

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

CLOSING DATE : 29 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 41/171 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT REF NO: AGR 2018-56 (X6 POSTS AVAILABLE AT VARIOUS STATIONS)**

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 : Department of Agriculture, Western Cape Government
 : National Diploma in Civil Engineering or relevant qualification; A minimum of 3 years' post qualification technical (engineering) experience; A valid driving licence; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted). Recommendations: Technical design and analysis skills. Competencies: Knowledge of the following: Project Management; Application of computer-aided engineering applications; Legal compliance; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Technical design and analysis knowledge; Research and development skills.

DUTIES : Operational management of sub-programme LandCare for the district municipal area; Conservation of the natural agricultural resources; Implementation of LandCare projects; Area wide planning; Mentoring of interns, learners and candidate engineering technicians.

ENQUIRIES APPLICATIONS : Mr F Steyn at (021) 808 5090
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/172 : **GROUNDSMAN: ANIMAL HEALTH – BEAUFORT WEST REF NO: AGR 2018-55**

SALARY : R96 549 per annum (Level 02)
CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : Ability to read and write (Adult Basic Education and Training). Recommendations: A valid code B driving licence. Competencies: The ability to work independently and in a team; The ability to work adequately and precisely; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Cleaning, gardening and maintenance service of the building; Good maintenance of stores and gardening supplies; Good maintenance of the incinerator; Provide assistance to Animal Health and the admin clerk where necessary; Good maintaining of post mortem rooms; The collection of post at post office in the absence of the admin clerk; Assist with the packaging and sending of residue samples to laboratory.

ENQUIRIES APPLICATIONS : Dr J Pienaar at (023) 414 2154
 : If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl

NOTE

Cronje Drive, Bellville, 7530 or you may post it to the following postal address:, PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS

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CLOSING DATE

: 29 October 2018

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OTHER POST

POST 41/173

: **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: EADP 2018-41**

SALARY CENTRE

: R299 709 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with a minimum of 1 year relevant experience in an internal control environment; A valid code B driving licence. Recommendations: Extensive knowledge and application of the financial norms and standards; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; A strong financial background specifically relating to public sector finance; Experience and knowledge of the loss control process; Strong report writing skills; Knowledge and experience in the risk management processes. Competencies: Knowledge of Internal Control tools and techniques; Knowledge of Risk Management frameworks; Financial norms and standards; Communication (written, verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Excellent report writing skills; Must be able to meet strict deadlines; Ability to work well within a team; Self-motivated/ ability to use initiative; Honesty and Integrity; Analytical skills.

DUTIES

: Develop and review compliance monitoring tools; Develop policies, procedures and processes pertaining to the Internal Control unit; Conduct financial compliance inspections as per the approved Annual Inspection plan; Evaluate the effectiveness of financial prescripts; Co-ordinate the implementation of corrective measures and preventative controls with regards to CGRO, MPAT and MIP; Co-ordinate responses for Shared Audit Committee, Public Service Commission, Provincial Internal Control Forum and Governance Committee; Provide support with the management of fraud prevention in the Department and co-ordinate awareness sessions in conjunction with PFS; Maintain the Departmental integrated loss control system; Conduct preliminary investigations into instances of irregular, unauthorised and fruitless and wasteful expenditure; Provide support with the management of risk management in the Department and co-ordinate risk assessment sessions in conjunction with the directorate.

ENQUIRIES

: Ms J Smith at (021) 483 3807

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 41/174 : **HEAD CLINICAL UNIT: RADIOLOGY**
Chief Directorate: Rural Health Services

SALARY : R1 643 352 per annum (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 : George Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Radiology. Inherent requirements of the job: After-hour clinical service delivery in Radiology. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer skills in Outlook, Excel, Word and PowerPoint. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines.

DUTIES : Key result areas/outputs: Render an efficient and cost-effective Radiology service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Radiology Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective organisation of the radiology department (including radiation exposure, laboratory investigations, medication, consumables and equipment). Assist with effective and efficient administration of the Radiology Department. Plan and partake in the training of staff including registrars, medical officers, community service MOs', Interns and final year UCT medical students. Clinical, administrative and financial management of the Radiology Unit in conjunction with the Radiography Manager.

