

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 26 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 45/101** : **ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: CS 2018-28**
(12 Months Contract Position)
- SALARY** : R356 289 per annum plus 37% in lieu of benefits (Level 09)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate Post-graduate degree in social sciences such as law, criminology, sociology, psychology, anthropology, political science or public administration; A minimum of 3 years' relevant work experience in the safety, violence, and/or criminal justice field. Recommendation: Experience in the following: policy development, planning, monitoring and evaluation, community engagement and facilitation; Experience and knowledge of the civilian oversight environment; Research, analysis and report writing and presentation skills; Project management skills; Coordination skills; Critical thinking and analysis skills. Competencies: Proven computer literacy skills in MS Office, Intranet and Internet; Critical thinking; Research, evaluation and analysis; Report writing; Prioritisation of competing tasks; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
- DUTIES** : Conduct quantitative and qualitative research regarding safety, violence, the youth, crime and/or gang activity in the Western Cape; Engage with relevant stakeholders on the Directorate's research findings, the Department's outputs and its impact on safety in the province; Assist in developing and informing evidence-based policy aimed at improving safety in the Province; Participate in special policy and research projects aimed at improving community safety in the province.
- ENQUIRIES** : Ms G Dereymaeker at (021) 483 4804
- POST 45/102** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: CS 2018-29**
(3-Year Contract Post)
- SALARY** : R356 289 per annum plus 37% in lieu of benefits (Level 09)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years' experience in a supervisory capacity. A valid code B driving licence. Recommendation: Experience in job creation projects; Database development and management; Report-writing on projects. Competencies: Knowledge of the following: Project Management; Community partnerships; Community Policing; Volunteerism; Excellent administration skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising skills; Report writing skills; Interpersonal skills.
- DUTIES** : Manage the implementation of community projects; Manage the implementation of safety partnerships; Develop project plans and reports; Administrative support with ad hoc project requests and Supervision of subordinates.
- ENQUIRIES** : Mr G Hendricks at (021) 483 4317

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

- POST 45/103** : **HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 2018-37**

- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a heritage environment. Recommendation: Postgraduate qualifications (Honours, Masters, Doctorate) in heritage-related studies. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines (specifically those of HWC); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar.
- DUTIES** : Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significance of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.
- ENQUIRIES** : Ms C Scheermeyer at (021) 483 9682

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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MANAGEMENT ECHELON

<u>POST 45/104</u>	:	<u>DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2018-28</u> (2 Year Contract Post)
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Honours degree in Social Sciences or related field; Minimum 5 years of management experience; Minimum 5 years of stakeholder management experience; Minimum 3 years' experience in a corporate environment; and Minimum 3 years' experience in an on-the-ground community environment. Recommendations: Advanced knowledge of government policies and programmes; Good understanding of the global, national and provincial economy; and Good exposure in economic development. Competencies: Excellent knowledge and understanding of the global, national and provincial political economy; Knowledge and understanding of the government policy environment; Innovation, creativity and project management skills; Excellent communication skills and report writing skills at operating, management and executive levels; Strong strategic planning and leadership skills; and Knowledge of Human Resource management systems.
<u>DUTIES</u>	:	Manage the integration of provincial economic strategic initiatives in support of PSG 1; manage the implementation and coordination of new strategic initiatives and partners; Provide strategic collaboration and oversight support regarding economic partners; Manage intra- and intergovernmental relations internally and externally with economic stakeholders and partners; Financial Management; and People Management and Empowerment.
<u>ENQUIRIES</u>	:	Ms Jo-Ann Johnston (021 483 4165)

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.

<u>NOTE</u>	:	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.
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OTHER POSTS

<u>POST 45/105</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2) HOSPITALS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R801 918 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimal educational qualification: Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional. Registration with the SANC as Professional Nurse: Competencies knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel, and PowerPoint). Corporate governance, knowledge of Human Resource and Financial management processes within a functional business unit and cost centres.
<u>DUTIES</u>	:	Provide strategic management and leadership within the nursing management. Clinical Governance, manage quality improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.

