

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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 44/253** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
Eden District

**SALARY** : R299 709 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound practice knowledge and experience of the PERSAL system, knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Effective Budget or Debt Management, Pension Administration and Salary Administration. Knowledge of Labour Relations Policies and Regulations. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal and written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and Power Point).

**DUTIES** : Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of Human Resource Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management Advisory Services compliance reports.

**ENQUIRIES** : Ms MJ Coetzee Tel No: (044) 203 7290  
**APPLICATIONS** : The manager: Eden District Office, Private Bag X 6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE** : 23 November 2018

**POST 44/254** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)**  
Central Karoo District

**SALARY** : Grade 1: R241 908 (PN-A2) per annum  
Grade 2: R297 516 (PN-A3) per annum  
Grade 3: R362 559 (PN-A4) per annum  
(Plus a non-pensionable rural allowance of 12% of the basic salary).

**CENTRE** : Beaufort West PHC  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: **Grade 1:**

None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report writing.

**DUTIES** : Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Deliver and co-ordinate wellness activities for men, women, adolescents, children and with the focus on the first 1000 Day initiative. Deliver and co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management). Support, monitoring and evaluation of health data.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms A Jooste Tel No: (023) 414- 3590  
 : The Manager: Eden District Office, Private Bag X6592, George, 6530.  
 : Ms S Pienaar

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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** : 23 November 2018

**POST 44/255** : **CLEANER (X2 POSTS)**  
 Overberg District

**SALARY CENTRE** : R96 549 per annum  
 : Hermanus Hospital (X1 Post)  
 : Hermanus CDC (X1 Post)

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

**DUTIES** : Provide a clean, hygienic and safe environment within the institution, i.e. dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective and safe handling and storage of equipment. Cost effective utilisation of consumables or resources. Effective waste and linen Management. General cleaning and maintenance of cleaning equipment. Effective use of cleaning agents and stock.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr NK Adams Tel No: (028) 313-5204  
 : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
 : Ms A Brits

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

**CLOSING DATE** : 23 November 2018

**DEPARTMENT OF HUMAN SETTLEMENTS**

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

**CLOSING DATE** : 19 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 44/256** : **CONSTRUCTION PROJECT MANAGER (PRODUCTION LEVEL) REGIONAL HUMAN SETTLEMENT SUPPORT REF NO: HS 2018-51**

**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 Human Settlements, Western Cape Government  
National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Proven working knowledge with experience of the following: Project Management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements projects; Procurement and tendering processes; Risk Management and quality assurance control; Occupational Health and Safety Act (OCHSA); Financial and Human Resource Management; Microsoft Project, Microsoft Planner and other relevant software packages. Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, Planning and Environmental regulatory requirements; Latest building legislation, building contracts and contract administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Excellent planning and organising skills that involves keeping projects on target; Excellent implementation and monitoring skills; Excellent change management skills; Ability to operate at a strategic level and manage engagements with stakeholders, clients and partners.

**DUTIES** : Plan, manage and coordinate all aspects of subsidised human settlement development implementation within the region under the supervision of the Chief Engineer; Project Accounting and Financial Management; Office Administration; Research and Development.

**ENQUIRIES** : Mr PVK Chandaka Tel No: (021) 483 0652

**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** : 19 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 44/257** : **DEPUTY DIRECTOR: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 2018-111**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in the field of Forensics/Commerce/Law/ Auditing (or equivalent qualification); A minimum of 3 years' management level experience in a forensic services/commercial crime unit or a minimum of 6 years functional (forensic investigations) experience; A valid code B driving licence. Recommendations: Experience in management and investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. CFE. FP(SA)). Competencies: Analysing and fact-finding skills; Good interviewing skills; Ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good project management skills; Factual and legal analysis skills/abilities.

