

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.za>
- CLOSING DATE** : 17 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 35/159** : **PROCUREMENT SPECIALIST: ENTERPRISE DEVELOPMENT REF NO: DEDAT 2018-23**
(12-Month Contract Position)
- SALARY** : All-inclusive salary of R697 011 per annum (Level 11)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years' relevant management experience. Recommendations: None. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Strengthen partnerships to provide Procurement Promotion support to small businesses; Develop Procurement Promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the Oil and Gas sector linked to the Saldanha Bay IDZ; Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of Procurement Promotion innovation strategies and policies; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr J Wolmanrans at (021) 483 2628

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 35/160** : **CLINICAL MANAGER GRADE 1 (MEDICAL)**
- SALARY** : R1 115 874 per annum, (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates

**CENTRE
REQUIREMENTS**

to participate in a system of remunerated commuted overtime). Plus a rural allowance of 18% of basic salary.

: Swellendam Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anesthetic and relevant experience. Additional postgraduate qualification in Family Medicine or other specialty will be beneficial. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking.

DUTIES

: Strategic management of clinical services in addressing the burden of disease. Clinical service delivery at Cape-Agulhas sub-district as part of a multi-disciplinary team and responsible for clinical service delivery at both Swellendam and Cape Agulhas. Ensure clinical governance of doctors and Allied Health Professionals at Swellendam and Cape-Agulhas in co-operation with the Family Physician at Swellendam. Ensure skills development and in-service training of the multi-disciplinary team at Swellendam and Cape-Agulhas. Human Resource Management of the doctors and Allied Health Professionals at Swellendam and Cape-Agulhas. Financial management of laboratory services, blood, medication and medical/ surgical consumables at Swellendam and Cape-Agulhas. Engage with all relevant stakeholders regarding clinical services at Swellendam and Cape-Agulhas. Perform Clinical or Corporate Management of both Swellendam and Cape-Agulhas sub-districts.

ENQUIRIES

: Dr JP Du Toit, Tel No: (028) 514-1142

**APPLICATIONS
FOR ATTENTION**

: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

NOTE

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

CLOSING DATE

: 14 September 2018

POST 35/161

SOCIAL WORKER GRADE 1 TO 4

Eden District

SALARY

: Grade 1: R242 553 per annum
Grade 2: R298 299 per annum
Grade 3: R363 507 per annum
Grade 4: R447 069 per annum

CENTRE

: Knysna/Bitou Sub-district

REQUIREMENTS

: Minimum educational qualification: Bachelor's Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Skills to ensure that one challenges structural sources of poverty, inequality, oppression, discrimination. Knowledge and understanding of human behaviour and social systems and skills to ensure that one intervenes efficiently and effectively at the points where people interact with their environments in order to promote social well-being. Ability and competence to ensure that one assists, advocates and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides

<u>DUTIES</u>	:	social services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile reports.
	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work field. Do all the administrative functions required.
<u>ENQUIRIES</u>	:	Ms L Ziervogel, Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind will be 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)".
<u>CLOSING DATE</u>	:	21 September 2018
<u>POST 35/162</u>	:	<u>OPERATING THEATRE PRACTITIONER</u>
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Tygerberg hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Diploma in Operating Room Practice. Experience: Appropriate experience (after obtaining the qualification) in an operating theatre. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to rotate to other departments within the theatre complex of Tygerberg Hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three languages of the Western Cape. Ability to assist both the surgeon and the Professional nurse in the theatre during surgery to provide safe patient care.
<u>DUTIES</u>	:	Provide basic clinical care within a theatre setup. Accurate record keeping and statistics. Provide support to the Professional Nurses. Maintain professional growth, ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms F Baartman, Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 September 2018
<u>POST 35/163</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSING EDUCATION & TRAINING)</u>
<u>SALARY</u>	:	Grade 1: R241 908 (PN-A2) per annum Grade 2: R297 516 (PN-A3) per annum Grade 3: R362 559 (PN-A4) per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional and proof of current registration (i.e. annual licensing receipt of 2018). Experience: Grade 1: None after registration as a professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of

the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Initiate, participate and co-ordinate training, development and research within the Nursing Department. Identify and co-ordinate learning opportunities for all Nursing and support staff, as well as students in the Nursing Department. Participate in the co-ordination of basic and post basic training programmes for Nursing. Deliver a support service to the Nursing Service and the institution.

