

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

CLOSING DATE : 21 January 2019
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 49/175 : **DEPUTY DIRECTOR: QUALITY TRANSFORMATION MANAGEMENT REF NO: AGR 2018-68**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or equivalent qualification); A minimum of 3 years management experience. Recommendation: A valid (Code B) driving licence. Competencies: Proven computer literacy; Good knowledge of the subject skills; Supervisory skills; Formal training and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Quality planning and promotion; Develop college quality assurance and improvement plans; Curriculum and staff development; Implement academic plans by ensuring effective curriculum development and revision; Strategic planning, monitoring and evaluation; Coordination of college strategic plan; Develop annual operational plan; Transformation management; Coordination of all college committees and partnerships; Recruitment, Support, Monitoring, Development and Discipline of academic staff.

ENQUIRIES : Ms L Schuurman at (021) 808 5126
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 49/176 : **PERSONAL ASSISTANT: CENTRE FOR HIGHER EDUCATION AND TRAINING REF NO: AGR 2018-66**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Agriculture, 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. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Basic financial administration; Relevant legislation/policies/prescripts and procedures; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Self management and motivation; Interpersonal relations.

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; Adhoc tasks as directed from director and the chief director; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms L Schuurman at (021) 808 5126
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 49/177 : **GROUNDSMAN: GENERAL SUPPORT SERVICES REF NO: AGR 2018-69**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET). Recommendation: Working knowledge of ground keeping. Competencies: Knowledge of the following Garden lay out; Cutting and trimming lawns; Grounds man work; Appropriate tools and the usage thereof; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for keeping of the grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivery of a support service; Ensure that equipment and other tools are kept in a good and working condition.

ENQUIRIES : Mr JW Smith at (021) 808 5343
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 emailed 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.

POST 49/178 : **FARM AID: FARM SERVICES (OUTENIQUA), REF NO. AGR 2018-70**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET level 3). Competencies: Knowledge of the following farm activities: Crop production; Animal production; Mixed cropping and livestock research farm; Performing manual activities related to infrastructure development and maintenance; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform the following: Manual farm activities related to crop production; Farm activities related to animal production; Manual general farm activities related to a mixed cropping and livestock research farm; Manual farm activities related to infrastructure development and maintenance.

ENQUIRIES : Mr H Gerber at (044) 803 3727
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 emailed 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.

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 : 21 January 2019
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 49/179 : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICE REF NO: CS 2018-33 (X3 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree); A minimum of 2 years' relevant experience. Recommendation: Experience in the field of Safety and Security or Risk Management; A valid Code B driving licence; PSIRA registration. Competencies: Knowledge of the following: Security risk practices; Relevant security risk legislation, policies and other relevant documentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Support to Security Advisory Services Directorate to provide the Western Cape Government with safety and security services: Attend and participate in sub-directorate planning and reflection meetings; Facilitate security solutions to mitigate risks for relevant departments: Conduct safety and security risk assessments (SSRA) focusing on personnel, physical and information safety and security; Investigate security breaches and mitigate recurrence within departments: Investigate and advise departments in security breaches in line with the Safety and Security Strategy and Policy; Present awareness sessions.

ENQUIRIES : Mr V Mbaqa at (021) 483 6956

POST 49/180 : **SECURITY OFFICER: PROVINCIAL SECURITY OPERATIONS REF NO: CS 2018-31 (X10 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); Compulsory Grade B registration with PSIRA; A valid code B driving licence; Must be willing to work shifts and away from home when required. Recommendation: Experience in law enforcement or security reaction duties; Keeping abreast with the latest technological developments; Client orientated. Competencies: Knowledge of the following: PSIRA; Control access to public premises and vehicles Act, Act 53 of 1985; Conflict Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work independently and as part of a team; Self-motivated with the ability to perform whilst under pressure.

DUTIES : Ensure optimized service delivery to core clients through effective access and egress control, patrolling of key areas and parking garages; Ensure effective and efficient implementation of operational procedures relating to physical security and access control; Contribute to the development and improvement at standard operating procedures for physical security and access control.

