

**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.za>
- CLOSING DATE** : 15 October 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 39/260** : **LECTURER: AGRICULTURAL EXTENSION REF NO: AGR 2018-51**
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year BSc. Degree or equivalent in Agricultural Extensions; A minimum of 3 years' appropriate experience. Recommendations: Proven knowledge of Extension interventions and Project Management; A valid code B driving licence. Competencies: Proven knowledge of Agricultural Extension; Presentation skills; Leadership, planning and organising skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- 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, technologies and new developments in the subject field.
- ENQUIRIES** : Mr W Weimers at (021) 808 5495
- POST 39/261** : **LECTURER (AGRICULTURAL ENGINEERING): BASIC SCIENCES, REF NO: AGR 2018-52**
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A 4-year BSc-Degree in Soil Science or Water Science; A minimum of 3 years' appropriate experience. Recommendations: Proven knowledge of irrigation and drainage. Competencies: Proven knowledge of Soil Science, Irrigation and Drainage; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; Presentation skills.
- 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, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Valentyn at (021) 808 5455
- POST 39/262** : **LECTURER (ASSISTANT WINEMAKER): VITICULTURE AND OENOLOGY REF NO: AGR 2018-53**
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year B-Degree; A minimum of 3 years' experience in Education and Training. Recommendations: Knowledge and expertise to teach biology and/or mathematics. A valid code B driving licence. Competencies: Proven computer literacy in MS Office; Presentation skills; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills.

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, technologies and new developments in the subject field.

ENQUIRIES : Mr L Conradie at (021) 808 7701

POST 39/263 : **LECTURER (AGRIBUSINESS MANAGEMENT): BUSINESS SCIENCE REF NO: AGR 2018-54**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc- Degree or equivalent qualification; 3-years' appropriate experience in Agricultural Economics/ Commerce or Agribusiness Management environment. Recommendations: Proven knowledge of labour relations and marketing. Competencies: Proven knowledge of Agricultural Economics/ Commerce or Agribusiness Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; Presentation skills.

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, technologies and new developments in the subject field.

ENQUIRIES : Ms A Valentyn at (021) 808 5455

POST 39/264 : **SCIENTIFIC TECHNICIAN (PRODUCTION): NUTRITION AND PRODUCT QUALITY REF NO: AGR 2018-50**

SALARY : Grade A: R293 652 - R314 853 per annum
Grade B: R334 179 - R360 240 per annum
Grade C: R380 364 - R 448 035 per annum

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Science or relevant qualification; Compulsory registration with SACNASP as a Certificated Natural Scientist in Animal Science/Agricultural Science; A minimum of 3 years' post-qualification appropriate technical (scientific) experience; A valid code B driving licence. Recommendations: Experience working in an animal feed/agricultural laboratory. Competencies: Knowledge of the following: Programme and Project Management; Scientific Methodologies; Research and Development; Computer-aided scientific applications; Communication (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy; Networking; Technical Management and technical planning skills; Conflict Management; Team leadership; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, system and procedures; Apply operational standards and consolidate methodologies, policies, system and procedures; Provide technical support and advice; Gather scientific data and relevant technical information; Perform technical scientific analysis; Preparation of database and routine data interpretation; Database and data management; Continuous professional development to keep up with new technologies and procedures; Supervise technical personnel and processes; Manage the performance management and development of staff.

ENQUIRIES : Dr CHM De Brouwer at (021) 808 5220

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 15 October 2018

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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 39/265 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: AIR QUALITY REGULATORY SERVICES REF NO: EADP 2018-40**

SALARY : R380 364 per annum (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Environmental Management/ Natural or Physical Sciences; A valid driving licence (Code B). Recommendations: Experience and Knowledge of the following: Environmental/Air Quality Management Systems; Air Quality Regulatory Services; Integrated Environmental Management; Compliance and Enforcement; Project Management/Planning. Competencies: Knowledge of the following: Air Quality Management; Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation (e.g. NEMA, NEM:AQA); General office/administration, Financial and Human Resource Management; Excellent research and report writing skills, including the drafting of official and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to analyse, interpret and respond to scientific and technical reports.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM:AQA); Provide support and input to all Financial Management, Human Resource Management, administrative and strategic planning and related functions.

ENQUIRIES : Dr J Leaner at (021) 483 2888

POST 39/266 : **ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL IMPACT MANAGEMENT SERVICES (DEVELOPMENT MANAGEMENT) REF NO: EADP 2018-39**

SALARY : Grade A: R256 815 - R285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum
(OSD as prescribed)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/ Physical or Environmental Sciences; A valid driving licence (Code B). Recommendations: Relevant experience in the review of Environmental Impact Assessment; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation for environmental impact assessments; Methodologies for the evaluation of Environmental Management plans as well as environmental monitoring and auditing; Environmental Management Systems. Competencies: Knowledge of the practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong report writing skills; Basic Proven computer literacy in Word, Excel and PowerPoint; Sound interpersonal and problem solving skills.

