

**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** : 12 November 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 43/145** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: AGR 2018-58**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree; A minimum of 5 years' working experience in communications or related field ensuring administrative compliance in a corporate environment of which 3 years' must be management experience; A valid driving code B licence. Competencies: Strategic thinking in agricultural and communications fields; Ability to develop and implement the long, medium and short term communication strategies; Planning and Organising skills; Communication (written, verbal and editing) skills in at least two of the three official languages of the Western Cape; Ability to communicate at various levels and build stakeholder relationships.
- DUTIES** : Identify and develop the department long, medium and short term communication strategy and translate this strategy into an annual communication plan; Build relationships and collaborate with stakeholders to ensure integrated governance and a common communication message for the sector; Manage the sub-programme Communication Services to ensure that public enquiries are addressed, communication and information products are developed as well as that departmental functions, workshops, conferences, exhibitions, road shows and other events takes place at an appropriate standard; Implement the communication plan of the department which comprises events, online media, radio broadcasts, statutory publications, official popular publications, multimedia products, internal communication and brand application; Manage a comprehensive media service as the spokesperson of the department through media liaison, media monitoring, media inquiries, press conference assistance to the Ministry, drafting of media plans, composing media alerts, write timeous press releases, media interviews, 24/7 media crisis management as needed and explore advertising opportunities; Render a departmental language service; Ensure administrative compliance of the sub-programme Communication Services through financial management, calculated risk management, human resource management and general administrative responsibilities including work traffic document management and adhering to reporting processes and structures.
- ENQUIRIES** : Dr D Troskie at (021) 808 5190
- POST 43/146** : **VETERINARY TECHNOLOGIST: BACTERIOLOGY REF NO: AGR 2018-57**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year National Diploma (or equivalent qualification) in Veterinary Technology (upload copy of qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driving license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work

independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.

- DUTIES** : Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.
- ENQUIRIES** : Dr M Seutloali at (021) 887 0324

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POST

- POST 43/147** : **ADMINISTRATIVE OFFICER: DEPARTMENTAL PROJECT OFFICE REF NO: CS 2018-26**

- SALARY CENTRE** : R242 475 per annum (Level 07)
- REQUIREMENTS** : Department of Community Safety, Western Cape Government
Senior Certificate (Grade 12) with a minimum of 6 years experience in an administrative environment. Recommendations: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years in an administrative environment. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Technical aspects of the Executive Projects Dashboard; Departmental budgeting and planning policies; Departmental performance management systems and processes; Ability to handle conflict; Ability to handle rapidly changing environment and pressurised circumstances; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Provide support to ensure the consistent application of programme and project management methodologies and standards; Support the alignment of departmental programmes and projects correspondence with their original strategic intent and scope; Provide technical assistance to programme/project managers; Administer the Executive Projects Dashboard (EPD) at the departmental level; Provide support for departmental programme/project assurance and reporting; Provide administrative support to the sub-directorate.

- ENQUIRIES** : Mr F Davis at (021) 483 8814

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 12 November 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only

available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 43/148** : **PROCUREMENT SPECIALIST: ENTERPRISE DEVELOPMENT REF NO: DEDAT 2018-27**
(3 Years Contract Position)
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years' relevant management experience. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Strengthen partnerships to provide Procurement Promotion support to small businesses; Develop Procurement Promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the Oil and Gas sector linked to the Saldanha Bay IDZ; Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of Procurement Promotion innovation strategies and policies; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr J Wolmarans at (021) 483 2628

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 43/149** : **MEDICAL PHYSICIST GRADE 1 TO 3**
- SALARY** : Grade 1: R626 481 per annum
Grade 2: R712 950 per annum
Grade 3: R815 169 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration at the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising

radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES : Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

ENQUIRIES : Ms N Joubert Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.

FOR ATTENTION : Ms N Mbilini

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 whom 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 : 09 November 2018

POST 43/150 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**

Directorate: Infrastructure Planning

SALARY : Grade A: R585 366 per annum

Grade B: R669 300 per annum

Grade C: R758 241 per annum

(A portion of the package can be structured according to the Individual's personal need.

