national diploma / degree in Finance. Experience: Appropriate experience in a procurement environment. Competencies (knowledge/skills): Knowledge of health sector commodities. Knowledge of negotiating with suppliers. Knowledge of procurement prescripts. Knowledge of government bid procedures. Ability to perform calculations relating to foreign currency, CPIX etc. Knowledge relating to management of contracts. Knowledge of the Health Sector. Sound knowledge of various services managed within a health environment. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel, PowerPoint).

**DUTIES** : Handling of all procurement and bid management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinising of bids received to ensure bidder compliance. Responsible for finalising applications for price escalations for index and Rate of Exchange claims. Compiling of memorandum to Bid Adjudication Committee. Executing of Bid Committee and

	:	Delegatee's resolutions. Inspection of Contractors premises. Ensure that service level agreements exist and are effectively managed and compliance thereto is monitored. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Vigilantly monitoring contractor's performance. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr C Munnik, Tel No: (021) 483-3447
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a>
<b><u>CLOSING DATE</u></b>	:	07 September 2018
<b><u>POST 33/87</u></b>	:	<b><u>SPEECH THERAPIST GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R300 828 per annum Grade 2: R352 707 per annum Grade 3: R415 482 per annum
<b><u>CENTRE</u></b>	:	Matzikama PHC Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and participate in a professional learning community. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Adheres to all prescribed laws and district policies regarding record keeping. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (Excel, Word and PowerPoint). Establishes a culture for meaningful relationships.
<b><u>DUTIES</u></b>	:	Render a clinical speech therapy and or audiology service at health facility and community based level. Evaluate and diagnose speech, language, cognitive-communication and swallowing disorders. Treat speech, language, cognitive-communication and swallowing disorders in individuals of all levels, from infancy to the elderly, utilising an individualised plan with both long-term and short-term goals established for each individual's needs. Implement community outreach projects. Manage resources optimally and effectively.
<b><u>ENQUIRIES</u></b>	:	Ms JE Eygelaar, Tel No: (027) 213-4070
<b><u>APPLICATIONS</u></b>	:	To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<b><u>FOR ATTENTION</u></b>	:	Ms ME Tangayi
<b><u>NOTE</u></b>	:	Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with



		the relevant council (including individuals who must apply for change in registration status)"
<b><u>CLOSING DATE</u></b>	:	07 September 2018
<b><u>POST 33/88</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> West Coast District
<b><u>SALARY</u></b>	:	R242 475 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12/Senior Certificate plus competencies. 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. Competencies (knowledge/skills): Advanced computer literacy (MS Word, 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.
<b><u>DUTIES</u></b>	:	Effective management and supervision for the support sections including Transport, Linen Bank, Telecommunication and registry, Waste, Porters, Laundry, Food Services, Technical workshop and grounds maintenance. Effective management of out-sourced contract services. Effective management of resources including people management and finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr GO Waneburg, Tel No: (022) 487-9202
<b><u>APPLICATIONS</u></b>	:	To the Director, West Coast District, Private Bag X15, Malmesbury, 7300.
<b><u>FOR ATTENTION</u></b>	:	Ms C Julius
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may form part of the interview process.
<b><u>CLOSING DATE</u></b>	:	07 September 2018
<b><u>POST 33/89</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> <b><u>(INTEGRATED SCHOOL HEALTH PROGRAM)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R241 908 per annum Grade 2: R297 516 per annum Grade 3: R362 559 per annum (Plus a non-pensionable rural allowance of 12% of the basic salary).
<b><u>CENTRE</u></b>	:	Beaufort West PHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to work independently but also as part of a team. Experience of working with learners or youth and group facilitating skills.
<b><u>DUTIES</u></b>	:	Provide clinical screening school health services to learners with parental consent in schools (including special schools) and support the school health team and the teacher/Department of Education as part of the team within the school environment to ensure implementation of ISHP. Plan, participate, implement and evaluate Health Promotion and Prevention initiatives in the school learner community.