ENQUIRIES : Dr Z North Tel No: (044) 802-4535

APPLICATIONS : The Director: People's Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 26 October 2018

POST 41/175 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC ANAESTHESIA)**

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a specialist Anaesthesiologist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Anaesthesiologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesia. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years appropriate

experience as a Medical Specialist in Anaesthesia after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirement of the job: 40-hour basic work week and participation in the after-hours call system, with an undertaking to participate in 16-hours commuted overtime per week. Competencies (knowledge/skills): Sound knowledge, skill and experience in general Paediatric Anaesthesia. Experience in intensive care medicine. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in the academic under- and post-graduate anaesthetic training program (including clinical teaching and MMED supervision). Experience in pain medicine desirable. Experience in Paediatric Cardiac and Transplant Anaesthesia would be desirable. Involvement in research desirable. Promote Clinical Governance including implementation of clinical guidelines, protocols and clinical audits. Good working ethics with children and be an advocate for children's rights.

DUTIES : Key result areas/outputs: Provide a specialist Peri-Operative Anaesthetic care to patients at Red Cross War Memorial Children's Hospital and associated hospitals. Assist with airway management and resuscitation throughout the hospital. Risk assessment and advice on perioperative workup of patients. Advise on pain management plans for patients. Manage theatre lists.

ENQUIRIES : Dr N Beyers Tel No: (021) 658-5788

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

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

CLOSING DATE : 26 October 2018

POST 41/176 : **PRINCIPAL OF NURSING COLLEGE (SINGLE NURSING CAMPUS)**

SALARY : R902 550 (PN-D5) per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape College Of Nursing (Metro West Campus)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. Registration with a professional council: Registration with the SANC as Professional nurse with additional qualification in Nursing Education. Experience: A minimum of 11 years appropriate /recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Strategic and Operational Management and Planning of the Campus in terms of delegations, relevant acts and annual performance plan. Coordinate and Facilitate Nursing Education and Training of students to comply with quality assurance system. Develop policy guidelines for Nursing Education and Training. Market the corporate image of the Campus, Coordinate and facilitate research initiatives. Ensure academic governance. Collaborate with stakeholders. Co-ordinate student affairs and activities. Responsibility for corporate governance, including aspects of Human and Financial resource management.

ENQUIRIES : Dr T Mabuda Tel No: (021) 684-1203

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. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 26 October 2018

POST 41/177 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Eden District

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

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with 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 in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

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

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

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

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 26 October 2018

POST 41/178 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Overberg District

SALARY : R163 563 per annum

CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office management experience. Appropriate experience in compiling the Workplace Skills Plan. Experience in coordinating the Expanded Public Works Programme. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Skills Development and Training. Knowledge of People Development policies and Procedures. Knowledge of the Workplace Skills Plan and Quarterly reports. Practical computer literacy (MS Word, Excel and Outlook). Professional telephone etiquette and ability to work under pressure.

DUTIES : (key result areas/outputs): General administrative duties e.g. Telephone messaging, training related queries, distribution of documents and Minute taking. Capture Provincial Training Institute nominations from Facilities and Sub-Structure office. Capture Bursaries on Bursary Information Management System (BIMS). Capture Workplace Skills Plan information on HWSETA Database. Update and maintain electronic databases.

ENQUIRIES : Ms L Klink Tel No: (028) 214-5831

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

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 02 November 2018

POST 41/179 : **SECURITY OFFICER**

SALARY : R115 437 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in Security Service. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Competencies (knowledge/skills): Proficiency in English (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal and communication skills. Ability to work in a team as well as independently. Ability to take full responsibility and be diligent.

DUTIES : (key result areas/outputs): Protect, guard buildings, key-points, patients, visitors, personnel as well as the patrolling of fenced-off areas, buildings and the premises. Ensure access or egress control to prevent the unlawful entry, removal of persons, vehicles, dangerous objects and illegal substances and the monitoring of surveillance cameras or fire alarm systems. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Control and monitor surveillance cameras to identify, prevent any unlawful entry of persons, suspicious objects, person as well as vehicle thefts and forcible entry to departments or entrances of the hospital.