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: **Grade A:** 0-2 to 12 year's appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade B:** 14 to 24 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies. Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research or literature studies to keep up with new technologies and procedures including interaction with professional Councils or Boards.

ENQUIRIES : Ms M van Leeuwen Tel No: (021) 483-5084

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 09 November 2018

POST 43/151 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINING)**

Chief Directorate: Metro Health Services

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

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care General (Adult) OR Trauma and Emergency Care or Advanced Midwifery and Neonatology OR Operating Theatre Nursing. Registration with a professional council: Current 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 must be appropriate/recognisable experience in the specific speciality after obtaining the 1- year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of students and nurses.

DUTIES : Co-ordinate student education and training to ensure achievement and maintenance of competence. Co-ordinate the placement of students in the hospital. Co-ordinate all training and development programmes of the nursing and support personnel in the Nursing Component. Initiate and participate in training, development and research within the Nursing Component. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.

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

APPLICATIONS : The Medical Sup, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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 : 09 November 2018

POST 43/152 : **QUALITY ASSURANCE COORDINATOR**
Eden District

SALARY : R356 289 per annum

CENTRE : George Sub-District

REQUIREMENTS : Minimum educational qualification: Appropriate 4 year diploma/degree in Health Sciences. Experience: Appropriate experience in health-related Quality Assurance

(QA). Experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and National Core Standards (NCS) requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Ms MJF Marthinus, Tel No: (044) 814-1100
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.
CLOSING DATE : 09 November 2018

POST 43/153 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)**
Directorate: Professional Support Services

SALARY : R356 289 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate health related qualification (degree/diploma) registerable with the South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: An extensive experience in Health Science practice and appropriate related Health Service Management and experience in a mental healthcare environment. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care legislation, as amended. An understanding of clinical activities, needs, norms and standards across all types of health services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, and IUSS. Demonstrable computer literacy (Microsoft Word, Excel, Power-Point, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and show initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.

DUTIES : Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advice health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the sub-component.

ENQUIRIES : Ms K Jacobs Tel No: (021) 483-3303
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 November 2018

POST 43/154 : **CHIEF INDUSTRIAL TECHNICIAN**
(24 Month Contract)
Chief Directorate: Emergency and Clinical Support Services

SALARY : R299 709 per annum plus 37% in lieu of service benefits.
CENTRE : Directorate: Forensic Pathology Service, Observatory Forensic Pathology Institution
(Chief Directorate: Emergency and Clinical Support Services)

REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience of repair and maintenance of electrical and mechanical equipment. Experience in managing, planning and organising maintenance schedules on equipment. Inherent requirements of the job: Do standby duties and handle after-hour call-outs. Valid (Code B/EB) driver's licence and own reliable transport. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to fault-find and repair equipment. Computer literate (Excel, MS Word and Outlook). Ability to compile technical specifications for equipment. Adhere to all legal requirements, protocols and procedures.

DUTIES : Render a quality electrical, mechanical and building service to the institution. Effect related administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical back-up and support to the institution.

ENQUIRIES : Prof LJ Martin Tel No: (021) 406- 6412
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener
NOTE : Shortlisted candidates will be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.

CLOSING DATE : 09 November 2018

POST 43/155 : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District

SALARY : R163 563 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient admissions, including the Clinicom System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Good interpersonal, numerical and communication skills and ability to accept accountability, responsibility and work independently. Computer literacy (MS Word, Excel and Clinicom). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System e.g. admit and discharge of patients. Report all MVA's and WCA's to BCMS (Batsumi) Hotline. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Maintain an effective filing system, repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients.

