

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 10 December 2018
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

- POST 47/119** : **CHIEF DIRECTOR: STRUCTURED AGRICULTURAL EDUCATION AND TRAINING REF NO: AGR 2018-71**
- SALARY CENTRE REQUIREMENTS** : R1 189 338 per annum (Level 14) (CTE salary package)
: Department of Agriculture, Western Cape Government
: The successful candidate must have a relevant under-graduate degree/ advanced diploma (NQF level 7) as recognised by SAQA; a minimum of 6 years senior managerial experience; a reliable mode of transport; and proficient in two of the official languages of the Western Cape Province. Recommendations: Senior Management experience within the public sector/ NGO sector would serve as an advantage, due to the nature of the work required, and experience within these sectors would enable the candidate to be effective from the onset; extensive knowledge of Agricultural industry and relevant practices and policies; knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; knowledge of relevant legislation, frameworks and prescripts regulating training and development, skills development, learnerships; norms and quality standards for outcomes based training programmes; extensive knowledge of the needs and factors impacting Agricultural Training Institutes; broad knowledge of how government department function and how the different spheres of government operates; human resource management, labour relations and human capital development; knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.
- DUTIES** : Provision of Strategic Leadership and Management; Provision of formal and non-formal training on NQF levels 1 - 4; Provision of tertiary education and training; Create opportunities for qualified students to obtain practical exposure to agriculture through the Land Reform programme; Integrate departmental work with Provincial Strategic Goals and different sector committees; Implement the college transformation plan; Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international).
- ENQUIRIES** : Mr Darryl Jacobs Tel No: (021) 808 5013

OTHER POSTS

POST 47/120 : **DEPUTY DIRECTOR: PLANT AND ANIMAL HUSBANDRY REF NO: AGR 2018-65**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) in Agriculture; A minimum of 3 years management experience. Recommendations: A valid code B driving licence. Competencies: Good knowledge of relevant legislation and policies; Knowledge of the subject skills; Computer skills; Supervisory skills; Problem-solving and decision-making; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Planning and organising; Ability to work under pressure and meet tight deadlines; Conflict resolution; Report writing.

DUTIES : Manage and develop relevant quality training programmes; Client service; Policy determination; Financial Management; Personnel Management; Procurement Management.

ENQUIRIES : Ms L Schuurman at (021) 808 5126

POST 47/121 : **ASSISTANT DIRECTOR: GOVERNANCE REF NO: AGR 2018-62**
(12 Months Contract)

SALARY : R356 289 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Information Technology field; A minimum of 3 years' relevant experience in IT governance environment; A valid (code B) driving licence. Recommendations: Experience in Process Analysis and Mapping. Competencies: Knowledge of the following: Policy analysis and development; Corporate Governance of ICT; Enterprise Risk Management; Project Management; Business Requirements Analysis; Process Analysis; Business Process improvement; Documenting of processes; Software Development Lifecycle; Project Management; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Managing the Corporate Governance within the Department of Agriculture with specific reference to IT Governance: Conducting workshop facilitation to elicit ICT requirements in conjunction with business unit; Analysing and documenting of requirements; Develop, facilitate and coordinate the drafting of various policies and standard operating procedures; Manage requests for information as it relate to the external audit; Develop, consult, monitor improvement plans and report on progress made to resolve external audit findings; Participate in Enterprise Risk Management activities; Co-ordinate, review, update and maintain disaster recovery plan and its related processes; Investigating/Analysing/Maintaining Business Solutions and Processes: Facilitating the elicitation of ICT requirements in conjunction with business owners; Conducting administrative tasks: Managing projects on an Enterprise Project Management System (BizProjects).

ENQUIRIES : Ms T Smith at (021) 808 5020

POST 47/122 : **ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL REF NO: AGR 2018-63**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Previous experience working on a LIMS system (Laboratory Information Management System) is essential preferably labware LIMS; Experience in sample reception in a laboratory environment. Competencies: A good understanding of administration procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office, Excel, Outlook, Database); Organisational and planning skills;

- Interpersonal skills to work with external and internal clients; Ability to work independently and accurately.
- DUTIES** : Receive and assist clients at sample reception office; Receive biological samples such a blood, faeces and organs from clients; Contact clients to obtain missing information on submission forms; Capturing of samples registration information onto LIMS (Laboratory database system); Deliver samples to the relevant laboratory sections; Coordinate courier services for referral of samples to other laborations; Assist with the updating of client information on the LIMS system; Assist with creating new client records on the LIMS system.
- ENQUIRIES** : Mr F Dreyer at (021) 887 0324