ENQUIRIES : Ms E Linden-Mars, Tel No: (021) 918-1224

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville 7535.

FOR ATTENTION : Ms A Dyers

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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 : 21 September 2018

POST 35/164 : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)**
Eden District

SALARY : Grade 1: R196 218 per annum
Grade 2: R227 721 per annum
Grade 3: R246 768 per annum

CENTRE : Knysna/Bitou Sub District

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Proof of current registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Willingness to travel (Only if employed at Community Health Centre or Community Day Centre). Competencies (knowledge/skills): Basic understanding of stock control. Computer literacy (MS Word and Excel). Knowledge of laws relating to Pharmacy. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : (Applicable to Pharmacist Assistant functioning under direct supervision): Assist with the effective control and provision of pharmaceutical products. Assist with accurate compounding, manipulation or manufacturing of a non-sterile medicine or scheduled substance. Assist with the effective control and distribution of pharmaceutical stock to areas within the facility for stock replacement. Support and assist the Pharmacy Manager with data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under direct supervision of a pharmacist as per the Pharmacy Act.

ENQUIRIES : Ms GA Turner, Tel No: (044) 302-8498

APPLICATIONS : To the Director: 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. Candidates registered in categories other than “Institutional Pharmacy” may also apply, on condition that registration in the category “Institutional Pharmacy” is obtained within 12 months from the date of appointment. Such individuals will be required to work under direct supervision of a Pharmacist. Appointments will be done on probation until the registration certificate in the required category is obtained. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his or her previous post.
- CLOSING DATE** : 21 September 2018
- POST 35/165** : **FOOD SERVICE AID**
Cape Winelands Health District
- SALARY CENTRE REQUIREMENTS** : R96 549 per annum
Ceres Hospital
Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability to work shifts which include weekends and public holidays. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms A Pietersen, Tel No: (023) 316-9602
To the Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.
Mr WJ Owen
- CLOSING DATE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
21 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.za>
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MANAGEMENT ECHELON

- POST 35/166** : **DIRECTOR: AFFORDABLE HOUSING SPECIALIST REF NO: HS 2018-34**
(12 Month Contract)
- SALARY CENTRE** : All-inclusive salary package of R1 005 063 – R1 183 932 per annum (Level 13)
Department of Human Settlements, Western Cape Government

- REQUIREMENTS** : Bachelors degree in Property Studies, Finance or related field or appropriate degree in the field of Development Studies, development Economics, Agriculture, Urban and Regional Planning, Design or equivalent qualification; 10 years relevant experience; and Code 8 driver's license or alternative mode of transport for people with disabilities. Recommendations: In-depth knowledge and experience of the Affordable Housing market and sector; and Proven Project Management experience. Competencies: Sound knowledge of partnerships development in the Affordable Housing sphere; A firm understanding of the dynamics of the real estate market; Extensive knowledge of international research, policy and best practice for Affordable Housing delivery; Proven knowledge of: Strategic policies, guidelines, standard procedures and best practices relevant to Affordable Housing. Human Settlements and Local Government delivery issues; Excellent networking skills; Strong project management skills; Sound organising, problem-solving and dispute resolution/ conflict management skills; Ability to operate at a strategic level and manage engagements with real estate agents, financial institutions, departmental stakeholders, clients, communities and partners; and Ability to communicate at all levels and across sectors utilising various media, stakeholder engagement and to build and maintain working partnerships across all sectors.
- DUTIES** : Manage the development of a financial model for affordable housing which allows for investment and/ or cross subsidization into GAP Housing initiatives; Develop a strategic framework which guides GAP Housing delivery within government financial capabilities through the utilisation of international best practice; Explore, contribute toward and encourage a mortgage loan design which is appropriate for low income households and formal financial institutions; Develop a comprehensive Affordable Housing Strategy which guides the departmental leadership in strategic direction and quality decision making; Facilitate the development and building of appropriate partnerships with external agencies, organisations, the financial sector, property developers, employers, etc. to harness and maximise housing opportunities; Oversee the development of a programme guiding the financial rehabilitation of consumers to access Affordable Housing opportunities; and Implement systems and processes which facilitate the active monitoring of the private sector in terms of their provision of Affordable Housing (which has no government intervention or funding).
- ENQUIRIES** : Ms J Samson (021-483 2869)