ENQUIRIES : Ms EB van Vuuren Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 16 November 2018

POST 43/156 : **HOUSEKEEPING SUPERVISOR**
Central Karoo District

SALARY : R136 800 per annum

CENTRE REQUIREMENTS : Prince Albert Hospital
: Minimum educational qualifications: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in supervision and related tasks. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays. Reliability in dealing with rations and cleaning materials. Physically fit to lift up heavy objects and stay on their feet for the entire day. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Must be able to function in a group. Good organisational skills. Must be able to operate industrial apparatus and equipment. Must be able to handle conflict. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for overall control, performing and coordinating of tasks related to linen and hygiene services within the wards and general areas. Manage the food service unit. Ensure the effective use, maintenance and safe-keeping of supplies and equipment. Responsible for all administrative duties associated with supervision. Participate in training and staff development activities. Support the supervisor.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr W Frans Tel No: (023) 541-1300
: 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. Short-listed candidates may be subjected to a test to establish suitability.

CLOSING DATE : 16 November 2018

POST 43/157 : **SECURITY OFFICER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R115 437 per annum
: Alexandra Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). 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 a Psychiatric environment. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Competencies (knowledge/skills): Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good listening, report-writing, conflict and group handling skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients. Escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscond of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Mr F Leukes Tel No: (021) 503-5000
: The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.
: Mr S Petersen
: No payment of any kind is required when applying for this post.
: 16 November 2018

POST 43/158 : **MESSENGER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R96 549 per annum
: Alexandra Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Messenger service experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. Ability to work independently and unsupervised.

DUTIES : Collect, distribute documents and mail in the hospital. Deliver, collect mail and postbag to the post office. Opening of mails. Updating of notice boards. Assist the registry with daily functions if and when required. Function as a driver for the Hospital in all aspects.

APPLICATIONS FOR ATTENTION : The Chief Executive Officer: Alexandra Hospital, Private bag X1, Maitland, 7405.

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

CLOSING DATE : 16 November 2018

POST 43/159 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work in all clinical areas of Western Cape Rehabilitation Centre. Be physically fit. Experience: Experience in general porter duties within a Hospital or Community Health Centre. Competencies (knowledge / skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and in a team context. Knowledge of safe infection prevention methods. Knowledge of occupational health and safety procedures and good observational skills.

DUTIES : Assist in escorting and transporting disabled patients. Assist with the activities of daily living of patients with disabilities. Render assistance to nursing staff with the positioning and transfers of patients.

ENQUIRIES : Ms L Saville Tel No: (021) 370-4627

APPLICATIONS FOR ATTENTION : The Human Resource Management: Western Cape Rehabilitation Centre, 103 Highlands Drive, Lenteguur, Mitchell's Plain, 7789.

NOTE : Ms Y Mbongo

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

POST 43/160 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts, which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES : Ms R Potgieter Tel No: (021) 503-5023

APPLICATIONS FOR ATTENTION : To the Chief Executive Officer: Private Bag X1, Maitland, 7405.

NOTE : Ms R Potgieter

CLOSING DATE : No payment of any kind is required when applying for this post. The interview process may include a practical test.
16 November 2018

POST 43/161 : **FOOD SERVICES AID**
West Coast District

SALARY : R96 549 per annum

CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day in a high stress environment. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Pre-prepare, weigh, dish, and produce all normal and therapeutic diets for patients and assist with stock control. Maintain food hygiene, other hygiene and reduce risk within the department. Assist in in-house training, follow and adhere to occupational Health and safety prescripts. Render support to supervisor and colleagues. Personal development and quality assurance by ensuring a patient centred experience through high quality of work performance.

ENQUIRIES : Ms F Janse van Rensburg Tel No: (022) 814-0032

APPLICATIONS : The Director: West Coast District, Private Bag X15. Malmesbury 7299.

FOR ATTENTION : Mr E Sass

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

CLOSING DATE : 16 November 2018

POST 43/162 : **GENERAL WORKER (STORES ASSISTANT)**
Eden District

SALARY : R96 549 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Experience in a warehouse environment. Inherent requirement job: Physical ability to lift heavy boxes. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.

DUTIES : Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.

ENQUIRIES : Ms A Rein Tel No: (044) 302-8468

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.