ENQUIRIES : Mr MS 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.za>

CLOSING DATE : 21 January 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the

closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 49/181 : **PROJECT MANAGER: AFTER SCHOOL GAME CHANGER REF NO: DCAS 2018- 47**
(1 Year Contract)

SALARY : R1 189 338 per annum (Level 14) (All-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate B-degree and a post graduate qualification in Management with a minimum of 10 years of management experience in complex, multi-stakeholder environments. Competencies: Advanced knowledge of the following: Public policy analysis and public policy development processes; Strategy Development, Strategy Management and strategy monitoring and review processes; Modern systems of governance and administration and organisational change and development; Public communication, public education and public discourse management processes; Knowledge of the following: Government policy; Inter-governmental and international relations; Human Resource Management processes as well as Financial Management processes.

DUTIES : Analysis of provincial policy and alignment of critical areas to the After School Programme (ASP); Supporting provincial departments involved in the ASP with respect to strategic planning; Development of appropriate structures and systems for the effective and efficient administration and management of the ASP; and Human Resource and Financial Management.

ENQUIRIES : Mr S Julie (021 483 3134)

OTHER POSTS

POST 49/182 : **ASSISTANT DIRECTOR: MAJOR EVENTS REF NO: CAS 2018-45**

SALARY : R356 289 per annum (Salary Level 9)
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' supervisory experience; A valid code B driving licence. Recommendation: Experience in the following: Financial Management, major events, administration and report writing; Training in Sport and related disciplines. Competencies: Knowledge of the following: Human Resource Processes; Supply Chain Management practices; Financial administration support; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Office and general management of staff: Development, training and supervision; Management of component finances: Arrange alternative funding to budgets; Prepare and manage budget of major events; Management of wellness programme; Manage and coordinate major events and support in hosting thereof.

ENQUIRIES : Ms N Pietersen at (021) 483 9819

POST 49/183 : **LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 2018-43 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Report writing skills; Problem solving skills; People development skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Render interpreting services; Terminology development; Develop and record terminology; Compile and maintain databases relating to languages matters.

ENQUIRIES : Ms J Moleleki at (021) 483 9671

POST 49/184 : **SPORT PROMOTION OFFICER: COMPETITIVE SUPPORT REF NO: CAS 2018-46**

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) in Sports Management or equivalent qualification; A valid code B driving licence. Recommendation: Experience in sport supervision and/or sport federations. Competencies: Knowledge of the following: Various and related sport and recreation Acts; PFMA and NSRP; Implementation of sport programmes; Establishing and maintain sport structures and clubs; Events management/coordination activities; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Liaising with regional clients on the West Coast; Support client programmes and provide advice; Draft regional budget for sport promotion activities for the West Coast; Supervise the Club Development Programme for the West Coast Region; Supervise the Regional Academy Programme.

ENQUIRIES : Mr B Bailey at (021) 483 9631

POST 49/185 : **ADMINISTRATION CLERK: DEPARTMENTAL INFORMATION MANAGEMENT REF NO: CAS 2018-42**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Transport Circular 4 of 2000; Database management and Public management. Competencies: Problem solving skills; Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook); Decision making skills; Report writing skills; People development skills; Analytical and problem solving; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Administrate motor transport and optimal utilisation of vehicles; Apply instructions relevant to the use, operation and maintenance of vehicles; Record keeping; Provide personnel administration clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationary; Provide supply chain clerical support services within the component; Keep and maintain the attendance register of the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr A Petrus at (021) 483 9576

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 21 January 2019

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 49/186** : **PERSONAL ASSISTANT: CONNECTED CITIZENS REF NO: DEDAT 2018-31**
(2-Year Contract)
- SALARY** : R242 475 per annum plus 37% in lieu of benefits (Level 07)
CENTRE : Department of Economic Development and Tourism, 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. Recommendation: Ability to work under pressure and irregular hours. 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; Report writing 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; Frontline and client interface; Coordination and support of units operations; Assist with project reporting, monitoring and evaluation.
- ENQUIRIES** : Mr R Davids at (021) 483 9150 / Ms L Maqashu at (021) 483 9961