DUTIES : Supporting the Director: Development Management with the following: Provisioning of an integrated environmental management regulatory, advisory and support service; To develop and maintain EIA and development related policies, guidelines, norms and standards; Supporting the director with strategic and operational management and

administrative tasks; Compliance monitoring and auditing of environmental authorisations.

ENQUIRIES : Mr E van Boom at (021) 483 2877

POST 39/267 : **ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL ECONOMY REF NO: EADP 2018-36**
(6-Month Contract Position)

SALARY : Grade A: R256 815 - R285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum
(OSD as prescribed) plus 37% in lieu of benefits

CENTRE REQUIREMENTS : Environmental Affairs and Development Planning, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Science, Physical Science, Social Science, Environmental Science or Economics. Recommendations: An appropriate post graduate qualification; Minimum of 1 year working experience in a relevant field; Experience working in a government department/state institution. Competencies: Innovative and creative; Confidence; People skills; Resilience and adaptability; Able to multi-task; Committed and dedicated; Organised and systematic; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES : Assist with the coordination of Environmental Economy activities in the Department; Undertake research and reporting as required to support Environmental Economy efforts within the Western Cape; Undertake activities as required for the planning and implementation of the Environmental Economy projects within the Directorate: Sustainability; Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across the Western Cape; Awareness and education for Resource Efficiency and Environmental Economy in Western Cape Government; Research to inform Green Economy development; Assist with organising meetings events, seminars and conferences.

ENQUIRIES : Mr G Maguire at (021) 483 2566

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 39/268 : **CLINICAL MANAGER GRADE 1 (MEDICAL)**
Central Karoo District

SALARY : R1 115 874 per annum (A portion of the package can be structured according to the individual's personal needs. Plus a non-pensionable rural allowance of 22% of basic annual salary).

CENTRE REQUIREMENTS : Beaufort West Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel throughout the district. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Appropriate Management experience at a Health Facility.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to

training and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE

: Dr AJ Muller Tel No: (023) 414-8200
: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: No payment of any kind is required when applying for this post.
: 12 October 2018

POST 39/269

: **MEDICAL OFFICER GRADE 1 TO 3**
Eden District

SALARY

: Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
(Plus a non-pensionable rural allowance of 18% of the basic salary). (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE
REQUIREMENTS

: Ladismith Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word and Outlook). Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and teamwork skills.

DUTIES

: Provide quality in-patient care to patients in the Kannaland Sub-district (Alan Blyth Hospital). Provide an Outreach and Support service in the Kannaland Sub-district to PHC clinics. Actively participate in skills transfer training relevant to the post. Participate in Commuted Overtime duties: 16 hours per week required. Active involvement in the clinical governance, operational management and quality assurance processes of the Sub-district.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

: Dr JF Denkema Tel No: (028) 551-1062
: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 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 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 : 12 October 2018

POST 39/270 : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R 780 612 per annum
Grade 2: R 892 551 per annum
Grade 3: R1 035 831 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 to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Ceres Community Day Centre
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council 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. Participate in Commuted Overtime duties at Ceres hospital. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and knowledge applicable to South African TB and HIV care guidelines. Computer literacy (MS Excel, Word and Outlook) and good interpersonal, organisational and teamwork skills. Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability and willingness to do outreach services to clinics throughout the Witzenberg Sub-district, guiding health care colleagues in managing difficult TB cases.

DUTIES : Provide quality in-patient care to patients in Ceres Hospital. Provide an Outreach and Support service to PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training and academic opportunities relevant to the post. Active involvement in the clinical governance, operational management and quality assurance processes of Witzenberg Sub-district.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Dr AA Adeniji Tel No: (023) 316-9600
www.westerncape.gov.za/health-jobs
Dr AA Adeniji
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 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 : 12 October 2018

- POST 39/271** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : R532 449 (PN-B3) per annum
CENTRE : De Doorns Clinic, Breede Valley Sub district
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel).
- DUTIES** : Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long term basis. Rendering of Clinical services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services.
- ENQUIRIES** : Mr G Baatjies Tel No: (023) 348-8144
APPLICATIONS : The District Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
- FOR ATTENTION** : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 October 2018
- POST 39/272** : **CLINICAL NURSE PRACTITIONER 1 TO 2 (PRIMARY HEALTH CARE)**
Eden District
- SALARY** : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 8 % of the basic salary)
- CENTRE** : Ladismith Clinic, Kannaland Sub-District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): NIMART training or experience. 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.