		Conduct health education to the school community and monitor referrals/feedback of learners to the facility. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays and link with community structures working with youth. Collect data and submit reports.
<b><u>ENQUIRIES</u></b>	:	Ms A Jooste, Tel No: (023) 414-3590
<b><u>APPLICATIONS</u></b>	:	To the District Manager: Eden District, Private Bag X 6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. "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)"
<b><u>CLOSING DATE</u></b>	:	31 August 2018
<b><u>POST 33/90</u></b>	:	<b><u>OCCUPATIONAL THERAPY TECHNICIAN GRADE 1</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R198 273 per annum Grade 2: R233 553 per annum
<b><u>CENTRE</u></b>	:	Metro TB Hospital Centre (DP Marais Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: <b>Grade 1:</b> None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. <b>Grade 2:</b> A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Competencies (knowledge/skills): The ability to read, write and converse in at least two of the three official languages of the Western Cape. Report writing and leadership skills. Good interpersonal, organisational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Sound knowledge of various physical and mental health conditions. Supervisory and student training experience. Computer literacy.
<b><u>DUTIES</u></b>	:	Implementation of a planned Occupational Therapy Clinical Service at TB Metro Centre. Contribute to implementing Occupational Therapy assessments. Contribute to Training and Professional Development. Portray a positive image of the OT profession.
<b><u>ENQUIRIES</u></b>	:	Ms F Sedick, Tel No: (021) 508-7464
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Metro TB Hospital Centre, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
<b><u>FOR ATTENTION</u></b>	:	DM Swartz
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 September 2018
<b><u>POST 33/91</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R163 563 per annum
<b><u>CENTRE</u></b>	:	Beaufort West PHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A working knowledge of current computer software systems

utilised by the Department of Health as well as computer literacy (MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems, (i.e. Health Information Systems, Sinjani, TIER.net and Ideal Clinic). Training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency.

**ENQUIRIES** : Ms B Goliath, Tel No: (023) 414-8200  
**APPLICATIONS** : To the District Manager: Eden District, Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 07 September 2018

**POST 33/92** : **ADMINISTRATION CLERK: SUPPORT**  
Overberg District

**SALARY** : R163 563 per annum  
**CENTRE** : Caledon Hospital, Theewaterskloof Sub-District  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good planning and organisational skills, including office management. Ability to work independently as well as in a team. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Maintain high confidentiality and professionalism.

**DUTIES** : Provide a secretarial support service to the Manager in the Medical Services. Render administrative support service to the Manager: Medical Services. Keep abreast with relevant Public Service and Departmental prescripts, policies or procedures. Organise meetings, control agendas and record minutes. Type general correspondence and keep a filing system. General administration duties, typing of quarterly reports, complete monthly and quarterly statistics.

**ENQUIRIES** : Dr MS Rambiyana, Tel No: (028) 212-1070  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**NOTE** : No payment of any kind is required when applying for this post. Computer typing and language proficiency tests will form part of the selection process.

**CLOSING DATE** : 07 September 2018

**POST 33/93** : **HOUSEKEEPING SUPERVISOR**  
West Coast District

**SALARY** : R136 800 per annum  
**CENTRE** : West Coast TB Centre, (Stationed at ID Hospital, Malmesbury)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.

**DUTIES** : Ensure a clean, hygienic and safe environment. Responsible for effective management of housekeeping services within the wards and laundry services. Maintenance of appliance and equipment. Render effective supervision. Render support to sister in charge, nursing and Foodservice staff.

**ENQUIRIES** : Ms M Sedeman, Tel No: (022) 487-3294  
**APPLICATIONS** : To the District Director: West Coast District, Private Bag x 15, Malmesbury.  
**FOR ATTENTION** : Mr E Sass

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 07 September 2018

**POST 33/94** : **HOUSEHOLD AID**  
Eden District

**SALARY** : R96 549 per annum  
**CENTRE** : Ladismith Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a hospital environment. Inherent requirements of the job: Willingness to work shifts on weekends, public holidays, on day and night. Relief according to the needs of the service. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored.

**ENQUIRIES** : Ms S Labuschagne, Tel No: (028) 551-1342  
**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** : 07 September 2018

**POST 33/95** : **CLEANER**  
West Coast District

**SALARY** : R96 549 per annum  
**CENTRE** : West Coast TB Centre (stationed at ID Hospital, Malmesbury)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Health facility or Hospital environment. Inherent requirements for the job: Physically able to lift and move heavy objects and work on feet for a 12-hour shift. Ability to work shifts (weekends and public holidays). Ability to operate machinery and equipment. Competencies (knowledge and skills): Knowledge of infection control and safety procedures of a hospital or clinic environment. Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

**DUTIES** : Render an effective, efficient and safe hygienic and domestic service in Nursing Component. Contributes to effective management of domestic responsibilities and support to supervisors. Contributes to effective utilisation and functioning of apparatus and equipment. Support to foodservice and laundry services. Ensure that cleaning equipment, i.e. polisher, scrubbing machines, mops, brooms and buckets are cleaned after usage and securely stored. Assist with serving of meals and beverages to patients.