ENQUIRIES : Dr BL Swartz Tel. No: (021) 370-1411
APPLICATIONS : Please submit your application to www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE : 23 November 2018

POST 45/106 : **DEPUTY DIRECTOR: MEDICAL SUPPORT**
 Chief Directorate: Metro Health Services

SALARY : R697 011 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Valkenberg Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Degree in Health Related Sciences registrable with a Health Council. Experience: Appropriate experience as a Mental Health Care Practitioner as defined in the Mental Health Care Act, 2002 (Act 17 of 2002), as well as supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work irregular and long hours. Competencies (knowledge/skills): Statistical analytical skills. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Sound knowledge and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.

DUTIES : Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation of the National Core Standards for psychiatric health facilities. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the Chief Executive Officer to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.

ENQUIRIES : Ms C Dean Tel. No. (021) 826-5805
APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 November 2018

POST 45/107 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC-MRI)**

SALARY : R440 982 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostics Radiographer. Experience: A minimum of 3 years appropriate experience in MRI and Radiography (Diagnostics) after registration with the HPCSA. Inherent requirement of the job: Willingness to participate in a 24 hour service delivery, do call and be responsible for covering shifts in the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Knowledge in specialised MRI protocols will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Ability to manage

and collate departmental statistics and supervise a subsection of the department. Ability to supervise and organise the MRI unit.

DUTIES : Responsible for the smooth running of the services in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and participate in covering a 24 hour service in the department. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including staff performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection. Engage with clinical engineering and vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation. Responsible for the quality assurance and quality control of the unit.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918
APPLICATIONS : The Chief Executive Officer; Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 November 2018

POST 45/108 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME CO-ORDINATOR GRADE 1 (ENVIRONMENTAL HEALTH)**
 Directorate: Community Based Programmes

SALARY : Grade 1: R440 149 per annum
 Grade 2: R550 129 per annum

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate degree/Diploma in Environmental Health that allows registration with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as Environmental Health Officer. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA. Inherent requirement: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy. Proven experience on the coordination and management of Environmental Health Services. The ability to coordinate the response to Communicable Disease Control and managing Disaster and Outbreak. Ability to liaise between public and private sector health services. Knowledge of District Health Planning, management, monitoring and evaluation of public and environmental health programs. Knowledge and skills in data analysis and reporting procedures.

DUTIES : The overall planning and management of Environmental Health and interface between National and District Health services and policy implementation support. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Coordinate the effective control over the sale of Group I Hazardous substances and to co-ordinate the investigation of chemical poisonings. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions. Effective assistance and support to the Provincial Health Care Risk Waste (HCRW) management component within Engineering Directorate so as to be able to support districts and health institutions with the National/Provincial implementation plan for HCRW management.

ENQUIRIES : Ms T Qukula Tel No: (021) 483-2683
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. Successful candidates may be subjected to a practical assessment.
CLOSING DATE : 23 November 2018

POST 45/109 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)**
 Chief Directorate: Metro Health Services

SALARY : Grade1: R374 364 per annum
 Grade 2: R440 982 per annum
 Grade 3: R519 456 per annum

CENTRE : Mitchell's Plain District Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills. Computer literacy (MS Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety. Ultrasound scanning experience and ability to work independently.
<u>DUTIES</u>	:	Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.
<u>ENQUIRIES</u>	:	Ms C King, Tel No: (021) 377-4773
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X9, Mitchells Plain, 7789.
<u>FOR ATTENTION</u>	:	Ms CC Johnson
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 45/110</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R362 559 (PN-B1) per annum Grade 2: R445 917 (PN-B2) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing or Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in

general nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in relevant specialty as mentioned above. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : Provide holistic nursing care to patients in a cost effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr TW Ntombana Tel No: (023) 414-8200

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

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 45/111 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R299 709 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate post Matric qualification in Labour Relations or applicable National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR) and Human Resource Development and Training. Knowledge of Labour Relations, Human Resource Development and Training Policies and procedures. Ability to analyse data in order to compile management reports, detailing relevant trend analysis. The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Ms Office and Internet.