DUTIES : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES : S Labuscaghne Tel No: (028) 551-1010

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 19 October 2018

POST 39/273 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA & EMERGENCY)**
Eden District

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

CENTRE : Oudshoorn Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing General: Trauma and Emergency or Critical Care Nursing: General 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 experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma, Emergency, Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate, co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Maintain professional growth, ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203

APPLICATIONS : The 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. "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 : 19 October 2018

POST 39/274 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (PULMONOLOGY)**

SALARY : Grade 1: R300 828 per annum

		Grade 2: R352 707 per annum
		Grade 3: R415 482 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Pulmonology (Private Practice). Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology 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 HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with HPCSA in Clinical Technology 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 HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 21 years' relevant experience after registration with HPCSA in Clinical Technology 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: Willingness to work overtime, must be able to function in all areas of the hospital, e.g. laboratory, theatres, ICU and out-patients department. Valid (Code B/EB) driver's licence. Willingness to work in the intensive care environment. Competencies (knowledge and skills): Advanced knowledge of Clinical Pulmonology and the skill to work with Paediatric, Adult and Geriatric patients. Fluent in at least two of the three official languages of the Western Cape. Computer literacy. Experience in Critical Care environment will be an advantage.
<u>DUTIES</u>	:	Perform good quality diagnostic procedures such as, flow volume loops, diffusion, pletysmography, HeFRC, exercise studies, broncho-provocations etc. according to ATS/ERS standards. Assist with research and clinical trials. Administrative duties. Deliver optimal care to patients in Tygerberg Hospital.
<u>ENQUIRIES</u>	:	Mr F Swart, Tel No: (021) 938 5789
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 October 2018
<u>POST 39/275</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)</u> Directorate: Management Accounting: Revenue Administration
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Head Office: Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Appropriate experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department's facilities. A valid code B/EB driver's licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department's billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).
<u>DUTIES</u>	:	Oversee submission of medical scheme claims, including interaction with the Department's EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and or liaise with the Department's facilities regarding the management of claims, legislative requirements

and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department's Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department's Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES : Ms L Ismail Tel No: (021) 940-4553
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.

CLOSING DATE : 12 October 2018

POST 39/276 : **ADMINISTRATION CLERK: FINANCE/ADMINISTRATION**

Chief Directorate: Rural Health Services

SALARY : R163 563 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a creditors control environment. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of BAS and LOGIS. Systematic thinking and attention to detail.

DUTIES : Capture and Process payments on receipt of invoice and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and circulars. Confirm accuracy, completeness and validity of payment supporting documentation. Accurately calculate and deduct penalties from payments. Document control and timeous resolution of supplier and management queries. Assist with BAS payments, journals, debt management and S&T claims. Perform monthly supplier reconciliations and accounts management.

ENQUIRIES : Ms I Slabbert Tel No: (044) 802-4347

APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr BH Cassim

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

CLOSING DATE : 19 October 2018

POST 39/277 : **ADMINISTRATION CLERK: SUPPORT (PHC)**

Central Karoo District

SALARY : R163 563 per annum

CENTRE : Hillside Community Clinic

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administrative experience in admission of patients in a health institution. Competencies (knowledge/skills): Computer literate in (MS Word and Excel). Ability to deal with information in a confidential manner. Ability to cope with a high work volume. Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of medical terminology.

DUTIES : Assist in maintaining the effective and efficient general administration of the reception. Assist to maintain effective filing systems, folder management responsibilities, such as requesting and retrieving of folders. Assist in the daily admission of patients and the making of patients appointments on PHCIS. Assist in the collection, verification, validation of all facility data and other CMI (Info management) related checks as well as admin support with the monthly CMI facility meetings. Assist in daily, monthly and quarterly reporting of all facility data as per information management timeframes.

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 19 October 2018

POST 39/278 : **GENERAL WORKER STORES**
Central Karoo District

SALARY : R96 549 per annum
CENTRE : Murraysburg Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in support services (cleaning services, laundry services, food services, maintenance, gardening and mortuary). Inherent requirements of the job: Valid Code B/EB driver's licence and Public Driving Permit (PDP). Willingness to work shifts, over weekends and on public holidays. Ability to work under pressure and irregular hours as required. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently in all areas of support services. Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in the Central Karoo region.

DUTIES : Load, transport and delivery of goods i.e. stock, supplies, goods, linen, blood products and specimens within the Sub District. Maintenance inspections of vehicles and timeously reporting of defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books, registers and all routine administration. Provide an effective support service to the cleaning department, laundry, food services unit and the facility (PHC and Hospital). Assist with maintenance, gardening and moving of corpses to the mortuary of the facility Perform other duties as assigned by the supervisor.

ENQUIRIES : Dr AJ Muller Tel No: (023) 414-8200
APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying this post.
CLOSING DATE : 19 October 2018

POST 39/279 : **CLEANER (5/8TH POST)**
Central Karoo District

SALARY : R60 342 per annum
CENTRE : Merweville CC
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job. Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 October 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>

CLOSING DATE : 15 October 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 39/280 : **CANDIDATE ENGINEER: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2018-41**
(2 Contract Positions for 3-Years)

SALARY : All-inclusive salary package of R585 366 per annum (OSD as prescribed)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : Civil Engineering degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of Engineering design and analysis ; Knowledge of legal compliance; Good communication (written and verbal) writing skills in at least two of the three official languages of the Western Cape; Good computer literacy skills in MS Office packages, Internet, Intranet and other relevant engineering software packages; Project management skills; Research and development skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames; Work effectively both as part of a team and independently; Interpret relevant engineering legislation/policies/prescripts, standards and procedures and draft complex technical reports, memorandums and submissions.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety; Planning designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and People Management administration; Report on service delivery; Research and Development: 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; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr G de Villiers at (021) 483 8145

POST 39/281 : **CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2018-44**
(2 Contract Positions for 3-Years)

SALARY : R298 050 per annum -OSD as prescribed (plus 37% in lieu of benefits)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Technical design and analysis knowledge; Knowledge of legal compliance; Knowledge of computer-aided engineering applications; Good communication (written and verbal) writing skills in at least two of the three official languages of the Western Cape; Good computer literacy skills in MS Office packages, Internet, Intranet and other relevant engineering software packages; Project management skills; Research and development skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently, interpret relevant engineering legislation/policies/prescripts, standards and procedures and draft complex technical reports, memorandums and submissions.