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POST

- POST 47/123** : **ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 2018-27**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate experience; A valid code B driving licence; Grade B registration with PSIRA. Recommendations: Sound knowledge and understanding of Safety and Security legislation; willing to work shifts. Competencies: Sound management and facilitation skills; Knowledge and understanding of Safety and Security legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Interpersonal relations and professionalism; Self-motivated and ability to work independently. Ability to work in a team and independently; Proven computer literacy.
- DUTIES** : Self-enrichment and assisting with the institutionalization of the learning organization's principles; Create a management environment conducive to organizational performance through constant liaison, co-operation and co-ordination with and reporting to the relevant stakeholders; Ensure the sub-directorate's methodologies and processes are implemented correctly through effective monitoring and implementing of security systems and regular liaison with top management and relevant stakeholders; Co-ordinate the effective and efficient operational management of the sub-directorate through improving and applying the applicable standard operating procedures.
- ENQUIRIES** : Mr M Kalam at (021) 483 5504

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>
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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 47/124** : **ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE CONTROL REF NO: CAS 2018-36**
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Management Accounting or Financial Management; A minimum of 3 years' relevant supervisory experience in a Management Accounting environment. Recommendations: Experience in the following: Cash Flow Management; Analytical reviews; Compilation and completion of appropriation statement and adjustment estimates. Competencies: Knowledge of the following: Cash Flow Management; Appropriation Statement and Adjustments Estimate process; Basic Accounting System (BAS); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Microsoft Office, with an emphasis on Excel (Pivot tables), Supervisory skills.
- DUTIES** : Control of revenue and expenditure against appropriated funds, compilation of monthly analytical reports to management; Compilation of the monthly IYM report to Provincial Treasury and National Departments in terms of conditional grants; Co-ordinate, plan, compile and load the adjustments budget; Compilation of the Appropriation Statement for the AFS; Provide training and guidance regarding revenue and expenditure to all levels of management; Supervise personnel.
- ENQUIRIES** : Mr L Ntamo at (021) 483 9552

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

- POST 47/125** : **PERSONAL ASSISTANT: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 2018-29**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: A 3-year-tertiary qualification; Ability to do research and analyse documents and procedures; Self-management and motivation; Knowledge on the relevant legislation/policies/prescripts and procedure; Basic knowledge on financial administration; Highly organised and high degree of attention to detail; Good telephone etiquette; Language skills and the ability to communicate well with people at different levels and from different backgrounds. Competencies: Knowledge of financial management and financial processes and understanding of legislation/policies/prescripts and procedures; Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least

- two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability.
- DUTIES** : Provide a secretarial support service to the manager; Render administrative support services; Supports the manager with the administration of the manager's budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms S Daniels-Robertson at (021) 483 9318

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.
- ERRATUM:** kindly note that the post of Operational Manager (Specialty Area: Obstetrics High Care) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, the minimum educational qualification has been amended as follows: Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in advanced Midwifery and Neonatal Nursing Science.

OTHER POSTS

- POST 47/126** : **PHARMACY SUPERVISOR: GRADE 1**
- SALARY** : R780 612 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch
 : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In-depth knowledge of relevant legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply chain instructions applicable to procurement of medicines in the public sector. Experience in managing pharmaceutical budgets. Leadership and management skills, including organisation, strategic planning and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stake holder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills.
- DUTIES** : Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure, interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee. Ensure compliance to financial and supply chain management regulations. Monitor data input quality on IT systems in use in Pharmacy e.g JAC and IPS. Prepare monthly and Bi-annual financial reports. Implement quality process improvement. Management of the human resources including staff development, managing labour relations, as well

as administrating disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual Stock takes of all Pharmacy locations.

ENQUIRIES : Mr E Williams Tel No: (021) 658-5031

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

FOR ATTENTION : Ms T Nqola

NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

CLOSING DATE : 07 December 2018

POST 47/127 : **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 : Nomzamo Community Day Centre (Based at Macassar CDC rendering a service in the Eastern Geographic area)

REQUIREMENTS : 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.