ENQUIRIES : Mr VP September Tel No: (021) 938-6077

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

FOR ATTENTION : Ms V Meyer

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

CLOSING DATE : 02 November 2018

POST 41/180 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Bishop Lavis CHC

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : (key result areas/outputs): Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : Ms EZ Mtshali Tel No: (021) 927-1136

APPLICATIONS : The Director: Northern/Tygerberg Sub-structure, 1st Floor, Bellville Health Park, Karl Bremer Hospital, Bellville, 7500.

FOR ATTENTION : Ms A Kader

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 November 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 29 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 41/181 : **CANDIDATE TOWN AND REGIONAL PLANNER: HUMAN SETTLEMENT IMPLEMENTATION REF NO: HS 2018-42**
(3-Year Contract Position)

SALARY : R506 682 per annum (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of town and regional planning legal and operational compliance; Knowledge of town and regional planning systems and principles; Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Intranet, Internet, Arc Map GIS/Arc View GIS, AutoCAD and other relevant 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 the ability to draft complex technical reports, memorandums and submissions.

DUTIES : Perform planning functions and activities in accordance with town and regional planning principles in land development: Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Adhere to legal requirements in town and regional planning; Coordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Provide support in the compilation and adoption of technical and planning standards, norms and guidelines; Implement planning legislation, guidelines, policies and regulations; Coordinate site clearance processes in terms of Project Execution Plans; Support the planning and design of sustainable human settlement; Provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP processes); Provide assistance with tender (bid) administration; Liaise and interact with service providers; Contribute to the human resources and related activities; Maintain the record management system; Utilise resources allocated effectively; Keep up with new technologies and procedures; Research/literature studies on new town and regional planning expansion and renewal processes; Liaise with relevant bodies/councils on town and regional planning-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Ms PN Mayisela at (021) 483 2854
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/182 : **GROUNDSMAN: WORKS INSPECTORATE REF NO: HS 2018-49**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Ability to read and write (Adult Basic Education and Training). Recommendations: Maintenance of workshops and cleaning of vacant land. Competencies: Planning and organising skills; Ability to work in a team under tight timelines; Ability to work irregular hours as required; Ability to work under pressure and ability to work within specific timeframes; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Site cleaning; Break down all illegal shacks and dwellings of workshops and the maintenance; Cleaning blocks of flats belonging to the Department; Support service to Head Office in Cape Town; Maintaining workshop yard, equipment and GG vehicles; Maintain and cleaning vacant land owned by Department.

ENQUIRIES : Mr PE Southgate at (021) 826 5711
APPLICATIONS : If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

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

DEPARTMENT OF LOCAL GOVERNMENT

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

POST 41/183 : **CONTROL ENGINEERING TECHNICIAN: PLANNING AND SUPPORT (BULK ELECTRICITY) REF NO: LG 2018-41**

SALARY : Grade A: R422 139 per annum (OSD as prescribed)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 6 years' post qualification technical (engineering) experience; A valid code B driving licence. Recommendations: Courses relating to electrical industry; Experience in the following: Policy development experience; Human Resource Management experience; Conducting municipal assessments regarding municipal electrical services; Electrical Master Planning experience; Renewable Energy experience; Tender specification, Contract Law, Conditions of Contract and Contract Administration. Competencies: Knowledge of the following: electrical practices, interpretation of electrical drawings; HV/MV/LV electrical networks and electrical terminology; SANS, Building Regulations & OHS Act, Construction Act; Standard systems and measuring & testing electrical work; Quality control; MFMA and SCM procedures; Applicable legislation; Construction Contract & Engineering Law; Renewable Energy, Electrical Master Planning;

- Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
- DUTIES** : To provide the following: Technical support to the Chief Engineer by managing and inspecting the Province's MIG electrical projects; Perform a technical supportive role to various departments, local authorities and others (consultants, contractors, etc); Design, monitor and conduct site monitoring on electrical installations at various community facilities as part of the Department's support to the Directorate: Service Delivery Integration; Liaison with Institutions, Utilities and Departments in the Energy related field, e.g. ESKOM, Department of Energy (DoE), AMEU, SARPA, South Cape Karoo Electricity Forum, Renewable Energy Service Providers, etc.; Contribute inputs into the Integrated Growth Plans (IGP's) of Municipalities; Participate in the Renewable Energy Framework strategies; Manage and monitor the process of roll-out of the Electrical Master Planning at Municipalities in the Province; Manage and monitor progress with regard to Free Basic Electricity (FBE) in the Province.
- ENQUIRIES** : Mr L Eksteen at (021) 483 3154