OTHER POST

- POST 35/167** : **ENGINEERING TECHNOLOGIST CONTROL GRADE A: CAPE WINELANDS DISTRICT REF NO: HS 2018-37**
- SALARY** : Grade A: R714 393 per annum - All-inclusive salary package (As per OSD prescripts)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Engineering or relevant qualification; A minimum of 6 years' post qualification Engineering Technologist experience. A valid driving licence; Compulsory registration with ECSA as an Engineering Technologist. Recommendations: Project Management; Experience in evaluation of technological design and analysis. Competencies: Knowledge of the following: Applicable policies, guidelines, design's standards, best practices, procedures and legislation, Engineering, legal and operational compliance; Practical application of engineering principles; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Technical design and analysis skills; Legal compliance; Computer literacy skills in (MS Office packages, Internet, Intranet, and other relevant software packages; Planning, organising and people management skills.
- DUTIES** : Manage technological advisory services; Monitoring and evaluation of technological designs; Manage administrative and related functions; Research and development.
- ENQUIRIES** : Mr. PVK Chandaka at (021) 483 0652

DEPARTMENT OF LOCAL GOVERNMENT

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OTHER POSTS

- POST 35/168** : **DEPUTY DIRECTOR: MUNICIPAL ICT POLICY AND STRATEGY REF NO: LG 2018-35**

- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Information Systems with a minimum of 6 years' relevant experience in the IT sector of which 3 years must be management experience; A valid code B driving licence. Recommendations: Experience in the Development of Business Requirement Specifications; Experience in developing and implementing Municipal ICT Capacity Building Initiatives; Experience in human resources; financial resources and enterprise risk management. Competencies: Working knowledge of various ICT Governance Frameworks and Policy Legislation applicable to the public service; Knowledge of the following: Development of Business Requirements Specification; Business case development; Business process modelling and mapping tools and techniques; Compiling test plans and systems testing; Development of knowledge and information systems; Business knowledge and practices; Organisational; Business analysis techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

- DUTIES** : Empower and capacitate the municipal ICT manager regarding the following: Strategic leadership and management of ICT; Alignment of the ICT strategic plan with municipal IDP and Strategic Goals; Policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by Management; Provide advice and capacitate municipal role players in terms of the implementation of national and provincial ICT capacity building and management initiatives; Ensure the alignment of the business and strategic planning; Manage the provision of technical support and capacity building to municipalities in the development and maintenance of Knowledge and Information Management Systems; Support municipalities to address audit findings; Support municipalities to be compliant with PAA; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan and manage the component's budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

- ENQUIRIES** : Ms E Barnard at (021) 483 6126

- POST 35/169** : **ASSISTANT DIRECTOR: FIRE SERVICES REF NO: LG 2018-31**

- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Fire Technology, Health Sciences or Disaster Management; A minimum of 3 years' appropriate supervisory experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Fire operations, Command and Control and inspection programs; Department's

		financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management and Crisis management skills; Senior fire officer management skills.
<u>DUTIES</u>	:	Provide leadership for developing, implementing and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Provide technical guidance and assistance to Local Government Fire and Rescue Services to improve fire prevention, protection and life safety of citizens; Determines fire prevention, protection and life safety priorities, goals and objectives and the subsequent strategies and methods and monitors interventions appropriately; Maintain specialised workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Present training programmes and information sessions to enhance fire prevention, protection and life safety interventions; Evaluates the effectiveness of public fire prevention, protection and life safety programs by collecting and analysing relevant data and statistics.
<u>ENQUIRIES</u>	:	Mr E Du Toit at (021) 937 6357
<u>POST 35/170</u>	:	<u>COMMUNITY DEVELOPMENT WORKER SUPERVISOR: COMMUNITY DEVELOPMENT WORKER MANAGEMENT, REGION A - REF NO: LG 2018-32</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum - (Level 08) Department of Local Government, Western Cape Government An appropriate 3-Year Tertiary qualification (National Diploma/B-Degree) ; A minimum of 5 years' relevant experience of which 1 year must be in a supervisory role; A valid code B driving licence. Recommendations: A good understanding of community needs and circumstances; Knowledge and understanding of state functions and programmes; A completed 3-year tertiary qualification in community development. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.
<u>DUTIES</u>	:	To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell (021) 483 3039
<u>POST 35/171</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION: CITY OF CAPE TOWN (STRAND) REF NO: LG 2018-33</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 407 per annum (Level 06) Department of Local Government, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification) or a Community Development Learnership Certificate; Minimum of 3 years' proven experience in community development; A valid Code B driving licence. Recommendations: Community Development Learnership Certificate; A 3-Year National Diploma/B-Degree; A valid Code B driving licence; Working knowledge of community needs and circumstances. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer

- literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES** : Mr M Bell (021) 483 3039

DEPARTMENT OF THE PREMIER

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OTHER POSTS

- POST 35/172** : **CHIEF ANALYST DEVELOPER: HEALTH, SOCIAL DEVELOPMENT AND REGIONAL SERVICES REF NO: DOTP 2018-91 (X4 POSTS)**
(3-Year Contract)

- SALARY CENTRE REQUIREMENTS** : R356 289 per annum plus 37% in lieu of benefits (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years' experience in systems development and analysis. Recommendations: Experience in the following: Microsoft BI; Oracle BI, or general BI development experience. Competencies: Knowledge of the following: HR matters; Finance; Information technology systems; Technical standards/procedures; Project Management; Conflict Management; National and International IT policies and trends; Organisational standards and policies; Full spectrum of systems developmental skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Verbal exchange of highly technical information requiring difficult explanation; Planning and organising skills.

- DUTIES** : Supervise work of contractors; Systems analysis will entail the following: Develop functional and technical specifications to meet the business needs of clients; Systems analysis for new and existing systems; Constructs programs including coding, testing and debugging; Research; Software development will entail the following: Construct and implement application programs; Designs programs from program specifications; Quality control will entail the following: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk-throughs; Prepares system documentation including training manuals; Liaison with the client.

- ENQUIRIES** : Mr L Bunting at (021) 483 8941

- POST 35/173** : **ASSISTANT DIRECTOR: PERFORMANCE ADMINISTRATION REF NO: DOTP 2018-92**

- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree); A minimum of 3 years' supervisory experience in an administrative environment.

Recommendations: None. Competencies: Knowledge of the following: Constitution of RSA; Public Service Act and Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; White Paper on Transformation & Batho Pele Principals; White Paper on Service Delivery in the Public Service; Skills Development Act; Human Rights Practices; People Management; Skills Development Strategy of the Public Service; Disciplinary Codes and Procedures; Collective Agreements; SPMS; Public Finance Management Act; MS Office Package (MS Word, Excel, Power-point); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Administers the performance management training and information dissemination within the department; Track performance management events and activities against the performance management timetable of the department and compile regular progress reports; Provides administrative and operational support for the alignment of individual and departmental performance results; Administers the communication and disseminates information on performance management framework and gathers information regarding performance management implementation trends; Gathers and packages the information on personal development plans, skills development programmes and performance related consequence management; Ensure proper development, implementation and compliance of new and amended departmental policies and procedures; Regularly review and update policies; Liaise with other Departments (provincial and national) on performance management matters; Provide training to ensure proper execution of the System; Administer individual performance.