DUTIES : Responsible for the smooth running of the department, professional service, general care and safety of patient. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Effective and efficient Finance and Asset Management where applicable. Participate in CPD training programmes. Service geographical areas in the Eastern Sub-district.

ENQUIRIES : Ms G Viana Tel No: (021) 857-2330/3502

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver

NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a

specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE : 07 December 2018

POST 47/128 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY, CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services

SALARY : Grade1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

CENTRE REQUIREMENTS : Khayelitsha District Hospital
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1 year accredited with the SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council. Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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 above period referred to must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFPF, PFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses essential. Computer literacy essential (MS Word, Power point, Excel and Outlook).

DUTIES : Effective management of clinical teaching programs in the Maternal and Child Health Stream. Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Evaluate/ assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.

ENQUIRIES APPLICATIONS : Mr C Olivier Tel No: (021) 360- 4200
The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION NOTE : Mr B Hendricks
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 : 07 December 2018

POST 47/129 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
 Directorate: Supply Chain Management-Sourcing

SALARY : R356 289 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three year National Diploma or Degree in procurement and or health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound management skills, including ability to manage a team and strategise solutions. Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.

DUTIES : Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process that include integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing that include conducting market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES : Ms S du Toit Tel No: (021) 483-6093 or Santie.dutoit-white@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 December 2018

POST 47/130 : **SENIOR PERSONNEL PRACTITIONER: (WELLNESS, DIVERSITY AND DISABILITY)**
 Directorate: People Management and Administration

SALARY : R299 709 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three year National Diploma or Degree in Human Resources or Social Science. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel throughout the province. Competencies (knowledge/skills): Computer literacy in Microsoft Office (Word, Excel, Powerpoint, Outlook). Facilitation, writing, research, conceptualisation, analytical statistical analysis and communication (written and verbal) skills. Ability to interpret and apply legislation. Understanding of the Disability Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work.

DUTIES : Co-ordinate and implement strategies, programmes and projects of the Department Disability Strategy. Co-ordination of the reasonable accommodation of employees with disabilities and the procurement of assistive devices in accordance with departmental framework. Advise districts and institutions on matters of disclosure in accordance with the departmental disclosure policy and implement disability awareness programmes. Co-ordinate physical and information accessibility measures in the workplace through programmes and projects of the department. Co-ordinate the implementation of a Disability Sensitisation and Awareness Programme. Co-ordinate the implementation of a monitoring and evaluation of the Department employment practices and mainstreaming on disability matters.

ENQUIRIES : Ms W Herabai Tel No: (021) 483-5676
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 07 December 2018

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| <u>POST 47/131</u> | : | <u>ARTISAN PRODUCTION GRADE A TO C</u> |
| <u>SALARY</u> | : | Grade 1: R179 523 per annum Grade 2: R211 464 per annum Grade 3: R246 870 per annum |
| <u>CENTRE</u> | : | Red Cross War Memorial Children's Hospital, Rondebosch |
| <u>REQUIREMENTS</u> | : | 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 requirements of the job: Valid (Code B/EB) driver's licence and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of air conditioning equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely. |
| <u>DUTIES</u> | : | Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties. |
| <u>ENQUIRIES</u> | : | Mr D Brindley Tel. No: (021) 658-5124 |
| <u>APPLICATIONS</u> | : | The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7701. |
| <u>FOR ATTENTION</u> | : | Mr P Petersen |
| <u>NOTE</u> | : | Shortlisted candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post. |
| <u>CLOSING DATE</u> | : | 14 December 2018 |
| <u>POST 47/132</u> | : | <u>ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES - REVENUE)</u> (Chief Directorate: Metro Health Services) |
| <u>SALARY</u> | : | R163 563 per annum |
| <u>CENTRE</u> | : | Helderberg Hospital, Somerset West |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS, Clinicom, AR System, BAS, JAC and Finance Instructions. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness. |
| <u>DUTIES</u> | : | Follow up Medical Aid statements. Follow up outstanding Invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties. Render a client service. Investigate, debit, credit or allocate invoices or payments as per UPFS and billing requirements. Daily filing, including Patient Registration and Discharge Forms. Cashier duties including daily cashing up and depositing of state monies. Daily cash inspections. Control JAC information and error report. Administration of all BAS transactions. Management of foreign patients. Control the write-off process. Preparation, submission and finalization of RAF claims. Submission and finalization of SANDF and Correctional Service invoices. Finalisation of Credit balances. Balance and reconcile the AR System to BAS. |
| <u>ENQUIRIES</u> | : | Ms L Jaars Tel No: (021) 850-4700 |

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 : 07 December 2018

POST 47/133 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: Metro Health Services)

SALARY : R163 563 per annum
CENTRE : Oral Health Centres, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Functional experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (IPS). Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Computer literacy (Excel spreadsheets and Word documents). Sound knowledge of PFMA, National and Provincial Treasury Instructions and AOS. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to Maintain a database of contracts (ESL). Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to IPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.