DUTIES : Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance

and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; 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; Follow approved programme of development for registration purposes.

ENQUIRIES

: Mr GI de Villiers at (021) 483 8145

LOCAL GOVERNMENT

APPLICATIONS

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

CLOSING DATE

: 15 October 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 39/282

: **CHIEF ENGINEER GRADE A: PLANNING AND SUPPORT (CIVIL), EDEN KAROO DISTRICT REF NO: LG 2018-38**

SALARY

CENTRE

REQUIREMENTS

: All-inclusive salary package of R999 281 (Grade A) per annum, OSD as prescribed
: Local Government, Western Cape Government
: An appropriate 4 year B-Eng / BSc-Eng Degree (or relevant qualification); A minimum of 6 years' post qualification experience; Registration with ECSA as a Professional Engineer; A valid Code B driving licence. Recommendations: Proven Municipal experience; Proven experience in Bulk Infrastructure forward planning; Proven advisory services in terms of the effectiveness, efficiency and long term financial sustainability of proposed technical solution; Proven experience in Asset Management; Proven experience in Contract Management and Contract Law); Minimum Municipal Competency (MMC) course successfully completed. 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; Engineering design and analysis; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus; Planning and organising; Conflict management; Negotiation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Ability to work effectively both as part of a team and independently.

DUTIES

: Monitoring, evaluation and support of Municipalities in terms of all infrastructure related legislation; Institute interventions in case of non-compliance; Infrastructure Governance Maturity assessments and support plan development; Support municipalities with the development of Infrastructure and Growth Plans (IGPs); Municipal IDP Infrastructure Chapter assessment; Municipal Infrastructure Capital Budget assessment and expenditure monitoring and support plan in case of poor performance; Long Term Infrastructure Investment professional advisory services; Project Management/Facilitation of Joint Planning Initiatives (JPIs); Hands-on support on the Back-to-Basics programme; Infrastructure Grant (MIG, DLG- Grants) Business Plan assessment in terms of providing a Professional Engineering judgment on the effectiveness, efficiency and long term financial sustainability of the proposed technical solution and the monitoring and evaluation of the project execution; MIG Detail Project Implementation Plan cash flow credibility check against the procurement plan before submission to Cogta; Municipal Infrastructure Asset Management support; Municipal Electricity and Water Demand Management support; It will be a requirement of the

incumbent of the post to fulfill the role of monitoring, facilitating and support to the CoCT regarding infrastructure development and maintenance; People Management; Recordkeeping of audit evidence; Skills Transfer and mentoring of Candidate Construction Project Managers and technical interns.

ENQUIRIES : Mr M Brand at (021) 483 4047

POST 39/283 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: LG 2018-39**

SALARY : R356 289 per annum (Level 09)
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Commerce ; A minimum of 3 years' appropriate experience in an Internal Control, Governance or Audit environment. Recommendations: Experience in a financial environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Framework; Government financial systems; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage and supervise staff rendering assurance services: Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Perform managerial and supervisory tasks including: Motivate, train and guide staff; Manage the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain financial information and knowledge management.

ENQUIRIES : Mr P Solomons at (021) 483 4566

POST 39/284 : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT UNIT REF NO: LG 2018-37**

SALARY : R163 563 per annum (Level 05)
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Working knowledge of PERSAL; A minimum of 1 year appropriate experience. Competencies: Knowledge of the following: Application of relevant legislation; Systems (Personnel Salary Administration System); Registry tasks; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Office administration services: Sort and register incoming and outgoing correspondence; Maintain the filing system; Maintain the fax machine, photocopier and binder; Logistical support: Arrange travelling invitations, venue bookings and refreshments; Purchase stock and stationery; Typing service: Compile spreadsheets; Manage, collect and capture electronic data; Reception service: Facilitate appointments; Handle general inquiries and complaints of clients.