ENQUIRIES : Mr D Smith at (021) 483 4869

POST 35/174 : **CHIEF HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 2018-93**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' clerical/administrative experience. Recommendations: PERSAL Introductory certificate. Competencies: Knowledge of the following: Project Management; Remuneration Management which include pay progression, accelerated pay progression, Grade progressions for OSD and Non OSD; Public Sector Legislation, Policies and Strategies; performance management related regulatory and legislative framework within the Public Sector; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Administer probation appointment and confirmation of probations of newly appointed staff members; Development systems and reporting on Performance Management processes; Administer performance management process i.e. management of incoming and outgoing performance management documents; Attend moderation meetings; Writing of minutes and submissions and processing of performance bonus payments; Development of proper record keeping system for report purposes; Administer the performance, evaluation and rewarding of staff; The approval of performance bonuses, pay progression, grade progression and probation on PERSAL; Auditor-General and counter management enquiries.

ENQUIRIES : Mr D Smith at (021) 483 4869

PROVINCIAL TREASURY

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

CLOSING DATE : 17 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 35/175 : **ASSISTANT MANAGER: (FINANCIAL ANALYST) PFMA – REF NO: PT 2018-35**

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 years' proven relevant experience in internal audit or risk management; A valid code B driving licence. Recommendations: Must be willing to travel to municipalities within the Western Cape; Proven experience in researching; Developing and updating enterprise risk management norms and standards in respect of municipalities; Proven experience in research methodologies; Process improvement skills; Project management experience; Provide administrative support in respect of strategic processes and engagements. Competencies: Knowledge of the following: Project Management; Administrative procedures relating to specific working environment; Working norms and standards; (Municipal Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Risk Management Framework; Communication (verbal and written) and report writing skills in at least two of the official languages of the Western Cape Province; Proven computer literacy in MS Office; Project Management, leadership and presentation skills.
DUTIES : Research develop and issue enterprise risk management norms and standards; Project management of financial compliance related projects; Conduct state of readiness assessments; Conducting training in respect of risk management; Performing secretariat duties for Provincial Treasury's risk management forum.
ENQUIRIES : Mr A Thomas (021) 483 4169

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 17 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 35/176 : **SOCIAL WORK SUPERVISOR: MOSSELBAY: SERVICES DELIVERY TEAMS REF NO: DSD 2018-93**

SALARY : Grade 1: R363 507 - R421 404
Grade 2: R447 069 - R676 248 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to

		promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; The understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms M Hendricks at (081) 486 7938
<u>POST 35/177</u>	:	<u>INFORMATION OFFICER: EDEN KAROO (GEORGE) REF NO: DSD 2018-100</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year relevant experience. Recommendations: None. Competencies: Knowledge of the following: DSD systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Collate and analyse all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes.
<u>ENQUIRIES</u>	:	Ms E. Heydenrych at (044) 801 4030
<u>POST 35/178</u>	:	<u>ADMINISTRATION CLERK: KENSINGTON: ADMIN REF NO: DSD 2018-99</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Working procedures in terms of the working environment; 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Flerdermaus at (021) 511 9169
<u>POST 35/179</u>	:	<u>ADMINISTRATION CLERK: OUTENIEKWA: ADMIN REF NO: DSD 2018-98</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Working procedures in terms of the working environment; 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 : Ms B Nicholas at (044) 803 7508

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 17 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 35/180 : **CHIEF ENGINEER GRADE A: STRUCTURAL DESIGN REF NO: TPW 2018-196**

SALARY : All-inclusive salary package of R991 281 per annum (as per OSD prescripts).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Recommendations: Post graduate studies in the field; Extensive Integrated Structural design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgement; Strategic capability and leadership; Communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; People Management, Planning and organising. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Conflict management, Negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on

investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms Melanie K Hofmeyr at (021) 483 5713
- POST 35/181** : **CHIEF ENGINEER GRADE A: GEOMETRIC DESIGN REF NO: TPW 2018-197**
- SALARY** : All-inclusive salary package of R991 281 per annum (as per OSD prescripts).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Recommendations: Post graduate studies in the relevant field; Extensive Integrated Geometric design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111-structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the

engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms M. K Hofmeyr/A. Vermeulen at (021) 483 5713