DEPARTMENT OF THE PREMIER

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

- POST 41/184** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL) REF NO: DOTP 2018-109**
- SALARY** : Grade 1: R725 487 per annum LP 7
Grade 2: R854 577 per annum LP 8 (OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; Note: Proof of your admittance certificate as an Advocate or Attorney to be attached with your application. A minimum of 5 years' appropriate post qualification advisory experience. Recommendations: Relevant experience in consulting with clients, drafting and vetting contracts, writing legal opinions and interpreting legislation in the public and private sector; Proven experience in research methods. Competencies: Good working knowledge of legislation and case law relating to administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape province one of which must be English; Well-developed research and legal writing skills; Innovative problem solving skills and analytical skills; Presentation skills; Proven computer literacy.
- DUTIES** : Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide legal advice and legal opinions to Ministers, Heads of Department and other departmental officials on procedural and substantive legal issues; Drafting of legal correspondence and replies.
- ENQUIRIES** : Mr N Boshoff at (021) 483 3377

POST 41/185 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 2018-106**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Auditing/Finance or Financial Management; A minimum of 2 years' relevant experience in an Auditing/Finance or Financial management environment. Recommendations: Knowledge and experience of the following: LOGIS, Basic Accounting System and Personnel Salary Administration systems; Financial Legislations and Norms; Sound knowledge of auditing processes. Competencies: Excellent planning, organising and people management skills; Communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Computer literacy in MS Office (Especially high level of excel capability and managing databases).

DUTIES : Ensure performance of compliance checks/ quality control on all processed financial documentation within the department; Compile and/or review analytical reports on non-compliance findings; Ensure implementation of remedial actions and continuous monitoring; Ensure training interventions with line functionaries on non-compliance findings; Supervise, train , guide and ensure sound labour relations practices.

ENQUIRIES : Mr LJ Petersen at (021) 483 5758

PROVINCIAL TREASURY

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OTHER POST

POST 41/186 : **PERSONAL ASSISTANT: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 2018-44**

SALARY : R242 475 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Able to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Able to liaise with diverse people; Attention to detail; A valid code B driving licence. Competencies: Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Organising and planning.

DUTIES : Provide a secretarial support service to the manager; Render administrative support services; Supports the manager with the administration of the manager's budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr LW Brinders at (021) 483 6684

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 29 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 41/187 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 2017-127**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years' experience in rendering an appropriate executive support function. Competencies: Knowledge of the following; Relevant software packages; Understanding of the relevant legislation/ policies/ prescripts and procedures related to the public sector; Financial management skills; Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to draft complex documentation; Manage various office projects and activities, report writing skills.

DUTIES : Render line administrative support services; Executive research, analyse information and compile complex documents for the Head of Department; Provide support to the head of department with regard to meetings; Manage resources in the office of the head of department; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Head of Department.

ENQUIRIES : Ms A Van Reenen at (021) 483 9392
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/188 : **MONITORING OFFICER: OLDER PERSONS REF NO: DSD 2018-119**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) with a minimum of 1 years relevant experience. Competencies: Knowledge of the following: Performance planning, monitoring and reporting processes and practices; Project management processes, practices and tools; Government planning processes and cycles; Modern systems of governance and administration; Proven computer literacy; Monitoring, evaluation and reporting skills; Problem analysis and problem-solving skills; Strong conceptual and formulation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist with the development and maintenance of the Department's Performance Information Framework (processes, procedures and tools to collect, manage and store performance information) in the area of Older Persons; Provide support to users to ensure that the Department's Performance Information Framework is used to guide performance reporting; Provide high-level administrative support to assist with the compilation of the department's performance information into reliable, useful and timely statutory performance reports; Provide support to users to ensure that the Provincial Project Management system is used for tracking and reporting on key departmental projects.