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 21 January 2019
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 49/187** : **DEPUTY DIRECTOR (DISPUTE OWNERSHIP RESOLUTION): LAND AND ASSET MANAGEMENT REF NO: HS 2018-61**
(12-Month Contract)
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Public Administration or Public Management; A minimum of 5-years' relevant management experience in a land and asset management working environment. Competencies: Proven knowledge, working experience and understanding of the following: Applicable legislation, policies, guidelines, standards, procedures and best practice relating to dispute resolution and asset management; Government Immovable Asset Management Act (Act 19 of 2007); Public service procedures; Public Finance Management Act (Act 1 of 1999) and National and Provincial Treasury Regulations; People Management legislation, regulations, prescripts, policies, collective agreements, guidelines, delegations, standards, procedures and best practices in the Public Sector; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office; Conceptual, interpretative and formulation skills; Ability to work within specific timeframes.

DUTIES : Design, develop and manage a dispute resolution mechanism to mediate; conciliate and adjudicate subsidy ownership disputes; Process identified disputes; Capacitate municipalities and other relevant parties to resolve disputes; Report on the implementation of the dispute resolution process; People Management; Financial Management.

ENQUIRIES : Mr LCP Esterhuizen at (021) 483 4444

POST 49/188 : **DEPUTY DIRECTOR (INFORMAL SETTLEMENTS INTEGRATION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2018-63**
(12-Month Contract)

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/National Diploma) in Social Science; A minimum of 5-years management experience in the built environment; A valid driving licence. Recommendation: Working experience and knowledge of: National housing code, planning and environmental regulatory requirements; Procurement and tendering processes; Human Settlement and Stakeholder Management; Programme and Project Management; Willing to travel for work as required. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate Provincial /Municipal and general stakeholder management support to ensure transversal alignment on Informal Settlement Support Framework; Provide provincial and municipal support through coordination and capacity building initiatives on policy and data collection issues around upgrading of Informal Settlements; Manage partnerships and framework agreements with intermediaries and private sector in support of the ISSF; Oversee implementation of the M&E Framework; Strategic Support to Chief Town and Regional Planner and Director; Strategic, Human Resource and Financial Management.

ENQUIRIES : Ms E Jansen van Rensburg at (021) 483 4151

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 21 January 2019

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 49/189 : **MUNICIPAL E-GOV SUPPORT ANALYST SOFTWARE: MUNICIPAL ICT SUPPORT AND CAPACITY REF NO: LG 2018-46**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Information System/Technology/Software Engineering/Computer Science or equivalent qualification; A minimum of 6 years' experience in the ICT sector in a related technical environment. Recommendation: Working knowledge and understanding of Local Government ICT environment; Professional registration/certification or member of the International Institute of Business Analysis (IIBA). Competencies: Knowledge of the following: Software/Business analysis; Documenting requirements and specifications;

Software developmental fundamentals and methodology; The following skills: Computing programming skills; Software debugging; Mastery in software engineering tools; Software design; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide technical support, capacity build and advise municipalities regarding determining software operational feasibility; Preparation of business requirement specification in line with information system requirements of municipalities; Provide advice for the Integration of software components; Advise with the documentation and maintenance of software functionality requirements; Assistance with ensuring data governance and information confidentiality in the development of software; Assistance in the development of software and operating manuals; Provide inputs for changes in IT software policies and procedures; Assist in managing the component's budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms E Barnard at (021) 483 6126

POST 49/190 : **PERSONAL ASSISTANT: MUNICIPAL GOVERNANCE REF NO: LG 2018-45**

SALARY : R242 475 per annum (level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. Recommendation: Willingness to work irregular hours. 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; 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 : Mr K Makan at (021) 483 4365

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 21 January 2019

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 49/191 : **ASSISTANT DIRECTOR: RELATIONSHIP MANAGEMENT REF NO: DOTP 2018-131**

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); A minimum of 3 years Advertising Agency or Account Management experience. Recommendation: Project management experience. Competencies: Knowledge of the following: Regulatory framework governing communication agency within the WCG; Systems and business processes based on global best practice;