ENQUIRIES : Mr Z Karoodien Tel No: (021) 937-3015
APPLICATIONS : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms P de Bruin
NOTE : A practical test may form part of the interview process. No payments of any kind is required when applying for this post.
CLOSING DATE : 07 December 2018

POST 47/134 : **TRADESMAN AID**
 Central Karoo District

SALARY : R96 549 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate tradesman experience. Inherent requirements of the job: Willingness to do standby duties. Ability to do hard physical work. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal skills. Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment tools and machinery.

DUTIES : Assist Artisans and Handyman in the execution of their respective duties. Perform various basic maintenance duties in the workshop and the grounds. Under take a variety of the other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance function's effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance.

ENQUIRIES : Ms SC James Tel No: (023) 416-1600
APPLICATIONS : The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 14 December 2018

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 10 December 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 47/135 : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HS 2018-59**
(12 Months Contract)

SALARY : R356 289 per annum (Level 09), plus 37% in lieu of service benefits.

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience in a Stakeholder Management environment; A valid code B driving licence. Recommendations: Extensive working knowledge and experience of: Stakeholder management policies, strategies and protocols; The development of a departmental-wide stakeholder management strategy in a stakeholder management environment; Media liaising; Latest trends in communication products; Willingness to travel and to work long or irregular hours. Competencies: Proven Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office and Internet; Time management, planning, organising and networking skills; Conceptual, interpretive, formulation and research skills; Proven facilitation, presentation, interviewing and listening skills; Dispute and conflict resolution skills; Team building, strong interpersonal, motivation and leadership skills; Mentoring and coaching skills; Innovative problem solving skills; Project management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, acts and legislation; Ability to work under pressure and meet tight deadlines; Be innovative, pragmatic, creative, self-motivated, committed, assertive and diplomatic; Problem solver and team player; Accurate, responsible, reliable and a diligent; Have a multi- disciplinary approach.

DUTIES : Develop a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the department; Sensitise senior management of the Department and the Minister; Manage relationships with key clients or business influences in the local communities; Project profile to media with logistical support.

ENQUIRIES : Mr MA Gabuza at (021) 483 8978

POST 47/136 : **ADMINISTRATIVE OFFICER: STAKEHOLDER MANAGEMENT REF NO: HS 2018-58**
(12 Months Contract)

SALARY : R242 475 per annum (Level 07), plus 37% in lieu of service benefits.

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year experience in a stakeholder management working environment; A valid code B driving licence. Recommendations: Willing to travel as required and work irregular hours as well as on weekends. Competencies: Knowledge of the following: Relevant legislation, acts, policies, codes, guidelines, standards, best

practices, procedures, strategies and protocol relating to Human Settlements; Development of a Ministerial Outreach Programme; Information and Records Management and Reporting; Office administration and database management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Ability to work under pressure and meet tight deadlines.

DUTIES : Act as an administrative coordinator on all relevant departmental stakeholder management projects; Assist to develop a Ministerial Outreach Programme; Coordinate/facilitate all record management and reporting processes applicable to the Ministerial Outreach Programme and relevant departmental stakeholder management projects; Logistical support service.

ENQUIRIES : Mr MA Gubuza at (021) 483 8978

PROVINCIAL TREASURY

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

CLOSING DATE : 10 December 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 47/137 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: PT 2018-54**

SALARY : R163 563 per annum (Level 05)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving licence. Recommendations: Knowledge of Electronic Content Management - Correspondence Tracking; Administration Support- Records management and registry Services (PTA). Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Record Keeping Procedures; Computer literacy in MS Office; Disposal process; Must be able to meet physical demands of the job; Opening of post.; Knowledge of classification systems; Electronic Record keeping.