**ENQUIRIES** : Ms M Sedeman, Tel No: (022) 487-3294  
**APPLICATIONS** : To the Director, West Coast District Office, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 07 September 2018

**POST 33/96** : **PORTER**  
Rural Health Services

**SALARY** : R96 549 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Porter experience in a public health facility. Inherent requirements of the job: Willingness

to work shifts and over weekends and public holidays. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to handle corpses. Prepared to work in all departments or wards in hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards or departments and transport blood and blood products to or from blood Bank to Paarl Hospital with GG transport.

**ENQUIRIES** : Ms GP Storm, Tel No: (021) 860-2844

**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

**FOR ATTENTION** : Mr RM Petersen

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

**CLOSING DATE** : 07 September 2018

**POST 33/97** : **TRADESMAN AID**  
Central Karoo District

**SALARY** : R96 549 per annum

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience within a health environment. Inherent requirements of the job: Must be prepared to work overtime. Capability to do strenuous physical labour. Valid (Code B/EB) driver's licence. Perform relief duties where required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape

**DUTIES** : Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handymen and Artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES** : Mr P Du Toit, Tel No: (023) 414-8222

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

**FOR ATTENTION** : Ms S Pienaar

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

**CLOSING DATE** : 07 September 2018

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

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

**CLOSING DATE** : 03 September 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 33/98** : **CHIEF ENGINEER: ENGINEERING SERVICES REF NO: HS 2018-34**
- SALARY** : R991 281 per annum, Grade A - OSD as prescribed
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer within six months after appointment as prescribed; A minimum of 6 years' post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Recommendations: Extensive experience in Programme Management and Project Management; Financial Management experience; Extensive experience in providing Civil Engineering Service for the provision of Municipal Infrastructure Services. Competencies: Knowledge of applicable policies, guidelines, designs' standards, best practices, procedures and legislation; National and provincial human settlements strategic goals, objectives, targets, activities, etc.; Engineering, legal and operational compliance; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning, organising and People Management skills; Strategic capability, leadership and managerial skills; Proven computer literacy; Analytical thinking skills; Ability to work effectively both as part of a team and independently.
- DUTIES** : Manage and implement a professional and technical engineering service to the Department and municipalities within the Western Cape which includes evaluating the following: Human Settlement development project application and planning design against engineering standards and National Housing Code and National funding programmes such as Human Settlement Development Grant and Urban Settlement Development Grant; Business plans, technical manuals for design of infrastructure, cost effective designs, standard drawings and procedures to incorporate innovative technologies into human settlement development projects; Manage the planning and implementation of Human Settlement Development projects undertaken by the Provincial Department of Human Settlements which includes the following: Plan and develop new housing and infrastructure projects to be implemented by the Provincial Department of Human Settlements; Oversee construction and on-going monitoring and evaluation of projects planned and implemented by the Provincial Department of Human Settlements; Governance which includes allocating, controlling, monitoring and reporting on all resources as well as compiling logs and managing significant risk according to sound risk management practice and organisational requirements; Financial Management will include the following: Provide input for the Strategic Plan for professional and project management services; Provide inputs, compile and implement operational plan, manage budgets, compile reports and cash flows, allocate and monitor expenditure; Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services.
- ENQUIRIES** : Ms R Tiry at (021) 483 4858

## PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 03 September 2018
- NOTE** : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the 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.

#### **MANAGEMENT ECHELON**

**POST 33/99** : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT REF NO: PT 2018-28**

**SALARY** : All –inclusive salary package of R1 370 973 – R1 544 406 per annum (Level 15)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree (NQF 8); A minimum of 8 years' relevant senior management experience; A valid Code 8 driver's license (or alternative mode of transport for people with disabilities); Registration as Chartered Accountant with the South African Institute for Chartered Accountants will be an added advantage. Recommendations: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBEEE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; Supply and Asset management; and Financial management systems; Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.

**DUTIES** : Strategic, Human Resource and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these: Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.

**ENQUIRIES** : Dr. IH Meyer (021 483 9805)

#### **OTHER POSTS**

**POST 33/100** : **MANAGER: NORMATIVE COMPLIANCE MANAGEMENT REF NO: PT 2018-30**

**SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 3 years' junior management experience in a financial legislative; A valid code B driving licence. Recommendations: Project Management; Financial Governance norms and standards; Municipal Finance Management Act; National Treasury regulations, Provincial Treasury Directives etc; Administrative procedures relating to specific working environment including norms and standards. Competencies: Problem Solving and Decision Making; Interpersonal skills; Applied strategic thinking; Diversity Management; Team leadership; Good Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Government.