ENQUIRIES : Ms M Ramorakane at (021) 483 5733

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 15 October 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

<u>POST 39/285</u>	:	<u>CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOTP 2018-104</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Behavioural Science (Industrial Psychology)/ Management Science or Public Management; Minimum of 3 years' appropriate experience in Organisation Development plus a Business Process Mapping, Redesign and Improvement Certificate; Valid (Code B) driving licence. Recommendations: None. Competencies: Knowledge of the following: Project Management; Process design using Business Process Modelling Notation (Visio or iGrafx); Facilitation and presentation skills; Proven computer literacy; Service delivery improvement acumen; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Improve service delivery through business process interventions towards improving service delivery to citizens; Co-ordinate and facilitate service delivery improvement initiatives e.g. Service standards, charters and service delivery improvement plans; Assess the efficacy of service delivery improvement interventions; Acquire, adapt, design and/or develop specialise, scientifically validated process design, improvement and assessment methodologies and instruments; Function as project manager/team leader to lead resources allocated to a project.
<u>ENQUIRIES</u>	:	Mr J Boonzaaier at (021) 466 9500
<u>POST 39/286</u>	:	<u>PERFORMANCE PRACTITIONER (POOR PERFORMANCE AND INCAPACITY); PERFORMANCE CONSULTING REF NO: DOTP 2018-105</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B- Degree) in Human Resource Management/ Industrial Psychology or Law; A minimum of 1 year working experience in Human Resource Management or Labour Relations environment. Recommendations: None. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages.
<u>DUTIES</u>	:	Support people managers with the management of poor performance/ill health; Identify poor performers from first, second and final ratings for the relevant cycle; Analyse relevant data and compile report per poor performer identified; Initiation of the poor performance management process and procedures; Administrator of the poor performance case management system.
<u>ENQUIRIES</u>	:	Mr D Smith at (021) 483 4869
<u>POST 39/287</u>	:	<u>CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2018-99</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2-years' experience in online publishing or multimedia production environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing. Competencies: Knowledge of the following: Content production best practices; Information gathering processes; Ability to use multimedia equipment; Skills in writing; Good understanding of Search Engine Optimisation (SEO); Communication (written and verbal) skills in atleast two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assess content brief, conduct research and aggregate content for production; Write and publish online content implementing international best practices, including journalist

functions such as interviews etc.; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES : Mr M Hattingsh at (021) 483 2416

POST 39/288 : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2018-100 (X2 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Premier, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: A minimum of 1-year Registry experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

DUTIES : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Center; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry.

ENQUIRIES : Ms T. George Tel No: (021) 483 5603

POST 39/289 : **ADMINISTRATION CLERK: FINANCE REF NO: DOTP 2018-102**

SALARY : R163 563 per annum (Level 05)
CENTRE : Premier, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Working knowledge and appropriate experience in a Logistic Information System and Basic Accounting System; A valid code 08 driving licence. Competencies: Planning and organisational skills; Ability to work under pressure and work independently; Proven computer literacy (MS Package); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Request quotations for goods and/or services; Complete procurement documents; Capture requisitions on LOGIS; Follow up orders for goods and/or services; Prepare and follow up procurement documents for payment; Complete BAS payment forms for sundry payments; Issue stock out of storeroom; Perform any other financial administration related tasks as delegated by supervisor.

ENQUIRIES : Edwin Plaatjies at (021) 865 8051

PROVINCIAL TREASURY

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

CLOSING DATE : 15 October 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 39/290 : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1 REF NO: PT 2018-39**

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/ B-Degree qualification in Accounting/Public Finance/Business Management or Economics; A minimum of 5 years experience in a finance environment of which 3 years' must be management experience; A valid Code B driving licence. Recommendations: Experience of process and project management; Experience in Budget & IYM analysis (preferably municipal), reviews and co-ordination; Knowledge of budget process; Strong financial background specifically in Local Government. Competencies: Act as a catalyst for organisational change; Builds a shared vision with others and influence others to translate vision to action; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Strategic planning skills.

DUTIES : Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES : Mr ML Booysen at (021) 483 3386

POST 39/291 : **ADMINISTRATOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME REF NO: PT 2018-38**
(12-Month Contract Position)

SALARY : R299 709 per annum Level 08 (plus 37% in lieu of benefits)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree in Financial Management or Human Resource; A minimum of 1-year relevant experience. Recommendations: Experience of administering a similar independent SAICA accredited office. Competencies: Knowledge of the following: SAICA training regulations; Policy development; Financial norms and standards; Financial management and budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Procurement policies/procedures/contract management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform line function support services; Give inputs into the maintenance of policy; Give inputs into the development and maintenance of recruitment, placement and retention strategies; Liaise with service providers; Perform administrative support functions; Register trainee contracts with SAICA and coordinate the SAICA trainee contracts and requirements; Perform contract management on SAICA's learner tracking system; Assist in the recruitment and appointment of trainees.

ENQUIRIES : Ms A Aboo at (021) 483 9081

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 15 October 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 39/292 : **SOCIAL WORK MANAGER: METRO EAST REGION, (KHAYELITSHA) REF NO: DSD 2018-111**

SALARY : Grade 1: R755 598 per annum (as prescribed by OSD)
CENTRE : 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; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

DUTIES : Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed.

ENQUIRIES : Ms M Harris at (021) 812 0921
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/293 : **SOCIAL WORK MANAGER: REGIONAL OFFICE: METRO NORTH (GOODWOOD) REF NO: DSD 2018-112**

SALARY : Grade 1: R755 598 per annum (as prescribed by OSD)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid driving licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Leadership and Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

DUTIES : Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Management of

service delivery areas/units to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social welfare and community development research are undertaken; Supervise performance of all administrative functions required in the service delivery areas and undertake the higher level administrative functions.