DUTIES : Provide a registry services by handling all incoming and outgoing correspondence; Opening and closing of files manually and electronically according to the classification system; Retrieval of files; Opening and sorting of mail; Daily franking of post and courier of documents; Maintenance of registers; Assist with management of departmental circulars; Process files and documents for archiving/disposal.

ENQUIRIES : Ms G Adams at (021) 483 8001

POST 47/138 : **ADMINISTRATION CLERK: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: PT 2018-55**

SALARY : R163 563 per annum (Level 05)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months relevant administrative experience. Recommendations: Knowledge of Personnel Salary and Administration System (PERSAL); Database Management. Competencies: Knowledge and skills of the following: Application of relevant legislation; Proven computer literacy; Record keeping and organising skills; Interpersonal skills; Basic numeracy skills; Analytical thinking; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Provide effective office administration service through the establishment and maintenance of systems and databases to support follow-up actions and reporting operations; Provide a logistical support to the sub-directorate e.g. ordering of stationery and arranging meetings etc.; Provide general HR administrative services; Database management; Facilitate daily follow-ups on outstanding documents with the Corporate Service Centre (CSC).

ENQUIRIES : Ms K Veary at (021) 483 8214

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 10 December 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 47/139 : **ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2018-107**

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Computer Science/ Computer Systems/ Software Development/ Web Development or a similar aligned qualification; A minimum of 5 years' experience in ICT planning and development of which 3 years must be management experience. Recommendations: Extensive experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Programming (PHP) and data modelling (UML); Open source and proprietary content management and web portal software; large scale web project / enterprise portal development; Project management best practices and theory specifically Agile approaches; Accessibility & user experience concepts and, the E-Government environment; Participation in Open Source communities of practice; Excellent analytical & problem solving skills; Sound planning and organising skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Maintain, extend, and support Web Content Management and Hosting platforms for WCG digital channels; Plan, develop and maintain web and mobile applications including research, system analysis, module development, integration, theming, testing and debugging; Technical management and coordination of multiple vendors involved in delivery of digital government projects; Develop and implement standard operating procedures and technical standards aligned to digital government policies and strategies; Advise clients, vendors, and internal managers on best practice in digital publishing systems.

ENQUIRIES : Mr C Wakeford at (021) 483 3528

POST 47/140 : **ASSISTANT DIRECTOR: LEGAL SERVICES LINE ADMINISTRATIVE SUPPORT - REF NO: DOTP 2018-128**

SALARY : R356 289 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. Competencies: Knowledge of

the following: People management policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Knowledge management and safekeeping of documentation; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation, planning, organising and report writing skills; Team leadership.

DUTIES : Function as manager/supervisor in respect of: Staff supervision, administration of appraisal process, training and development; Participate in strategic planning; Unit operational planning; Monitor and control expenditure of budget; Responsible for: Overseeing management of the legal library and legal registry; Management of supplier contracts; Prepare presentations and render secretariat services to Branch executive committee; Prepare documentation with regard to complex issues for internal and external stakeholders; Monitoring budget, reporting to senior management, budget planning and forecasting, alerting senior management to possible over- or underspending, advise on need to move funds between budget items; Asset management, stock control and procurement functions.

ENQUIRIES : Mr L. Buter at (021) 483 4674

POST 47/141 : **PERSONAL ASSISTANT: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 2018-130**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management; A valid code B driving licence. Competencies: Knowledge of financial management and financial processes and understanding of legislation/policies/prescripts and procedures; Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills.

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

ENQUIRIES : Ms A Haq at (021) 483 8318

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 10 December 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 47/142 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 2018-142 (X4 POSTS)**

SALARY : Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum

CENTRE REQUIREMENTS

Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).
: Department of Social Development, Western Cape Government
: **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; 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 F Gezwind at (021) 812 0952