**DUTIES** : Planning and execution of forensic investigations; Conduct thorough investigation by fact finding and evidence retrieval within allocated time frames; Managing multiple investigations at the same time, prioritising each investigation based on priority; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Supervising a team of investigators during all activities in a forensic investigation, providing clear guidance to-and mentoring of team; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

**ENQUIRIES** : Ms W Hansby Tel No: (021) 483 4593

#### **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** : 19 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 44/258** : **ADMINISTRATIVE OFFICER: FINANCIAL MANAGEMENT REF NO: DSD 2018-109**

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Department of Social Development, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' appropriate experience. Recommendations: Experience in Public Financial management. Competencies: Knowledge of the following legislations: PFMA; Treasury Instructions; Departmental delegations; Fraud Prevention Plan; Presentation skills; Project Management skills; Change management skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Collate information with regards to the transversal issues initiated by the CFO: Collating, analysing, interpretation of information from the budget strategic plan, Supply Chain Management prescripts and other statutory prescripts; Give sound advice to the CFO pertaining to submissions; Assist with specific transversal CFO initiatives: Monitor and ensure the implementation of the PFMA and related prescripts; Ensure that public entities are managed in terms of the PFMA prescripts; Render administrative and secretarial support with regards to transversal CFO initiatives: Co-ordinate the internal financial systems; Co-ordination of transversal activities as per time frames; Assist with the rendering of a transversal computerised system support: Allocate excess and function codes to applicable users; Ensure maintenance to computerised systems.
- ENQUIRIES** : Mr J Smith Tel No: (021) 483 8679

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 19 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 44/259** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES - HEALTH INFRASTRUCTURE REF NO: TPW 2018-279**
- 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** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Competencies: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office) ; Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration , Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation;

		Knowledge of public sector procurement; Ability to work under pressure; Willingness to undergo a security clearance.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects ; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians , technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr C Maud Tel No: (021) 483 2270
<b><u>POST 44/260</u></b>	:	<b><u>ARCHITECT (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: TPW 2018-258</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid driving licence. Recommendations: Experience in architectural planning, producing construction documentation and administration of JBCC 2000 BPA and NEC3 ECC contracts; Experience in utilising AutoCAD, Autodesk, Microsoft Office, Microsoft Project and Sketchup. Competencies: Working knowledge of the following: Legal compliance with various acts including Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills.
<b><u>DUTIES</u></b>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human capital development; Research and professional development.
<b><u>ENQUIRIES</u></b>	:	Mr C Lourens Tel No: (021) 483 8262
<b><u>POST 44/261</u></b>	:	<b><u>TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): PROPERTY PLANNING REF NO: TPW 2018-263</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government An appropriate B degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification Town and Regional Planning experience required; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Competencies: Knowledge of the following: Town and regional planning legislation, principles, methodologies and procedures; Computer aided

applications (drawing and mapping); Legal compliance; Applied strategic thinking; Problem solving; Professional judgment; Planning and organising; Managing interpersonal conflict; Programme and project management; Research and development; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team.

**DUTIES** : Property planning, land use planning applications and property enablement; Strategic and future planning for efficient asset management; Ensure the application of town and regional planning principles in land development; Contract Management (Professional Service Providers); Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Mr D Fourie Tel No: (021) 483 5422

**POST 44/262** : **GISC TECHNICIAN (PRODUCTION LEVEL): IMMOVABLE ASSET REGISTER REF NO: TPW 2018-269**

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

**REQUIREMENTS** : 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 Property Management and land legal matters; Project Management experience. Competencies: Knowledge of the following: Programme and Project Management; Research and development; Legal compliance; Government IAM Act (Act 19 of 2007); Western Cape Land Administration Act (Act 6 of 1998); GRAP; Deed registry Act (Act 47 of 1937); Technical report writing skills; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Applied strategic thinking; Technical proficiency; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team.

**DUTIES** : Perform technical GISc activities; Maintain GISc unit effectiveness; People Management; Functional requirement analysis.

**ENQUIRIES** : Mr A Boersma Tel No: 021 483 3223