POST 35/182 : **DEPUTY DIRECTOR- CONTRACTOR DEVELOPMENT PROGRAMME: CONSTRUCTION INDUSTRY, INNOVATION AND EMPOWERMENT REF NO: TPW 2018-194**

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3- year tertiary qualification (National Diploma/ B-Degree); A minimum of 5 years' management experience; A valid code B (manual) driving licence. Recommendations: None. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP and Contractor development; Programme/Project management, Research and planning procedures; Supply Chain and Financial Management; 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 : Advocacy and planning of programmes: Conduct advocacy of unit programmes; Financial and Supply Chain Management: Compliance with Supply Chain Management prescripts and participate on EPWP SCM Committees; Human Capital Management: Conduct formal weekly staff meetings; Manage and oversee the implementation of the CDP Training and Mentoring Programme: Development and approval of the Implementation plan in accordance with the approved Contractor Development Policy; Monitoring and evaluation of the Contractor Development Programme: Conduct site visits with CDP team to ensure contractor compliance; Participate in national, provincial and local structures and/or engagements: Strategic and operational support to directorate and chief directorate.

ENQUIRIES : Ms P Jenniker at (021) 483 8551

POST 35/183 : **PROFESSIONAL ENGINEER: MECHANICAL (PRODUCTION GRADE A-C) REF NO: TPW 2018-204**

SALARY : Grade A: R679 338 - R728 400 per annum
 Grade B: R769 611 - R829 107 per annum
 Grade C: R879 975 - R1 036 557 per annum

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid Code B driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of

the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms Jodie Thomas at (021) 483 2004

POST 35/184 : **ROAD SAFETY OFFICER PRINCIPAL: METRO: EAST/NORTH REF NO: TPW 2018-195**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma/B-degree) with a minimum of 3 years' appropriate experience; A valid code B driving licence. Recommendations: Experience in a traffic working environment with knowledge of Road Safety practices and principles; Community facilitation. Competencies: Knowledge in the following: Applicable government policies and procedures; Project management skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Engage with community based structures as well as Community Police Forums to promote road safety; Provide education/training to educators and learners; Implement awareness interventions; Conduct road safety needs analysis.

ENQUIRIES : Ms N September at (021) 483 6971

POST 35/185 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A: MECHANICAL REF NO: TPW 2018-199**

SALARY : R293 652 per annum (Salary will be determined as per OSD prescripts)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: None. Competencies: The ability to evaluate offers according to specifications as well as to technical practicality of offers according to roads construction; Ability to liaise with tenderers, end users and tender board/committee regarding offers received; Ability to control budgetary costs; Proven computer literacy; Have broad experience in all relevant aspects of the mechanical section and road construction; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and

regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES :

Mr H Strydom at (021) 483 2130

POST 35/186 :

ICT SYSTEMS ADMINISTRATOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: TPW 2018-191

SALARY :

R242 475 per annum (Level 07)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

Certificate in IT with a minimum of 1 year' working experience in an IT environment. Recommendations: IT Degree/Diploma; Practical working experience with DPSA Corporate Governance of ICT Policy Framework (CGICTPF); Knowledge of COBIT (Controls Objectives for Information Related Technologies); Experience in Corporate Governance of Information Communication Technology (CGICT). Competencies: Knowledge of the following frameworks: Government Wide Enterprise Architecture (GWEA) Framework; IT Disaster Recovery and Business Impact Assessment; Advanced knowledge of Public Administration and CGICT Policy Framework; Business Analysis; Excellent in policy development and analysis Standard Operating procedures; Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy; Diversity Citizenship, applied strategic thinking skills.

DUTIES :

Assist with the analysis and development of all CGICT requirements; Assist with the facilitation of ICT Governance Implementation and Monitoring; Assist with the coordination of Departmental ICT Strategies and Policy Implementation; Assist with the provision of management support in departmental transversal application systems; Assist with coordinating and facilitating the introduction and optimisation of systems; Assist with managing the interface with Cel and other service providers; Assist with business continuity planning.

ENQUIRIES :

Ms T Singh at (021) 483 5519