ENQUIRIES : Ms S Abrahams at (021) 483 7672
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/294 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DSD 2018-116**

SALARY : R356 289 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate experience. Recommendations: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Events management; Media liaison practices; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage and coordinate the department's corporate identity and brand: Coordinate the development and implementation of brand awareness campaigns; Coordinate communication campaigns and products: Facilitate the development and implementation of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions, facilities, etc.); Coordinate the provision of a media liaison service: Develop proactive media events in collaboration with the Media Liaison Officer in the MEC's office; Coordinate the provision of language and translation service: Facilitate and oversee the process of translating departmental strategic documents from English into Afrikaans and Xhosa.

ENQUIRIES : Ms M Johnson at (021) 483 3781
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/295 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSD 2018-117**

SALARY : R356 289 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree; A minimum of 3 years' experience in an Administration; Monitoring and Evaluation; Programme and Project management environment. Recommendations: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Develop and implement departmental performance monitoring and reporting processes: Develop and maintain an organisation-wide monitoring and reporting framework in line with the government and provincial-wide monitoring and evaluation systems; Contribute to the development and maintenance of performance indicators and monitoring frameworks: Provide support and guidance on the development of performance and outcome indicators as they relate to departmental, provincial and government-wide requirements; Monitor the implementation of the service delivery improvement plans (SDIPs): Monitor and report on SDIPs quarterly; Facilitate the departments MPAT process: Develop and maintain a standard operating procedure for the department's MPAT process in collaboration with the Department of the Premier; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain): Assist with the compilation and maintenance of the department-specific PPM norms, standards and operating procedures.

ENQUIRIES : Ms M Johnson at (021) 483 3781
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/296 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT REF NO: DSD 2018-114**

SALARY : R299 709 per annum (Level 08)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree); Minimum of 3 years' administration experience. Recommendations: None. Competencies: Knowledge in the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector.

DUTIES : Provide effective office administrative and management support services to the component: Maintain and control leave and asset register for the component; Arrange for equipment to be fixed, served and/ or ordered; Develop and maintain an efficient and effective filling system for the component; Provide budget support to the component: Control and maintain register of accounts against line items of the components budget; Provide administrative support with respect to audit queries received by the components; Maintain and assist with implementation of the components monitoring and evaluation system: Develop and maintain a comprehensive database of networks, services providers and projects/ programmes funded by the component; Record the results of all project/ programme proposal assessment.

ENQUIRIES : Mr 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.za>

POST 39/297 : **ADMINISTRATION CLERK: METRO EAST LOGISTICAL SERVICES REF NO: DSD 2018-110**

SALARY : R163 563 per annum (Level 05)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: None. Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding Supply Chain Management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good organising skills; Ability to work well within a team and independently.

DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilization of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration function in relation to ordering, 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 to transfer 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 the Provincial Treasury-, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Mr M Thobei at (021) 812 0900
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/298 : **ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY REF NO: DSD 2018-113**

SALARY : R163 563 per annum (Level 05)
CENTRE : Social Development, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Experience in creating, maintaining and administering information databases; A National Diploma/B-Degree. Competencies: Communication (written and verbal) skills in at least three of the two official languages of the Western Cape; Proven computer literacy; Interpersonal, organising and human relation skills.
- DUTIES** : Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for Non-financial data and for management assessments projects in the chief directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide assistance with the conducting of performance monitoring, evaluation and reporting in relation to Non-Financial data (NFD) and management assessments projects (MPAT); Provide high level administrative support such as assistance with line function special projects; Provide assistance with the horizontal and vertical alignment processes aimed at streamlining the accurate reporting of non-financial data of programmes/and management assessments projects (MPAT).
- ENQUIRIES APPLICATIONS** : Mr E Mohamed Tel No: (021) 483 6738
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 39/299** : **ADMINISTRATION CLERK: METRO SOUTH: LOGISTICAL SERVICES REF NO: DSD 2018-115 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Minimum of 1 year experience. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.
- DUTIES** : Rendering of provisioning administration functions; Ordering, storage, 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; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of 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 guidelines and procedures.
- ENQUIRIES APPLICATIONS** : Mr C Palmer at (021) 763 6200
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 39/300** : **DRIVER WITH SECONDARY FUNCTIONS: METRO SOUTH (LOGISTICAL SERVICES) - WYNBERG REF NO: DSD 2018-104**
- SALARY CENTRE REQUIREMENTS** : R136 800 per annum (Level 04)
: Social Development, Western Cape Government
: 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; Knowledge of cities (geographical locations).
- 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;

- Collect and deliver mail/parcels; Keep register of deliveries; Assist with registry procedures; Perform administrative and related functions.
- ENQUIRIES APPLICATIONS** : Mr C Palmer at (021) 763 6200
- : If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- NOTE** : Applicants from relevant local communities will receive preference. 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.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 15 October 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 DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