DUTIES : Interpret Labour Relations and Human Resource Development, Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan and Co-ordinate induction training.

ENQUIRIES : M. G Engelbrecht Tel No: (021) 503-5017

APPLICATIONS : Please submit your application to www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 23 November 2018

POST 45/112 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE : Emergency Medical Services, Pinelands and Moorreesburg

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence with PrDP. Ability to travel to the institutions throughout the Province. Competencies (knowledge/skills): Good communication and inter personal skills. Ability to work independently and in a team. Ability to work under pressure and to meet deadlines.

DUTIES : Stand-by duties and call-outs as required. Attend to emergency breakdowns, including after-hour repairs. Perform the necessary administrative function and control of staff. Supervise and assist with repairs and maintenance. Train Subordinates.

ENQUIRIES : Ms H Steenkamp Tel No: (023) 342-0478

APPLICATIONS : The Director: Emergency Medical Services, Private Bag X24, Bellville 7530.

FOR ATTENTION : Ms AJ Ruiters

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

CLOSING DATE : 30 November 2018

POST 45/113 : **FOOD SERVICES AID**
Eden District

SALARY : R96 549 per annum

CENTRE : Uniondale Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Assist in receipt, store of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to elementary control measures and standard operating procedures as well as Health and Safety prescripts. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES : Ms A Du Preez Tel No: (044) 752-1068

APPLICATIONS : The Director: 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.

CLOSING DATE : 30 November 2018

POST 45/114 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Helderberg Hospital, Somerset West

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid (code B/EB) driver's licence. Valid Public Driving Permit (PDP). After hours standby duties.

Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability and responsibility and to work independently.

- DUTIES** : Transport official passengers, post, packages and equipment. Effective delivery and collection of all Blood products. Maintenance and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Respond to emergencies as appropriate. Routine administration.
- ENQUIRIES** : Mr A Joubert Tel No: (021) 850-4750
- APPLICATIONS** : The Chief Executive Officer, Helderberg Hospital, Private Bag X2, Somerset West, 7129.
- FOR ATTENTION** : Mr A Joubert
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 November 2018

DEPARTMENT OF THE PREMIER

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OTHER POSTS

- POST 45/115** : **MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 2018-125**
12 Month Contract
- SALARY** : R356 289 per annum - plus 37% in lieu of benefits (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in a planning, implementation and/or reporting environment. Recommendation: Formal training or work experience in the following: Project management; Statutory planning (i.e Strategic Plans, Annual Performance Plans, Quarterly Performance Reports as well as Annual Reports. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; BizProjects and strategic management as it relates to Provincial Government; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape.
- DUTIES** : Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APP), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintenance of all Programme Definitions and projects maintained on BizProjects.
- ENQUIRIES** : Mr J Barnard at (021) 483 4569

POST 45/116 : **PERSONAL ASSISTANT: ORGANISATION DESIGN REF NO: DOTP 2018-118**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. A valid driving licence. Recommendation: Working knowledge of procedures and policies applicable in the work terrain to support the senior manager; Experience in rendering a support service to Senior Management. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services; Provide support to the manager regarding meetings; 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 : Ms L Isaacs at (021) 466 9701/45

PROVINCIAL TREASURY

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CLOSING DATE : 26 November 2018

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OTHER POSTS

POST 45/117 : **SYSTEMS MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2018-50**