CLOSING DATE : 16 November 2018

POST 43/163 : **FOOD SERVICES AID (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen. The ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES : The preparation and distribution of milk feeds to the wards, according to prescribed standardised recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow

and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES : Mr R Broekhuizen Tel No: (021) 918-1385
APPLICATIONS : The Medical Manager: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Ms A Dyers
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.
CLOSING DATE : 16 November 2018

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 : 12 November 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

MANAGEMENT ECHELON

POST 43/164 : **DIRECTOR -PROVINCIAL FORENSIC SERVICES REF NO: DOTP 2018-121**
SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Undergraduate qualification NQF 7 as recognised by SAQA in Commerce, Law, Auditing/ Forensics; A minimum of 6 years' middle management experience in forensic services environment, specialising in reactive forensics; A valid driver's licence, or alternative mode of transport for people with disabilities. Recommendations: A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)); and B.Com (Hons) Forensic Accounting / LLB. Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; Excellent communication skills at an executive management level (verbal and written); Ability to communicate at all levels and across sectors utilising various media; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.
DUTIES : Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach and scope and drive finalization of investigations for allocated departments; Drive the implementation of recommendations made; Quality assurance of investigations and reports on investigations; Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; Project manage and monitor the activities of the directorate; Reporting to executive management and oversight bodies on forensic related matters, including proactive forensic services rendered to allocated departments; and Client service management of allocated departments and maintain professional relationships with all stakeholders.
ENQUIRIES : Mr Ruthven Janse van Rensburg at (021) 483 0901

OTHER POSTS

POST 43/165 : **DEPUTY DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2018-113**
SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A Honours Degree in Behavioral Sciences (Industrial Psychology)/ Management Sciences or Public Administration/ Management; A minimum of 3 years' Management experience in Organisational Development or related Human Resource Management environment; A valid code B driving licence. Recommendations: Accreditation in Behavioural Tools: Barrett CTT 1/ CTT2; Insights Discovery; 9 Conversations in Leadership; PROSCI Change Management Methodology; Enneagram; Psychometrics (OPQ; Psytech; CPP). Competencies: Knowledge of the following: Techniques to perform institutional diagnostics investigations; Quantitative and qualitative research methodologies; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; People management policies and procedures; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.

DUTIES : Perform the following functions on an advanced/complex level: Assess employee, team and organisational behaviour dynamics; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform institutional diagnostics surveys and document findings and recommendations; Advise on the design and planning of appropriate institutional improvement and development interventions based on diagnostics surveys; Function as a project manager and supervisor in respect of specialist functions and project teams : Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/process.

ENQUIRIES : Ms R Shade at (021) 466 9707/8

POST 43/166 : **DEPUTY DIRECTOR: PRIORITY UNIT REF NO: DOTP 2018-114**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year tertiary qualification (National Diploma/B-degree) in Human Resource Management or Industrial Psychology; A minimum of 3 years' experience at managerial level within a human resource management environment. Recommendations: Good knowledge of staffing, recruiting or career management. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, all Bargaining Council resolutions and Public Service Commission (PSC) guidelines; Ability to maintain the highly confidential nature of people management work; Ability to travel for various meetings and maintain flexible work schedule; Demonstrate resourcefulness and initiative in dealing with daily challenges; ability to work under pressure and meet deadlines. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide a talent acquisition consulting service and service benefits support in respect of Heads of Departments, senior managers and employees within ministerial offices; project management, quality control of and report on all work within the Priority Unit; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires; Facilitate the recruitment and selection process, inclusive of shortlisting, case studies, competency-based interviews, competency assessments and personnel suitability checks.