ENQUIRIES : Ms DA Fortuin at (021) 483 3992
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/189 : **PERSONAL ASSISTANT: SPECIAL PROGRAMMES REF NO: DSD 2018-120**

SALARY : R242 475 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering a secretarial support service to a manager/executive manager. Recommendations: Office administration experience. Competencies: Office Management; Advanced knowledge of MS Office(Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills; Planning and organising skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Provide Secretarial services to the Director; Provide administrative support to the Director; Render administrative support services & manage the diary of the Director; Support the Director in terms of budget processes; Analyze relevant Public Service, Human Resource Management, Departmental and other documents to ensure correct application.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Cowley at (021) 483 6296
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 41/190</u>	:	<u>PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 2018-121</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in rendering a secretarial support service to a manager/executive manager. Recommendations: Office administration experience. Competencies: Office Management; Advanced knowledge of MS Office(Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills; Planning and organising skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Provide Secretarial services to the Director; Provide administrative support to the Director; Render administrative support services & manage the diary of the Director; Support the Director in terms of budget processes; Analyze relevant Public Service, Human Resource Management, Departmental and other documents to ensure correct application.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Reenen at (021) 483 9392
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 41/191</u>	:	<u>SOCIAL WORKER: OLDER PERSONS REF NO: DSD 2018-118</u>
<u>SALARY</u>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

- DUTIES** : Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering Older Persons programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of Older Persons programmes; Manage the reporting and dissemination process of all reports for the Older Persons programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.
- ENQUIRIES APPLICATIONS** : Mr D Cowley at (021) 483 6296
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 41/192** : **SOCIAL WORKER: SUBSTANCE ABUSE REF NO. DSD 2018-123 (X2 POSTS)**
- SALARY** : Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
- DUTIES** : Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering substance abuse programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of substance abuse programmes; Manage the reporting and dissemination process of all reports for the substance abuse programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.
- ENQUIRIES APPLICATIONS** : Ms F Isaacs at (021) 483 6296
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 41/193** : **SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2018-124**
- SALARY** : Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

<u>DUTIES</u>	:	Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors. Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Supervise and support auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Engel at (021) 483 7675
<u>POST 41/194</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (MILNERTON) REF NO: DSD 2018-125</u>
<u>SALARY</u>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
<u>DUTIES</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors. Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement

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

ENQUIRIES : Mr E October at (021) 555 2669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/195 : **SOCIAL WORKER: SOCIAL WORK SERVICES (BELLVILLE) REF NO: DSD 2018-126**

SALARY : Grade 1: R242 553 – R281 181 per annum
 Grade 2: R298 299 – R344 184 per annum
 Grade 3: R363 507 – R421 404 per annum
 Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/ stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Supervise and support auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr D Smith at (021) 483 7678
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/196 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 2018-122**

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Excellent Communication (written and verbal) in at least two of the three official languages of the Western Cape; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories 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 Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES APPLICATIONS : Mr M Skosana at (044) 8141660
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 41/197 : **GROUNDSMAN: ADMIN (OUTENIEKWA) REF NO: DSD 2018-128**

SALARY CENTRE REQUIREMENTS : R96 549 per annum (Level 02)
: Department of Social Development, Western Cape Government
: Ability to read and write (Adult Basic Education and Training Competencies Serving clients/customers; Good teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Maintain the premises and surroundings; Clean premises and surroundings; Empty dirty bins; Maintain the garden; Water the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuse; Apply insecticides; Cultivate the soil for trees and flowers; Maintain gardening equipment and tools; Detect and report malfunctioning of garden equipment and tools; Repair minor defects of gardening equipment and tools.

ENQUIRIES APPLICATIONS : Mr S Jacobs at (021) 863 2020
: If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

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

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 29 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 41/198 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD DESIGN REF NO: TPW 2018-241 (X2 POSTS)**

SALARY : Grade A: R679 338 - R728 400 per annum
Grade B: R769 611 - R829 107 per annum
Grade C: R879 975 - R1 036 557 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Engineering Degree (B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A valid code B driving licence. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES : Ms M Hofmeyr at (021) 483 5713

POST 41/199 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): QUANTITY SURVEYING SERVICES REF NO: TPW 2018-243 (X2 POSTS)**

SALARY : Grade A: R585 366 - R630 597 per annum
Grade B: R669 300 - R717 636 per annum
Grade C: R758 241 - R893 175 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity surveying operational communication; Process knowledge and skills; Maintenance of skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management; Ability to work in a team.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services;

Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES : Mr J Botha at (021) 483 5320

POST 41/200 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 2018-233**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (or equivalent qualification) in Finance; A minimum of 3 years' appropriate experience in Supply Chain Management. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; PFMA; SCM regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Departmental policies and procedures; Medium Term of Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Strong analytical skills.