- POST 39/301** : **DIRECTOR: LAND TRANSPORT DEVELOPMENT SYSTEMS AND FREIGHT REF NO: TPW 2018-169**

- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R1 005 063 per annum (Level 13)
- : Transport and Public Works, Western Cape Government
- : The ideal candidate will be in possession of a 3 B-Degree or equivalent weighted at NQF Level 7 as recognised by SAQA; and Have a minimum of 5 years middle/ senior management experience. Recommendations: The following would serve as a recommendation/ would be advantageous; 10 years' management experience; and Experience in a Project Management and Transport Planning and Logistics Environment. Competencies: Knowledge of applicable policies and procedures. Knowledge of management principles. Excellent communication skills at management level. Excellent report writing skills. Strategic planning capability.

- DUTIES** : Assess and assist with the development of land transport strategies and policies. Ensure the implementation of freight plans and strategies. Develop and design systems for integrated land transport. Ensure efficient and effective oversight and management for all financial resources/ aspects. Initiates, supports and champions organisational transformation to ensure successful implementation of new initiatives and deliver on service delivery commitments. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented. Management of the human resources of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations.

- ENQUIRIES APPLICATIONS** : Ms D Ribbonaar Tel No: 021 483 3946
- : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

- POST 39/302** : **DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-242)**

- SALARY** : All-inclusive salary package of R1 005 063 per annum (Level 13)

CENTRE REQUIREMENTS : Transport and Public Works, Western Cape Government
: The ideal candidate will be in possession of a 3 B-Degree or equivalent weighted at NQF Level 7 as recognised by SAQA; and Have a minimum of 5 years middle/ senior management experience. Recommendations: The following would serve as a recommendation/ would be advantageous; 10 years management experience; and Experience in a Policy and Strategy Development Environment within an infrastructure context. Competencies: Knowledge of applicable policies and procedures. Knowledge of management principles. Excellent communication skills at management level. Excellent report writing skills. Strategic planning capability.

DUTIES : Actively participate in the Branch strategic processes to ensure holistic approaches are developed with regard to strategy planning and coordination. This includes development, implementation and review of legislation/ policies/ frameworks and policies. Actively fulfill the role as member of the following meetings and fora: Provincial Transnet Co-ordination committee, PSO steering groups, ICT Governance steering group, Built Environment Work group, PSDF Task Team, Water Management Task Team, Shale Gas Task Team and Infrastructure M Tech of Saldanha Bay IDZ, regional DCF technical meetings to name but a few. This role also incorporates acting as the secretary for the Western Cape Infrastructure Work Group, which focuses on the development of policy directives for the Western Cape Infrastructure Work Group and identifying specialists and service providers to co-opt to assist in the compilation of these directives and infrastructure policies. Compile and submit to the AEM: Policy and Strategy Integration, an annual report on the activities of the Directorate. Develop and design Tactical Infrastructure Programmes, as derived from the Western Cape Infrastructure Policy Framework and perform continuous analysis in the pursuit of improvement. Ensure efficient and effective oversight and management for all financial resources/ aspects. Initiates, supports and champions organisational transformation to ensure successful implementation of new initiatives and deliver on service delivery commitments. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented. Management of the human resources of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations.

ENQUIRIES APPLICATIONS : Mr G van Schalkwyk Tel No: 021 483 3795
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

POST 39/303 : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) REF NO: TPW 2018-224**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R679 338 per annum (OSD as prescribed)
: Transport and Public Works, Western Cape Government
: Mechanical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence. Recommendations: A valid code EC driving licence. Competencies: Basic road construction and maintenance procedures; Basic properties of materials; Application of vehicles and machines; Mechanical preventative maintenance; Mechanical repair methods; Electrical systems; Electronic systems; Radio communications; Personnel Management; Financial Management; Planning; Legislative interpretations; Meeting skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

DUTIES : Recommends vehicle and machine requirements; Does vehicle and machine inspections and reporting; Assists with vehicle and machine purchases; Investigates the market to determine which models of vehicles and machines would be suitable for the application and reports to Chief Engineer: Mechanical Services; Investigates and reports possible modifications to vehicles and machines to make them functional; Investigates and reports on possible new procedures and new ideas and equipment; Inspects old and worn plant and reports to Head Office; Visits and inspects plant at field workshops and construction sites; Gives advice regarding correct application, repair and

maintenance of plant; Plans, introduces and maintains proper safety standards in all mechanical workshops.