Management of large projects; Knowledge management systems and processes; Complex reporting/report writing; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Manage client relationships between Corporate Communication Agency and its clients; Manage Internal –team relationships and account operations during planning, development and execution of communication campaigns; Responsible for client communications with regard to campaigns needs and requests, budgets, workflow and billing; Actively manage the performance and delivery of client needs.
- ENQUIRIES** : Ms P Percival (021) 483 8682

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 21 January 2019
- 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 49/192** : **CHIEF FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE REF NO: PT 2018-56**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in Finance/Law/Commerce; 3 years' management experience in an internal control and/or financial legislative environment; A valid code B driving licence. Recommendation: Working knowledge of Public Finance Management and/or Governance environment; Report writing experience; Administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of the following: PFMA environment; Governance environment; Administrative procedures relating to specific working environment including norms and standards; Applied strategic thinking; Problem-solving/Decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills.

- DUTIES** : Research, develop and issue corporate governance and internal control norms and standards (policies, procedures, frameworks); Monitor, evaluate and report on compliance with the Financial Management prescripts; Drive and coordinate an integrated, collaborative provincial governance improvement programmes (Corporate Governance Review Outlook and Financial Management Capability Maturity Model) for the Western Cape Government; Co-ordinate the development of the internal control related standards to enhance systems of internal control and support departments with implementation of the governance and Internal Control Frameworks and internal control related standards; Co-ordinate the development of internal control related standards to enhance systems of internal control; Facilitate and assist with the development of provincial internal control policies and procedures; Co-ordinate annual reporting process.

- ENQUIRIES** : Mr F Jacobs at (021) 483 4388

- POST 49/193** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGER REF NO: PT 2018-57**
(12-Month Contract)

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

- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 5 years' relevant professional experience in Supply Chain Management of which 3 years' must be management experience. Competencies: Knowledge of the following: Supply chain management legislative environment; System of supply chain management; Moveable Asset Management; Management skills; Presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop, communicate, implement and monitor supply chain management and asset management prescripts, delegations and standard operation procedures; Manage Demand and Contract Management, including the development of annual procurement plan; Manage the provision of an effective and efficient system of acquisition and logistics management, including providing secretarial duties to the Bid Adjudication Committee; Develop and implement a Supply Chain Risk and Performance plan/system; Ensuring that the department has an accurate asset register; Manage Auxiliary Services, including transport, accommodation and maintenance; Perform managerial tasks with regard to the sub-directorate.
- ENQUIRIES** : Ms A Smit at (021) 483 3037

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** : 21 January 2019
- 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 49/194** : **MANAGER: SOCIAL WORK POLICY: CHILD PROTECTION REF NO: DSD 2018-154**
- SALARY** : Grade 1: R755 598 per annum (All-inclusive salary package) (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) 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. Competencies: Knowledge in the following: Analytic, diagnostic, assessment tools, evaluation methods and processes; Social welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Policy analysis and development; Public service reporting procedures; Financial Management; Project Management skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Monitoring and evaluation skills; Professional counselling skills; Monitoring and Evaluation skills; Networking Skills; Presentation skills; Client orientated and customer focus; Computer literacy.
- 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 CE Jordan at (021) 483 4991

POST 49/195 : **SOCIAL WORKER: SOCIAL WORK SERVICES (WITZENBURG) REF NO: DSD 2018-148**

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

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems; Developing others; Social Work theory and interventions; Information and Knowledge Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Proven computer literacy.

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

ENQUIRIES : Ms L Louw at (023) 348 5300

POST 49/196 : **SOCIAL WORKER: SOCIAL WORK SERVICES (KRAAIFONTEIN) REF NO: DSD 2018-149**

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

<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.
<u>DUTIES</u>	: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/ stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	: Ms M Rebe at (021) 812 0923
<u>POST 49/197</u>	: <u>SOCIAL WORKER: PROFESSIONAL SERVICES: OUTENIEKWA, REF NO: DSD 2018-150</u>
<u>SALARY</u>	: Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others;

		Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/ stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms B Nicholas at (044) 803 7508
<u>POST 49/198</u>	:	<u>SOCIAL WORKER: (MONITORING AND EVALUATION): CRIME PREVENTION AND SUPPORT REF NO: DSD 2018-152</u>
<u>SALARY</u>	:	Grade 1: R242 553 – R281 181 per annum Grade 2: R298 299 – R344 184 per annum Grade 3: R363 507 – R421 404 per annum Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislation, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Report-writing skills; Good planning and organising skills; Self-management and motivation skills; Presentation and facilitation; Computer literacy; Client orientation and customer focus.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement

		Plan where progress is unsatisfactory; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme; Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr M Gaba at (021) 812 4212
<u>POST 49/199</u>	:	<u>EDUCATION OFFICER: EDUCATION (BONNYTOUN), REF NO. DSD 2018-144</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year tertiary qualification in Education that allows for registration with SACE; Registered with SACE; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
<u>ENQUIRIES</u>	:	Ms D Baugaard at (021) 988 1130
<u>POST 49/200</u>	:	<u>PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 2018-151 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R241 908 - R280 437 per annum Grade 2: R297 516 – R343 296 per annum Grade 3: R362 559 – R459 294 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required; Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations: A valid code B driving licence; Completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health

care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

POST 49/201 : **CHILD AND YOUTH CARE SUPERVISOR GRADE 1: PROFESSIONAL SERVICES (BONNYTOUN) REF NO: DSD 2018-143**

SALARY : Grade 1: R187 560 - R211 101 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

POST 49/202 : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD 2018-146**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PPPFA, Financial manual; Basic financial operating systems (PERSAL, BAS, LOGIS, Etc.); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy.

DUTIES : Render financial accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Perform salary administration support services: Receive salary advices; Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.; Perform bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Render a budget support service: Collect information from budget holders; Compare expenditure against budget.

ENQUIRIES : Mr J Joubert at (021) 483 6022

POST 49/203 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS), REF NO: DSD 2018-147**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 12 months relevant experience. Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good planning and organising skills.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr A Mecuur at (021) 348 5300

POST 49/204 : **ADMINISTRATION CLERK: STAKEHOLDER MANAGEMENT REF NO: DSD 2018-153**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of clerical, data capturing and the working environment; Planning and organisation; Interpersonal relations; Flexibility; Teamwork; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms DA Dreyer at (021) 483 4013

POST 49/205 : **ADMINISTRATION CLERK: OLDER PERSONS REF NO: DSD 2018-145**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 12 months' relevant experience. Competencies: Knowledge of the following: Capturing data; Clerical; Working environment; Proven computer literacy; Planning and organisation skills; Ability to work in a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms D Fortuin at (021) 483 3992

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 21 January 2019

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 49/206 : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 2018-317 (X3 POSTS)**

SALARY : Grade A: R344 271- R371 130 per annum

Grade B: R391 854 - R422 139 per annum
Grade C: R448 035 - R527 772 per annum
(Salary will be determined as per OSD prescripts).

**CENTRE
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Architecture (B Tech) or relevant qualification as recognised by South African Council for the Architectural Profession (SACAP); Minimum of 3 years post qualification experience as an Architectural Technologist; A valid code B driving licence; Compulsory registration with SACAP as a Senior Architectural Technologist. Competencies: Technical: Project Management knowledge and experience; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Proven computer literacy (MS Project, Word, Excel and PowerPoint).

DUTIES

: Provide technological advisory services: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models and design; Detail design, landscape design and preparation of working drawings that will serve as a legal instruction to the building contractor and in the process supervise building to ensure that the buildings are built according to the working drawings; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain database; Research and Development: Keep up with new technologies and procedures; To liaise with relevant boards/councils on architectural-related matters.

ENQUIRIES

: Ms J. Thomas (021) 483 2004

POST 49/207

: **DEPUTY DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO:
TPW 2018-309**

SALARY

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

**CENTRE
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma/ B-Degree or equivalent qualification; A minimum of 3 years' management experience; A valid code B driving licence. Recommendations: Experience in research and in policy and strategy development and analysis; Experience managing boards and sub committees, resolutions and minutes. Competencies: Extensive knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding transport; Programme / project management, research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Demonstrate the ability to engage in both independent research and as part of a team; Ability to access research sources; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Ability to perform under pressure.