DUTIES : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements and taking cognisance of the needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and or providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives; Oversee, coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contracts are in accordance with legislation; Human Resource Management; Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRA's that derive from the component's plans.

ENQUIRIES : Ms P Van Der Merwe at (021) 483 6915

POST 41/201 : **GISC TECHNOLOGIST (PRODUCTION LEVEL): ROAD GEOGRAPHICAL INFORMATION SYSTEM REF NO: TPW 2018-239**

SALARY : Grade A: R344 271 - R371 130 per annum
 Grade B: R391 854 - R371 130 per annum
 Grade C: R448 035 - R527 772 per annum (OSD as prescribed).

<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year GISc Degree or related Bachelor Degree; A minimum of 3 years post qualification GISc Technologist experience; Compulsory registration with SAGC as a GISc Technologist; A valid code B driving licence. Competencies: Strong GIS skills with two or more GIS packages (e.g. ESRI); Analytical, Statistical and Mathematical skills; Project management; Programme and project management and Technical report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning, organising and execution.
<u>DUTIES</u>	:	Providing technical support relating to software and data usage to geographic information system (GISc) users; Develop Geographical Information Science (GISc) spatial information tools within organisation process; Allocate, control, monitor and report on all resources; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Research, investigate and advice on new GIS technologies; GIS Implementation; Financial Management; People Management.
<u>ENQUIRIES</u>	:	Ms M Hofmeyr at (021) 483 5713
<u>POST 41/202</u>	:	<u>QUALITY CONTROLLER: QUALITY CONTROL (EDEN) REF NO: TPW 2018-225</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) in a Civil Engineering field or related with a minimum of 3-years applicable machinery and related road construction/maintenance experience; A valid code 10 driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Dual axle tip truck, Water truck, Chip-spreader, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, repair and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning skills; Supervision skills.
<u>DUTIES</u>	:	Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment, leave management etc.
<u>ENQUIRIES</u>	:	Mr J Prodehl at (044) 272 6071
<u>POST 41/203</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: TPW 2018-237 (X2 POSTS)</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with a minimum of 2 years relevant experience in an internal control environment; A valid code B driving licence. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Risk Management frameworks; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed

and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.
Mrs K Proctor-Fourie at (021) 467 4792

ENQUIRIES :

POST 41/204 : **PROVISIONING CLERK: LOGISTICS REF NO: TPW 2018-232 (X2 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent) with a minimum of 6 months relevant experience. Recommendations: Thorough knowledge of WCSD, CSD and CIDB and I-tender; Knowledge of Client Support; Verification process of bidders company profile. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); CIDB, CSD and other supplier databases; Proven computer literacy in MS Excel; Administration skills; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Utilise the Integrated Procurement Solution (IPS) for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative requirements; Utilise IPS, CIDB, Central Supplier Database (CSD) and Western Cape Supplier Database (WCSD) effectively for provisioning, verification and compliance with user and legislative requirements; Comply with departmental policies and procedures and applicable legislative requirements, including: Ordering, receiving and distribution of goods and tender documents, I-tender verification and CIDB verification; Oversee counter duties of those responsible for functions: Issue of tender documents, opening and closing of tenders, verifying of bidders status, overall administrative assistant, extension of validity period of tenders, and draft notifications to unsuccessful bidders.

ENQUIRIES : Mr L Thomas at (021) 483 5337

POST 41/205 : **FINANCE ASSISTANT: FINANCIAL ACCOUNTING REF NO: TPW 2018-255 (X3 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject with a minimum of 6 months appropriate experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Work, Ms Microsoft Excel, Microsoft Outlook); Self-motivated; Problem solving skills; Basic numeracy; Ability to work under pressure and meet deadlines.

DUTIES : Date capturing; Assist clients with enquiries; Maintain a payment process; Administration of the system to detect and prevent payments older than 30 days; Maintain registers inclusive of asset registers; Reconciliations of various reports.

ENQUIRIES : Ms C Otto at (021) 483 6450