ENQUIRIES APPLICATIONS : Mr H Strydom at (021) 483 2130
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/304 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROADS PLANNING AND ROAD CONTRACTS -WINELANDS REF NO: TPW 2018-226 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R679 338 per annum (as per OSD prescripts).
 : Transport and Public Works, Western Cape Government
 : Mechanical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendations: Extensive appropriate Engineering experience after registration; Management and Financial management experience. Competencies: Knowledge and experience of roads infrastructure, engineering concepts transport engineering band, economics, integrated transport and land use planning and policy development; Knowledge of relevant legislation, regulations, policies and acts; Research and development; Computer-aided engineering applications; Technical report writing; Change Management; Innovation; Customer focus and responsiveness; Team leadership; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES : Control of access, structures, way leaves (rights of way) and advertisement along the proclaimed road network; Approve property subdivisions; Evaluate and comment pertaining to applications for land use changes; Provide input to local authorities in connection with integrated development plans; Investigate accidents black spots and preparation of traffic improvement plan; Estimate the cost of road projects; Advise legal authorities, contractors and consulting Engineers; Undertake other duties in support of the District Roads Engineer.

ENQUIRIES APPLICATIONS : Mr SC Bain at (021) 863 2020
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/305 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS REF NO: TPW 2018-231**

SALARY : Grade A: R293 652 – R314 853 per annum
 : Grade B: R334 179 – R360 240 per annum
 : Grade C: R380 364 – R448 035 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Engineering or relevant qualification that allows for registration with the Engineering Council of South Africa (ECSA); Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience. A valid Code B driving licence. Recommendations: A valid code C driving licence (or higher). Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES APPLICATIONS : Mr H Strydom at (021) 483 2130
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/306 : **ADMINISTRATION CLERK: ROAD DESIGN REF NO: TPW 2018-238 (X2 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience in Road Design. Competencies: Interpersonal relations; Planning and organising skills; Ability to work in a team; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filing system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and S&T requests; Perform procurement support functions, i.e. organising of catering, ordering stationery etc.

ENQUIRIES : Ms M Hofmeyr at (021) 483 3999
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/307 : **ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT REF NO: TPW 2018-230**

SALARY : R163 563 per annum (Level 05)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 months' appropriate administrative experience. Competencies: A good understanding of the following: Policies and procedures with regard to human resource matters and registry; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and Outlook); Typing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render an effective, organised reception service; Maintain and upkeep of an effective filing system; Manage all telephonic enquiries and all telephone accounts of staff; Responsible for franking of post and registered mail on a daily basis; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and S&T requests; Perform procurement/logistics support functions i.e organising of catering, ordering of stationery etc. Perform human resource functions i.e. labour relations, injury on duty, registry, recruitment and selection etc.

ENQUIRIES : Ms A Matthews at (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/308 : **OPERATOR: ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2018-213**

SALARY : R136 800 per annum (Level 04)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10; A minimum of 3 years' appropriate experience; A valid code C1/EC1 driving licence with Professional Drivers Permit (PDP). Recommendations: None. Competencies: Knowledge of the following: Building, maintenance and reparations of roads; Bitumen products; Concrete work; Applicable legal aspects; Safety standards/road safety; Large construction machines; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Repair and maintain roads, ground shoulders and waterways; Operate and maintain plant/equipment to be used for road maintenance; Ensure the safety of a working environment; Supervise road workers and enforce discipline; Handle emergency situations; Evaluate personnel according to standard procedures; Responsible for the safe and efficient operation of machines; Cleaning, lubricating and re-fuelling machines and performing minor repairs and adjustments when necessary; Understanding plant operations in the construction environment.

ENQUIRIES : Mr S Jacobs at (021) 863 2020
APPLICATIONS : If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O

- Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- NOTE** : Applicants from relevant local communities will receive preference. 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.
- POST 39/309** : **ROAD WORKER: ROAD MAINTENANCE REF NO: TPW 2018-210 (X7 POSTS)**
- SALARY** : R96 549 per annum (Level 02)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Recommendations: Experience and knowledge in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr N Mitchell at (021) 863 2020
APPLICATIONS : If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- NOTE** : Applicants from relevant local communities will receive preference. 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.
- POST 39/310** : **ROAD MARKER: ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2018-211**
- SALARY** : R96 549 per annum (Level 02)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Recommendations: None. Competencies: Knowledge of the following: Road works and line markings; Handling of minor construction machines and equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with line-marking machine; Paint lines on the roads; Assist with loading and/or off-loading of stock; Provide assistance with placement of temporary warning signs; Loading and/or off-loading of drums from trucks; Filling and re-filling of line marking machine; Placement of cones on the roads.
- ENQUIRIES** : Mr S Jacobs at (021) 863 2020
APPLICATIONS : If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.
- NOTE** : Applicants from relevant local communities will receive preference. 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.
- POST 39/311** : **TRADE WORKER AID: WORKSHOP: WINELANDS REF NO: TPW 2018-212**
- SALARY** : R96 549 per annum (Level 02)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Recommendations: Appropriate experience. Competencies: Knowledge of the following: machinery, vehicle construction

plant and equipment; Hand and small electrical tools; Ability to do physically hard labour; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES

: Removing and replacing spare parts on vehicles, construction plant and equipment; Assist artisans with repairs of vehicles, construction plant and equipment; Handle hand and small electrical tools; Basic spray painting and assist with welding; Maintenance of spare parts; Cleaning of work area.

ENQUIRIES

: Mr S Jacobs at (021) 863 2020

APPLICATIONS

: If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE

: Applicants from relevant local communities will receive preference. 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.