DUTIES

: To develop/review Policy Directives that are in line with National, Provincial and Municipal prescripts; Ensure compliance with the National Land Transport Act in terms of statutory planning; Provide input to line functions and stakeholders on policy and strategy development and implementation; Liaison and networking to facilitate and promotion of provincial transport policy and monitoring of implementation plans; Component Management, control, monitoring and reporting; Initiate and direct research and analysis of all aspects to stay abreast of advances in the relevant fields and implement best practice.

ENQUIRIES

: Mr M Brown at (021) 483 2604

POST 49/208 : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 2018-207**

SALARY : R444 693 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year Degree/Diploma or equivalent qualification ; A minimum of 7 years working experience in the traffic law enforcement field; A minimum of 3 years supervisory experience; All valid driving licenses (A and EC); No criminal record. Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspections; Driving skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Project Management skills; Financial Management skills; Negotiation skills; Customer Relationship Management skills.

DUTIES : Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management.

ENQUIRIES : Mr FN Payne at (021) 483 6085

POST 49/209 : **ASSISTANT DIRECTOR: COMPLIANCE MONITORING COORDINATION REF NO: TPW 2018-306**

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' relevant experience. Recommendations: A valid code B driving licence; Working knowledge of web-based reporting systems. Competencies: Knowledge of the following: National, Provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer services; Compliance Monitoring and Reporting; Human Resource Management; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Manage the EPWP related work area: Provide feedback reports to management, sector coordinators and district forum chairpersons; Liaise with stakeholders in terms of compliance monitoring related matters; Ensure capacity building of stakeholder on compliance monitoring matters; Financial Management: Determine and communicate financial requirements to execute assigned deliverables; Ensure the timeous submission of transport application forms; Ensure the control of unit assets; Human Resource Management: Ensure all staff has performance agreements; Conduct quarterly performance reviews.

ENQUIRIES : Mr J Smit at (021) 483 8533

POST 49/210 : **ASSISTANT DIRECTOR: PROVINCIAL REGULATORY ENTITY (WEST COAST) REF NO: TPW 2018-315**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree or equivalent qualification); A minimum of 3 years relevant experience; A valid code B driving licence. Competencies: Knowledge of the following: Public Management theory and practices; Organisation development, human capital management, institution performance system and processes of culture change social capital development; Modern systems of governance and administration; Policies of the government of the day; Inter-government and international relations; Communication, management, public relations, public participation and public transport; Financial management prescripts; Records management; Office administration; Transport legislation; Ability to handle conflict; Communication (written and verbal) skills in

	:	at least two of the three official languages of the Western Cape; Conceptual, interpretive and formulation skills; Compute literacy skills.
<u>DUTIES</u>	:	Management of the processing of applications; Attendance of committee and hearings; management and administrative duties; Effective management of business processes by utilizing the reporting capabilities of Departmental IT System.
<u>ENQUIRIES</u>	:	Mr B Macmahon at (021) 483 0211
<u>POST 49/211</u>	:	<u>ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: TPW 2018-304</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Financial Accounting or related; A minimum of 3 years' relevant experience in financial accounting experience at a supervisory level. Recommendations: Advanced MS Excel experience. Competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation; Proven computer literacy in MS Office with advanced proficiency in MS Excel; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Management skills; Analytical skills; Reporting and planning skills; Supervision skills.
<u>DUTIES</u>	:	Revenue Management: Manage the development and maintenance of policies and standard operating procedures; Management of Receivables: Manage the collection of fees; Manage the receipting system; Manage claims by the state; Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; Analyse System reports: Access and interpret financial reports.
<u>ENQUIRIES</u>	:	Ms R Ceasar at (021) 483 4305
<u>POST 49/212</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2018-318</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' supervisory experience in Financial Management or Financial Accounting. Recommendations: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing and formulations skills.
<u>DUTIES</u>	:	Responsible for budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.
<u>ENQUIRIES</u>	:	Ms M Nicholas at (021) 483 4896
<u>POST 49/213</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (GMT) REF NO: TPW 2018-312</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Management Accounting; A minimum of 2 years' experience in Management