ENQUIRIES : Mr DH Smith (021) 483 4869

POST 43/167 : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2018-119**

SALARY : R356 289 per annum (Level 09)
CENTRE : The Department of the Premier, Western Cape Government

- REQUIREMENTS** : Appropriate 3-year tertiary qualification (National Diploma/ B-degree or equivalent) in Behavioural Sciences/ Management Sciences or Public Administration/ Management with a minimum of 3 years' experience in Organisational Development; A valid code B driving licence. Recommendations: Accreditation in Behavioural Tools: Barrett CTT 1/ CTT2; Insights Discovery; 9 Conversations in Leadership; PROSCI Change Management Methodology; Enneagram; Psychometrics (OPQ; Psytech; CPP Competencies: Knowledge of the following: Techniques to perform institutional diagnostics investigations; Quantitative and qualitative research methodologies; Functions of the various components of the PGWC to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; Staff performance management system (SPMS); Disciplinary and grievance procedure; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.
- DUTIES** : Perform the following functions and responsible for staff who perform it: Assess employee, team and organisational behaviour dynamics; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform institutional diagnostics surveys and document findings and recommendations; Advise on the design and planning of appropriate institutional improvement and development interventions based on diagnostics surveys; Function as a manager/supervisor: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/process.
- ENQUIRIES** : Ms R Shade at (021) 466 9707/8

POST 43/168 : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 2018-123**

- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : The Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law with a minimum of 1-year relevant experience; A valid code B driving licence Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with reference to the Public Service Act, Regulations, Labour Relations Act as well as other relevant Labour relations prescripts. Disciplinary and dispute resolution processes; Human Resource Management; Proven computer literacy in MS Office. Skills in: Communication (verbal and written) in at least two of the three official languages of the Western Cape; Planning and organising; Conflict resolution; monitoring, evaluation and reporting; Strong leadership and ability to display thought leadership in complex applications.
- DUTIES** : Handle grievances and misconduct matters; Render advice on misconduct and grievance matters; Do research regarding employee relations matters; Formulate, evaluate and monitor employee relations policy and procedures; Render a labour law advisory service; Represent the employer in the collective bargaining process (preparation and support); Coordinate the employer functions originating from the bargaining council; Implement and monitor the application of collective agreements; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.
- ENQUIRIES** : Ms R. Patel at (021) 483 5118

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 12 November 2018

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 43/169 : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1**
REF NO: PT 2018-48

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) with Financial Accounting 3 as a major subject; A minimum of 3 years' accounting experience in a financial environment; A valid Code B driving licence and willingness to travel. Recommendations: Working knowledge of the following: Generally Recognised Accounting Practice (GRAP); Municipal Accounting systems; International Public-Sector Accounting Standards (IPSAS); International Financial Reporting Standards (IFRS); Municipal Standard Chart of Accounts (MSCOA). Competencies: Knowledge of municipal accounting systems; Proven computer literacy; Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work independently and part of a team.

DUTIES : Assess municipalities against the relevant Accounting Reporting Framework(GRAP); Ensure municipalities are supported and monitored against MSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

ENQUIRIES : Mr Z Hendricks at (021) 483 5243

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 12 November 2018

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OTHER POST

POST 43/170 : **ASSISTANT DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING**
REF NO: LG 2018-42

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 year's supervisory experience. Recommendations: Experience in research and information management. Competencies: Knowledge in the following: Constitutional legislative and inter-governmental dispensation in South Africa; DCoG prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Conflict management skills; Information systems and data base interrogation

skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Coordinate municipal information in the province: Performance Monitoring and Evaluation framework; Updated reporting templates based on new data requests; Monitor and evaluate municipal performance: Drafting of a consolidated annual municipal performance report; Consolidate and submit performance report; Collate, consolidate and update free basic services information; Collate, consolidate and update indigent households data; Monitor and report on the submission of municipal annual reports and oversight reports: Updating and submission status report of the municipal annual report; Updating and submission status report of the municipal oversight report.
- ENQUIRIES** : Mr S Mngxe at (021) 483 3415