**DUTIES** : Research, develop and issue financial governance norms and standards; Monitor and report on financial management norms and standards; Drive and coordinate an integrated, collaborative municipal Governance improvement programme for Western Cape Government; Manage the identification and implementation of financial management support, capacity building and training to municipalities; Project Management of financial governance related projects; Human Resource Management of component.

**ENQUIRIES** : M Van Niekerk at (021) 483 6695

**POST 33/101** : **ELECTRONIC INFORMATION MANAGER: DATA COLLATING AND TECHNICAL EDITING: REF NO: PT 2018-34**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma with a minimum of 3 years' appropriate experience in technical editing, formatting of various publications, advanced/complex level typing and information management as well as supervision of staff. Recommendations: Willingness to work irregular hours; Proven exposure / experience in project management; Grade 12 Computer Application Technology as a passed subject; A valid Code EB driving licence to be obtained within 24 months of appointment; Aptitude for numbers, good cognitive skills and attention to detail; Computer literacy; Detailed knowledge of the operation/ utilisation of specific computer software packages (MS Word, Excel, PowerPoint) and efficient utilisation of the hardware and software. Competencies: Specialist knowledge in Information and Data Management; Ability to work independently, as part of a team and with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Accuracy; Specialist knowledge; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy.

**DUTIES** : Editing of technical and financial content in English, formatting of reports and publications; Consolidation of information received from various role players for reports and publications through process/workflow mapping and management; Develop the frameworks of reports/publications, communicate the formats to authors and manage the collection and consolidation of these reports/publications; Management of a central repository and the integration of data sets and documents; Conversion and/or design of documents/publications in Acrobat or In-design, in line with corporate identity guidelines and ensure approval of final publications and submit to printers; Financial and Human Resource Management of component.

**ENQUIRIES** : Ms T Bosser at (021) 483 6422

**POST 33/102** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1, REF NO: PT 2018-32 (X2 POSTS)**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Degree in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Mr E Johannes at (021) 483 4229



## DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE** : 03 September 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 33/103** : **ADMINISTRATIVE OFFICER: ADMINISTRATION REF NO: DSD 2018-89**

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 1 years' relevant experience. Recommendations: Supervision of staff. Competencies: Knowledge of the following: Relevant legislation governing the facility's administration and financial processes; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Financial and administration skills; Planning and organising skills.  
**DUTIES** : Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Support the facility with strategic matters.  
**ENQUIRIES** : Ms L Goosen at (021) 202 9251  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/104** : **SOCIAL WORKER: BONNYTOUN PROFESSIONAL SERVICES REF NO: DSD 2018-97**

**SALARY** : Grade 1: R226 686 – R262 785 per annum  
Grade 2: R278 784 – R323 178 per annum  
Grade 3: R341 322 – R395 685 per annum  
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a 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: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.  
**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 (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and

communities 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; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Co-ordination of special programmes within the region.

- ENQUIRIES** : Mr WJ Du Toit at (021) 826 6059
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 33/105** : **SOCIAL WORKER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-95**
- SALARY** : Grade 1: R226 686 – R262 785 per annum  
Grade 2: R278 784 – R323 178 per annum  
Grade 3: R341 322 – R395 685 per annum  
Grade 4: R419 784 – R 516 279 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a 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: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.
- 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 (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities 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; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields;

		Perform all administrative functions required of the job; Co-ordination of special programmes within the region.
<b><u>ENQUIRIES</u></b>	:	Mr WJ Du Toit at (021) 826 6059
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 33/106</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATION REF NO: DSD 2018-92</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R226 686 – R262 785 per annum Grade 2: R278 784 – R323 178 per annum Grade 3: R341 322 – R395 685 per annum Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)
<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 a 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: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.
<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 (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities 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; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/ stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Co-ordination of special programmes within the region.
<b><u>ENQUIRIES</u></b>	:	Mr D Smith at (021) 483 7678
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 33/107</u></b>	:	<b><u>ADMINISTRATION CLERK: LOGISTICAL SERVICES, CAPE WINELANDS/OVERBERG, REF NO: DSD 2018-91</u></b>
<b><u>SALARY</u></b>	:	R163 563 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Experience in maintaining and capturing information and transactions on the

following systems: LOGIS, BAS, IPS, Trade World and CSD (Central Supplier Database). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Administration, planning and organising skills.

**DUTIES** : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Rendering of provisioning administration function in relation to rendering stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods; Registration of suppliers for electronic funds, transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with relevant legislation.