Accounting; A valid code B driving licence. Recommendations: Experience in the following: Human Resource Management; Management accounting; Administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions; General office administration. Competencies: Knowledge of the following: The operation of a trading entity; GMT policies; National Treasury Regulations and Provincial Treasury Instructions; Budget process; PFMA; Financial Delegations; Fleet Administration; Human Resource Management; Disciplinary and grievance procedures; Ability to interpret relevant directives and policies; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organisational and numerical skills; Financial reporting skills.

DUTIES : Input in the GMT budget process; Business improvement; Prepare input for statutory reporting; Manage costing (EEE); Manage the asset planning cycle.

ENQUIRIES : Mrs K Proctor-Fourie at (021) 467 4792

POST 49/214 : **SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT (EDEN) REF NO: TPW 2018-303**

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); A minimum of 1-year relevant experience; A valid driving licence. Recommendations: Working knowledge and experience in a Supply Chain Management environment. Competencies: A good understanding and application of the following: Labour Relations and Public Service procedures; National and Provincial government rules, regulations and legislation pertaining to supply chain management; BAS, LOGIS Electronic Purchasing System (EPS) or related systems; Report writing and formulation skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Interpersonal conflict and resolving problems; Team and people orientated.

DUTIES : Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Execute all governance related matters in relation to bid committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for good and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM system and develop and implement a risk responsible plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration.

ENQUIRIES : Mr J.C Prodehl at (044) 272 6071

POST 49/215 : **HUMAN RIGHTS OFFICER: OPERATIONAL SUPPORT REF NO: TWP 2018-316**

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) with a minimum of 3-years relevant experience; A valid code B driving licence (Manual) Competencies: Knowledge of the following: Application of relevant legislation; National and provincial policies on human rights, gender, disabilities, youth and children; Transversal HIV/AIDS policy; Human rights policies and practices; Transformation processes; Employment equity processes; Affirmative action process; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational strategies; Working knowledge of systems (e.g. ECM); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.

DUTIES : The responsibility for department integration of human rights issues while also driving external programmes as per Human Rights Strategic Framework; The implementation of departmental policies and programmes with a focus on human rights in the department; The provision of guidance, advice and support on human

rights policies and practices to all stakeholders; The co-ordination of specific gender, disability and youth training for all staff to ensure that the human rights are integrated into all aspects of the work; The establishment of partnerships and facilitation of inter-sectoral collaboration between the department, NGO's and civil organisations with a focus on gender, disability, youth and children and related to Transport and Public Works; Acting as link to the Provincial Directorate human rights and this department; People management and empowerment; Management and supervision of staff (administration clerk); Formulate submissions on gender, youth and disability related issues; Coordinating and collate consolidated departmental inputs/reports to the CSC as required.

ENQUIRIES :

Mr C Marx at (021) 483 5605

POST 49/216 :

**ADMINISTRATIVE OFFICER: (INFORMATION LIBRARY SERVICE):
KNOWLEDGE MANAGEMENT AND INFORMATION SERVICE REF NO: TPW
2018-307**

SALARY :

R242 475 per annum (Level 07)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); Minimum of 3 years' experience in rendering a support service to librarian or manager; A valid code B driving licence. Recommendations: Working knowledge and experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Library and information science matters; Prescripts, legislation, procedures and processes; Public Finance Management Act (PFMA); Applicable legislation and regulatory requirements, policies and standards; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising; Presenting; Problem solving; Interpersonal relationship skills; Numeracy skills and video editing skills.

DUTIES :

Identify the appropriate library and electronic resource needs; identify and record library resources that are due for discarding; Review material from publisher catalogues and various databases; Check-in new and returned material; Compare sections with card catalogue/electronic records; Assess the current collection to identify the needs for collection development; Pre-select and display library material; Participate in relevant meeting; Render administrative support services; Assist with: Electronic database management; Submissions; Business cases and report writing.

ENQUIRIES :

Mr R Brown at (021) 483 6201