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 12 November 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 43/171** : **ADMINISTRATION CLERK: BONNYTOUN: ADMIN REF NO: DSD 2018-132**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of working procedures in terms of the working environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills; Interpersonal skills.
- DUTIES** : Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.
- ENQUIRIES** : Mr EJ Buys at (021) 986 9100
- POST 43/172** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (LINDELANI) REF NO: DSD 2018-129**
- SALARY** : Grade 1: R148 065 - R166 650 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.
- DUTIES** : Serve as a team leader for child and youth care workers during a shift: Oversee the admission and related activities of residents to the facility; Oversee the access of residents to medical services; Render care services to residents: Body search where applicable; Observe physical and emotional state of the residents, record and report irregularities/abuse and refer to immediate supervisor; Continuous professional development: Study professional journals and publications to ensure that cognisance is taken of new developments; Liaise and attend meetings with other departments and non-government institutions and relevant stakeholders to take cognisance of the latest

developments in the relevant fields; Perform clerical/ administrative support functions: Complete daily registers; Perform all clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

POST 43/173 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (LINDELANI), REF NO: DSD 2018-130**

SALARY : Grade 1: R132 729 – R148 065 per annum
Grade 2: R157 089 – R176 796 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen; Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required; Assist with the implementation of planned activities, developmental and therapeutic programmes; Observe, record and report occurrences emanating from the interventions; Engage in basic life space to promote the development and care of children and youth; This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying; Perform administrative work relevant to the job; Complete daily registers e.g log books, medication registers, incident reports etc.; Perform all the clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 12 November 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 43/174 : **DEPUTY DIRECTOR: FREIGHT REF NO: TPW 2018-251**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience in transport planning and/or transport logistics. Recommendations: Experience in project management. Competencies: Knowledge of the following: Applicable legislation, policies and procedures; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation leadership technique and coordination of people

- and resources; Problem solving and decision making ability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning and organising skills.
- DUTIES** : Responsible for the development and maintenance of the Provincial Freight Strategy; Responsible for the corridor and modal optimization for the movement of goods in line with the ITP's of municipalities; Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, produce reports, support integration and collaboration across government spheres.
- ENQUIRIES APPLICATIONS** : Mr F Mbambo at (021) 483 7849
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/175** : **DEPUTY DIRECTOR: PROPERTY ACQUISITION REF NO: TPW 2018-260**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive salary package)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years' years property related experience of which 3 years must be management experience. Competencies: Knowledge of the following: applicable policies and procedures; Management principles; Public Service procedures; HRM processes; Labour relations; Financial management; Ability to work under pressure and meet deadlines; Ability to work in a team and develop others; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to impact and influence others.
- DUTIES** : Manage the acquisition of property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; To manage the disposal of surplus, redundant and/or dilapidated immovable property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998; Effective and efficient operational management of Sub-Directorate: Education, including personnel within the directorate.
- ENQUIRIES APPLICATIONS** : Adv E van der Westhuizen at (021) 483 5532
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/176** : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: TPW 2018-261**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive salary package)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience. Recommendations: Working knowledge of the following: Management of Immoveable Asset Register Database; Consolidation and Subdivision of Properties; Monitoring and evaluation methods, tool and techniques. Competencies: Knowledge of the following: Business and Management principals involved in strategic planning, resource allocation, HR modelling, Leadership technique, production methods, and co-ordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, evaluation of customer satisfaction; Project Management; Database Management; Public Management and admin; Political sciences and public policy; Relationship Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Update and maintain the Immoveable Asset Register (IAR) based on completeness test, legislative requirements and charges pertaining to immovable assets; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across department's government spheres; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in

order to achieve unit objectives effectively and efficiently; Communicate the Batho Pele concept to employees; obtain support and commitment to apply the underlying principles in their day-to-day work-operations; identify weaknesses and gaps in service delivery; and develop and implement opportunities to improve service delivery; Management the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Sub-Directorates Work Plan / Project plans.

ENQUIRIES : Ms A Ferreira at (021) 483 9705
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/177 : **REGIONAL MANAGER: PROPERTY MANAGEMENT (REGION 2) REF NO: TPW 2018-262**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification) with a minimum of 5 years' management experience in a property related environment. Competencies: Knowledge of the following: Policies and procedures; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Programme and Project Management. Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strategic capability and leadership; People Management and empowerment skills; Client orientation and customer focus; Presentation and facilitation skills.