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
NOTE

: 10 December 2018
: 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 47/143** : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES REF NO: TPW 2018-293**
- SALARY** : R854 154 per annum, Grade A (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : A B-Degree in Architecture or relevant qualification recognised by the South African Council for the Architectural Profession (SACAP); A minimum of 6 years' post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect (proof of registration must be attached to your profile please); A valid code B driving licence. Recommendations: Experience of contract documentation and administration; Experience in Project Management; Formulation of policies in a multi-disciplinary professional environment; Design and production experience in an architectural office environment; MS Project knowledge. Competencies: Working knowledge of detailing; Knowledge of all relevant built environment legislation including the Occupation Health & Safety (OHS-Act), National Building Regulations, SANS 10400 etc.; Knowledge of Programme and Project Management; Research and planning procedures for projects; Knowledge of Financial Management; Leadership, organising and teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team; Proven computer literacy in MS Office, Auto-cad and Sketch-up.
- DUTIES** : Interrogate architectural designs, identify and manage risks, make recommendations and sign off stage reports; Development, interpretation and customisation of functional and technical norms and standards; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Master planning, project briefs (including refurbishment and upgrading), business cases, accommodation schedules and operational narratives and data sheets; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.
- ENQUIRIES** : Ms C Skillicorn at (021) 483 4605
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 47/144** : **PROFESSIONAL ENGINEER: CONTRACT MANAGEMENT REF NO: TPW 2018-300**
- 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** : A Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B). Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis; Technical report writing skills; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) in at least two of the official languages of the western cape and People Management skills.
- DUTIES** : Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and

according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

ENQUIRIES : Mr AJ Nell at 021) 483 2167
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 47/145 : **PROFESSIONAL ENGINEER: CIVIL/STRUCTURAL (PRODUCTION LEVEL); HEALTH INFRASTRUCTURE REF NO: TPW 2018-292 (X2 POSTS)**

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

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Persons not yet registered must provide proof of payment of their application submitted for registration to ECSA); A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B). Recommendations: Experience of contract documentation and administration, Act/Regulations of Occupation Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge: Programme and Project Management; Engineering design and analysis; Research and development; proven computer literacy in MS Office as well as Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating a high performance culture; Professional judgement; Networking; Skills as follows: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Province; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, this will entail: 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 will entail: 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 processes; Administer performance management; Office

administration and budget planning; Manage resources; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development will entail: 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.

ENQUIRIES : Ms J Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 47/146 : **ASSISTANT DIRECTOR: TECHNICAL SERVICES (WORKS INSPECTORATE)**
REF NO: TPW 2018-291

SALARY : R444 693 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate National Diploma (T/N/S streams), or equivalent qualification in Building or related; or A N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 6 years relevant experience in the construction industry including maintenance; A valid code B driving licence. Recommendations: Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Plan, execute and control maintenance programmes and projects Cape Town office; Manage the relevant resources: The Projects and Budgets; Maintain and update the various IT Systems; Administrative, Technical and Professional Personnel and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed scope and specification to the satisfaction of the user department; Ensure that all facilities are operational always; Fulfil your role as a member of the Directorate: Infrastructure Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis, the purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, LiveLink and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

ENQUIRIES : Ms J Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 47/147 : **ADMINISTRATIVE OFFICER: PROVINCIAL PUBLIC PRIVATE PARTNERSHIP**
REF NO: TPW 2018-298 (X2 POSTS)

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 1 years' relevant experience. Competencies: Extensive knowledge of applicable policies, regulations, internal arrangements and procedures; Applicable knowledge of Basic Accounting System and Financial management; Project and contact management; Attention to detail; Process driven; Technical; Problem-solving & Decision-making; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office.

DUTIES : Render administrative support (including processing of payments on BAS) services; Provide support to manager regarding meetings (secretariat, minutes,

filing); Supports 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 : Mr N Joseph at (021) 483 0528
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 47/148 : **ADMINISTRATION CLERK: FREIGHT REF NO: TPW 2018-301**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months relevant experience. Recommendations: Experience in project management environment. Competencies: Knowledge of the following: Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable legislative and regulatory requirements, policies and standards; Proven computer Literacy (Microsoft Word, EXCEL, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for providing administrative support with regard to all freight projects and initiatives; Responsible for general administration which includes maintaining databases and preparing; letters and reports; Responsible for financial administration; Effect sound document management; Assist with meetings and logistical arrangements.

ENQUIRIES : Ms C Gallant at (021) 483 6906
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 47/149 : **STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: TPW 2018-299**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : GET certificate/ Adult Basic Education and Training (ABET)/ Grade 9). Competencies: Knowledge of operate forklift and Supply Chain Management; Basic communication; Good people skills; High level of reliability; Basic numeracy skills; Problem solving; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Issuing of stock; Help at stock inspections; Operating forklift; Prepare to lift heavy equipment; Making of copies on request of supervisor; Assist with basic administrative tasks.

ENQUIRIES : Mr CG Harman at (021) 863 2020
APPLICATIONS : Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.