**ENQUIRIES** : Mr A Mercuur at (021) 348 5300  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/108** : **DRIVER WITH SECONDARY FUNCTIONS: CAPE WINELANDS/OVERBERG: LOGISTICAL SERVICES REF NO: DSD 2018-90**

**SALARY** : R136 800 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 (Junior certificate or equivalent) with a minimum of 7 months relevant experience; A valid code B driving licence with a professional drivers permit (PDP). Recommendations: Working knowledge and experience in messenger services/registry. Competencies: A good understanding of the following: Procedures to perform messenger functions and routine office support functions; Procedures to ensure that the motor vehicle is maintained properly; Communication skills in at least two of the official languages of the Western Cape; Interpersonal relations and team work skills; Ability to perform routine tasks as required.

**DUTIES** : Perform general driver duties; Maintain the official vehicle being utilised and ensure that it is clean and serviced; Transport officials and passengers to and from designated destinations; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions.

**ENQUIRIES** : Mr A Mercuur at (023) 348 5300  
**APPLICATIONS** : 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**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. Applicants from relevant local communities will receive preference.

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 03 September 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 33/109** : **ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2018-190**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-degree (or higher qualification); A minimum of 3 years' appropriate experience in Financial Management or Financial Accounting. Recommendations: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing and formulations skills.

**DUTIES** : Responsible budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.

**ENQUIRIES** : Ms M Nicholas at (021) 483 4896  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/110** : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION): TECHNICAL SERVICE (GEORGE) REF NO: TPW 2018-171**

**SALARY** : Grade A: R344 271 – R371 130 per annum  
Grade B: R391 854 – R422 139 per annum  
Grade C: R448 035 – R527 772 per annum (OSD as prescribed).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); Completion of the candidacy period or a minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist within 6 months after appointment (Persons not yet registered as professionals must attach proof of actual registration and or payment of registration and application fees); A valid code B driving licence. Recommendations: Experience in architectural planning, producing construction documentation and administration of JBCC 2000 PBA (and NEC3 ECC) contracts; Experience in using Autodesk; AutoCAD, MS Excel, MS Word, MS Project; Experience in using Autodesk Revit and Sketchup; Experience in legal compliance with various acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards. Competencies: Knowledge and experience in the following: Making models or 3D representations; Measuring-up and producing as-built documentation; Project Management; Financial Management; Proven computer literacy; Leadership, organisation and teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Conflict Management skills.

**DUTIES** : To undertake project management including planning, documentation and supervision; On written instruction from supervisor assist professional and

technical staff in Chief Directorate General Infrastructure by compiling project documentation and assisting with supply chain processes and project management; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development.

**ENQUIRIES** : Mr A Davis at (044) 805 5700  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/111** : **PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION, REF NO: TPW 2018-188**

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. A valid code B driving licence. Recommendations: Willingness to work irregular hours; Experience in a financial environment; Experience in the following: Assist with monitoring and compliance of transport institutions and their members; Engage with stakeholders/ role-players in the public transport industry. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

**DUTIES** : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; 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.

**ENQUIRIES** : Mr M Skriker at (021) 483 0258  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/112** : **PROVISIONING CLERK: LOGISTICS REF NO: TPW 2018-155 (X3 POSTS)**

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent) with a minimum of 6 months relevant experience. Recommendations: Working experience in various SCM databases. Accounting experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management; A guide to Accounting Officers and Authorities; Proven computer literacy; Administration skills; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

**DUTIES** : Utilise various databases effectively for the pre-qualification of provisioning functions; Support services functions will entail: Processing of payments; Accurate capturing of invoices; Report all transactions and payments not made within 30 days; Supplier vetting; Liaising with suppliers in terms of goods and services; IPS filing system; Warehouse Management; Assist with monthly and annual stock takes; Working on an electronic purchasing system.

**ENQUIRIES** : Mr L Thomas at (021) 483 5337  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**POST 33/113** : **CLEANER: GENERAL ADMINISTRATION, REF NO: TPW 2018-189**

**SALARY** : R96 549 per annum (Level 02)

- CENTRE REQUIREMENTS** :
- Department of Transport and Public Works, Western Cape Government
- DUTIES** :
- Basic literacy and numeracy (ABET Level 2 Grade 5). Recommendations: Proven general cleaning and maintenance experience; Must be physically fit and able to operate relevant machinery; Must be able to lift and move machinery, equipment and furniture. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.
- Daily cleaning and maintenance of facilities; Maintenance of the kitchen; Keep and maintain cleaning materials and equipment; Report broken cleaning machines and equipment; Requesting cleaning materials; Clean machines and equipment after use.
- ENQUIRIES APPLICATIONS** :
- Mr J Baugaard at (021) 983 1523
- 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- 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. Applicants from relevant local communities will receive preference.