DUTIES : Manage the process of leasing of immovable assets based on the accommodation requirements of users in terms of their service delivery needs; Manage the disposal including leasing out of immovable assets superfluous to service delivery requirements; Estate management such as security services, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registration of real rights; Manage all commitments to local authorities in terms of applicable municipal ordinances in respect of the region; Management of all debtors and creditors regarding immovable assets; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms P Mlandu at (021) 483 6472
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/178 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: TPW 2018-264**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or equivalent); A minimum of 3 years' appropriate experience; A valid code B driving licence. Competencies: Knowledge of applicable policies and procedures and legislation; Good planning and organisational skills; Ability to work as part of a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to act with tact and discretion; Proven computer literacy; Ability to work under pressure and meet deadlines.

DUTIES : To implement and manage the acquisition of property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; To implement and manage the disposal of surplus, redundant and/or dilapidated immovable property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998; Provide support

to the management of the sub- directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES APPLICATIONS : Mr E Solomons at (021) 483 3291
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/179 : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-250**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a management and planning environment; A valid code 08 driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Clarity and coherence in responding to policy/research questions.

DUTIES : Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.

ENQUIRIES APPLICATIONS : Mr C Joseph at (021) 483 3853
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/180 : **CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS - METRO EAST/WEST REF NO: TPW 2018-280**

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
 : Department of Transport and Public Works, Western Cape Government
 : 3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years' experience in a building construction on-site experience; A valid driving licence. Recommendations: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; : Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of health facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr Y. Jacob at (021) 483 8514

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/181</u>	:	<u>GISc TECHNICIAN (PRODUCTION LEVEL): INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-253</u>
<u>SALARY</u>	:	Grade A: R293 652 – R314 853 per annum Grade B: R334 179 – R 360 240 per annum Grade C: R380 364 – R448 035 per annum (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A minimum of 3 years post qualification technical (GISc) experience; A valid Code B driving licence. Recommendations: Experience in developing and maintaining GIS data and other GIS output products; Experience in analysing spatial data in a municipal environment; Producing appropriate GIS reports and thematic maps. Competencies: Knowledge and understanding of the following: GIS applications and spatial data queries; Theory, principles and practices of GIS standards; Capabilities of different GIS software; Technologies such as GPS, Photogrammetry and remote sensing; Map projections; Principles of cartography; Producing appropriate GIS reports and thematic maps; Modern component-based GIS tools and methodology for municipal and utility; GIS use cases; Communication and interpersonal (written and verbal) skills in at least two of the official languages of the Western Cape; Project Management advanced computer skills; Problem solving analysis; Decision making and team work.
<u>DUTIES</u>	:	Perform technical GISc activities: Source, capture and clean spatial data from various data custodians; Perform data manipulation according to application requirements; Apply coordinate systems and projections; Undertake spatial analysis with regards to GIS project; Keep up to date with developments in the geo-spatial industry and participate in relevant GIS forums; Responsible for the on-going spatial data maintenance and dissemination end-user support; Conduct programmatic and manual analysis and create reports and thematic maps on data within the the GIS; Maintain GIS Unit effectiveness: Maintain and update GIS tools, software and renewal of licences; Functional requirement analysis: Document organisation GIS challenges, identify gaps (discrepancies) on available spatial information in the organisation; Document software capabilities and identify the required functionalities; Provide technical expertise related specifically to infrastructure; Responsible for the compiling and organising of GIS data from maps, databases and other sources; Direct the preparation of regular status reports, highlighting GIS issues requiring attention; Create document procedures and metadata definitions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms G Gorrah at (021) 483 0933 Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/182</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY-DIRECTOR GENERAL - REF NO: TPW 2018-248</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years' relevant experience in rendering support services. Recommendations: None. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement processes; Project Management; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, Planning, Organising and report writing skills; High levels of assertiveness and professionalism.
<u>DUTIES</u>	:	Rendering administrative support services which includes control of sensitive documents and safe keeping thereof, procurement of standard items like stationary and refreshments, drafting of documents and scrutinise reports and submission for quality checks; Provide support to manager regarding meetings by ensuring relevant documents are ready for meetings, minute taking and logistical arrangements including