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

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Finance; A minimum of 3 years' management experience leading decentralised financial systems teams; A valid code B driving licence. Recommendation: ICT Project Management experience; Sound experience in managing financial systems; Management of staff and major ICT system projects; Support and maintenance of financial systems experience. Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI's); Public sector SCM legislation and policy frameworks; Public sector Personnel management; SITA act; Proven computer literacy: MS Office (Word, Excel, PowerPoint; Internet; Email); The following skills: People Management, Budgeting, Research, Presentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : To manage the provision of the improvement and implementation of existing transversal system and eventual transition to the IFMS, ensuring compliance with the PFMA and other relevant legislation; To manage the monitoring and reporting on financial management system's performance, processes and other systems; To manage the rendering of effective technical and strategic support (Helpdesk); Accountable for the development, implementation and refinement of a risk management framework to assess security and veracity of data; Accountable for

the development, implementation and refinement of a financial operational model that enforces good governance practices; Manage and be responsible for the roll-out of all major functionalities on transversal systems and the execution and co-ordination of all new financial system implementations; Manage the co-ordination and execution of Disaster recovery testing.

ENQUIRIES : Mr A Mazomba at (021) 483 5670

POST 45/118 : **PROCUREMENT MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 2018-52**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); Minimum of 5 years' relevant professional experience in Supply Chain Management/Contract Management and/or Procurement of which three years must be management experience; A valid Code B driving licence. Recommendation: Experience in financial analysis and/or risk management; Understanding of local government environment. Competencies: Knowledge of the following: MFMA; PPPFA and preferential procurement regulations; Standards for infrastructure model policy; CDIB standards; Asset management framework and ISO/SANS 55000 standards; Local government environment; Teamwork; Analytical thinking; Interactive communication; Developing others and relationship building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assess Supply Chain Management and Asset Management policies, and conduct physical SCM and Asset Management assessments at municipalities to put together GAP analysis for training material and other capacity building initiatives; Develop and implement training material, presentations and position papers; Design and implement capacity building initiatives to improve skills set and knowledge of SCM and Asset Management officials and suppliers through training, helpdesks, workshops and awareness campaigns; Develop and implement a supplier development programme to capacitate suppliers on how to do business with municipalities; Design, implement and maintain performance reporting on procurement information eg. B-BBEE spend, local content, deviations etc. for localisation of procurement project on CRA stats, expenditure and CSD.

ENQUIRIES : Mr R Moolman at (021) 483 6380

POST 45/119 : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2018-53**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree qualification; Minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving license. Recommendation: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.

DUTIES : Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.

ENQUIRIES : Ms R. Slinger at (021) 483 4023

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 : 26 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 45/120 : **MANAGER: SOCIAL WORK POLICY (PROFESSIONAL DEVELOPMENT) REF NO: DSD 2018-133**

SALARY : R755 598 per annum (All-inclusive salary package) (Grade 1- OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification in Social Work (National Diploma/B-Degree) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application; a valid driving licence. Competencies: Knowledge of the following: Current legislation; International instruments; Policies and procedures impacting on services to families; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Ability to develop, analyse, conceptualise and implement policies; Proven computer literacy; Monitoring, evaluation and reporting skills; Conflict resolution skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure the development of continuous capacity building programmes for the Social Work and Community Development professions; Identify transformation programmes and empowerment interventions; Liaise with the national office regarding professional development interventions; Liaise with HEI's regarding training interventions; Formalise and establish programmes that would enhance professional development in DSD; Develop and facilitate the development of training in Policy Education relating to within the ambit of the relevant legislative frameworks; Keep up to date with new developments in the social work field; Undertake complex social work research and investigations; Perform and/or ensure that all the administrative functions required are performed.

ENQUIRIES : Ms A van Reenen at (021) 483 9392

POST 45/121 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 2018-136**

SALARY : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions

as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES : Ms C Nell at (027) 213 2096

POST 45/122 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BEAUFORT WEST) REF NO: DSD 2018-137**

SALARY : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after

registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES : Ms C Benadie at (023) 814 2055

POST 45/123 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MILNERTON)**
REF NO: DSD 2018-138

SALARY : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of

Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES : Mr E October at (021) 555 2669

POST 45/124 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LANGA) REF NO: DSD 2018-139**

SALARY : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of

vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

- ENQUIRIES** : Mr E October at (021) 555 2669
- POST 45/125** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 2018-140**
- SALARY** : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and

communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES :

Ms C Engel at (021) 483 7675

POST 45/126 :

CUSTOMER CARE OFFICER: CUSTOMER CARE (METRO SOUTH) REF NO: DSD 2018-141

SALARY :
CENTRE :
REQUIREMENTS :

R299 709 per annum (Level 08)
 Department of Social Development, Western Cape Government
 An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years relevant experience in Personnel / Finance or Social Welfare. Recommendations: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or debriefing. Competencies: Knowledge of the following: Client care and information management, social welfare services, internal and external marketing and communication processes, Management, Human Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Problem solving and Innovative skills; Computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work in a team and independently.

DUTIES :

Provide mechanisms and procedures for dealing with customer complaints; Develop a customer care implementation plan for the region in line with the implementation framework of the Department; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team.

ENQUIRIES :

Mr Q Arendse at (021) 763 6200

POST 45/127 :

CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 2018-134

SALARY :
CENTRE :
REQUIREMENTS :

R163 563 per annum (Level 05)
 Department of Social Development, Western Cape Government
 Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Minimum of 6 months' clerical experience. Competencies: Knowledge of client care, Office software applications and customer care surveys; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong computer literacy and knowledge of MS Word package; Sound organising and planning skills; Conflict resolution skills.

DUTIES :

Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile monthly report regarding enquiries; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.

ENQUIRIES :

Mr KJ Marthinus at 021 483 8833

POST 45/128 :

REGISTRY CLERK; LOGISTICAL SERVICES (METRO SOUTH) REF NO: DSD 2018-135

SALARY :
CENTRE :
REQUIREMENTS :

R163 563 per annum (Level 05)
 Department of Social Development, Western Cape Government
 Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Legislative framework governing the Public Service; Storage and

retrieval procedures in terms of the working environment; Registry duties, practices; Ability to capture data; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service: Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function: Open and maintain franking machine register; Franck post, record money and update register on a daily basis; Undertake spot checks on post to ensure no private post is included; Process documents for archiving and/disposal: Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents.
- ENQUIRIES** : Mr C Palmer at (021) 763 6200

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** : 26 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 45/129** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL) ROAD NETWORK MANAGEMENT REF NO: TPW 2018-278 (X3 POSTS)**

- SALARY** : Grade A: R293 652 – R314 853 per annum
Grade B: R334 179 - R360 240 per annum
Grade C: R380 364 - R448 035 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendations: Further post graduate studies in the field; Extensive experience in roads design. Competencies: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

- DUTIES** : Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.

ENQUIRIES : Ms M Hofmeyr at (021) 483 3999

POST 45/130 : **ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION SERVICES REF NO: TPW 2018-281**

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 qualification); A minimum of 3 years' experience in rendering a support service to senior management; Valid driving licence. Recommendations: ECM Practitioner or Masters Course; Knowledge of project management. Competencies: Knowledge of content management; In-depth knowledge of budgets; Project management; Writing of reports and submissions; Procedures for receiving, responding to and managing requests/enquiries; Computer literacy; 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; Report writing skills; Planning and organising skills.

DUTIES : Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRAs that derive from component's plans; Monitor and manage knowledge and information capacity building within the division; Actively manage and promote the maintenance of discipline within the Division; Initiate and manage change management plan; Facilitate MyContent revitalisation rollout; PAIA Management.

ENQUIRIES : Mr R Brown at (021) 483 6201

POST 45/131 : **LOSS CONTROL OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 2018-283**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in field of Finance or Risk Management; A minimum of 2 years' experience in Financial Management or Loss Control environment; A valid driving licence. Recommendations: Extensive supervisory experience. Competencies: Knowledge of the following: Loss Control Systems; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills, organising, planning, problem solving and analytical skills; Integrity; Monitor and prevent prescription; Proven written and verbal communication skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES : Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and settled timeously; Liaise with Legal Services; Client Branches and other stakeholders; Responsible for skills development.

ENQUIRIES : Ms LD Atkins at (021) 483 3743