- travel arrangement coordination; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Adv G. Kode Tel No: (021) 483 2593
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/183** : **REGISTRY CLERK: GENERAL OFFICE SUPPORT SERVICES (GEORGE) REF NO: TPW 2018-246**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); Appropriate experience in registry and messenger services. Recommendations: Experience in the public works environment. Competencies: Knowledge of the following: Promotion of Access to Information Act; National Archives Acts and regulations; Administration Justice Act; Retrieval and storage procedures in terms of the working environment; Ability to handle confidential documents; 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** : Maintain efficient and effective filing system for George Technical Services; Distribute mail as well as other correspondence to all relevant officials; Photocopy, fax and scan documents; Attend both outgoing and incoming mail; Maintain electronic and manual database of every outgoing and incoming files; Assist with record files that leave registry; Control the movement of files within George Technical Services value chain; Maintain and update record keeping system; Help with general filing system within George Technical Services; Provide copies of documents when required.
- ENQUIRIES APPLICATIONS** : Ms A Cronje at (044) 805 8796
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/184** : **ACCOUNTING CLERK: SALARIES REF NO: TPW 2018-277**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with Accounting and Mathematics as passed subjects. Recommendations: A valid code B (manual) driving licence. Competencies: Knowledge of Tax related issues; Analytical skills; Interpersonal skills; Proven computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Report writing skills.
- DUTIES** : Reconcile and prepare the pay-over of statutory deductions such as PAYE, pensions medical contributions, garnishing orders; Issue and distribute IRP5 certificates (electronic and manual); Process salary stop-payments; Process inter-departmental claims; Complete Z102 clearance certificates.
- ENQUIRIES APPLICATIONS** : Ms J Davids at (021) 483 4040
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/185** : **HANDYMAN: ELECTRICAL MECHANICAL AND BUILDING SERVICES REF NO: TPW 2018-245**
- SALARY CENTRE REQUIREMENTS** : R115 437 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government
: Adult Basic Training and Education (ABET); A valid code B/EB driving licence. Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work. Competencies: Willingness to travel regularly; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Preparation of tools for execution of duties; Replace external and internal lights and bulbs; Repair power plugs; Repair/replace door locks, window panes, carpets etc.; Reset circuit breaker/earth leakage (short circuits); Investigate and replace/repair power

skirtings; Plumbing works; Ensure workshop, equipment and tools are kept in good order.

ENQUIRIES APPLICATIONS : Mr A Manuel at (044) 805 8900
: 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 5496, Tyger Valley Centre Parking Area, Bellville, 7536. 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 43/186 : **TRADE WORKER: ELECTRICAL MECHANICAL AND BUILDING SERVICES REF NO: TPW 2018-244**

SALARY CENTRE REQUIREMENTS : R96 549 per annum (Level 02)
: Department of Transport and Public Works, Western Cape Government
: Basic literacy and numeracy (ABET Level 2). Recommendations: Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work; A valid code B/EB driving licence. Competencies: Willingness to travel regularly; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist with preparation of tools for execution of duties; Assist with Replacing external and internal lights and bulbs; Assist with repair power plugs: Reset circuit breaker/earth leakage (short circuits); Assist with Repairing/replacing door locks, window panes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Assist with investigation and replacing/repair/unblock sewers and drains; Assist with plumbing work: Repair/replace-taps, flush valves, washers, PVC and copper pipes and sealing of gutters etc.; Assist with repairing/replacing toilet pans, traps and pan connectors, valves and washers; Assist in ensuring workshop, equipment and tools are kept in good order.

ENQUIRIES APPLICATIONS : Mr A Manuel at (044) 805 8900
: 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 5496, Tyger Valley Centre Parking Area, Bellville, 7536. 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.