

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

CLOSING DATE : 28 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 01/36 : **SCIENTIST (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 2018-72**

SALARY : Grade A: R585 366 - R630 597
 Grade B: R669 300 - R717 636
 Grade C: R758 241 - R893 175
 (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : Science Degree (Bsc) (Hon) or BSc Agriculture or relevant qualification in Soil Science as recognised by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Science/Soil Science; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence. Recommendations: MSc in Soil Science; Experience in the following: Soil chemistry, fertility and tillage management; Research connections with academic institutes involved in Soil Science; Proven publication record; Determination of soil potential; Working knowledge of the following: Soils in the grain producing areas of the Western Cape; Soil Biology; Crops produced in the grain producing areas of the Western Cape (wheat, barley, canola, lupin, medics, lucerne); Comprehensive knowledge of Soil Science; A proven record of participation in the scientific process as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Research connections with academic institutions. Competencies: Knowledge of the following: Soil Science in cropping systems of the Western Cape; Planning skills that involves managing complex soil science trials with cropping systems as well as the large data sets involved; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office (Word, Excel and PowerPoint); Proven record of participation in the scientific process.

DUTIES : Participate with problem identification, problem definition and the prioritisation of research needs in soil fertility and soil management in accordance with the departmental strategic plan to ensure relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials to ensure that cutting edge research is conducted an information source is available for Sustainable Agricultural practices; Conduct or coordinate statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions which include but not limited to compiling reports as required and providing inputs and proposals to functional policies; Keep abreast with all applicable prescripts, policies, procedures, technologies and new developments.

ENQUIRIES : Ms A Swanepoel at (021) 808 5320
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

<u>POST 01/37</u>	:	<u>LECTURER: AGRONOMY (SMALL GRAINS AND PASTURE PRODUCTION) REF NO: AGR 2018-73</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	A 4-year B. Agric-degree or equivalent qualification in Agronomy or related agricultural field with specialisation in grain production; A minimum of 3 years appropriate experience. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Grain production practices; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Leadership, planning and organising skills; High level of assertiveness and professionalism.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessments of students; Student consultation and support; Non-curricular activities.
<u>ENQUIRIES</u>	:	Ms B Abrahams at (021) 808 5480
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 01/38</u>	:	<u>PERSONAL ASSISTANT: RURAL DEVELOPMENT REF NO: AGR 2018-74</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	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 understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the 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 there-of is properly understood .
<u>ENQUIRIES</u>	:	Ms M Tilling at (021) 808 7720
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 01/39</u>	:	<u>HANDYMAN: FARM SERVICES (OUTENIEKWA) REF NO: AGR 2018-75</u>
<u>SALARY</u>	:	R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET Level 4; A Minimum of 6 months' appropriate experience; A valid code B driving licence. Recommendation: Trade certificate/qualification. Competencies: Knowledge of the following: General farm work/activities; General farm infrastructure development and maintenance activities; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Infrastructure development; Infrastructure maintenance; General farm work/activities; Assist with research projects.
<u>ENQUIRIES</u>	:	Mr H Gerber at (044) 803 3727
<u>APPLICATIONS</u>	:	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.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

DEPARTMENT OF COMMUNITY SAFETY

CLOSING DATE : 28 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 01/40 : **ASSISTANT DIRECTOR: INVESTIGATOR (COMPLAINTS CENTRE) REF NO: CS 2018-37**

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 5 years' relevant investigation experience of which 1 year must be on a supervisory level; A valid code B driving licence. Recommendations: Investigative and supervisory experience; The ability to promote a professional work ethic. Competencies: Knowledge of the following: Constitution, Western Cape Community Safety Act, South African Police Act; Legal processes and administration; Criminal procedures; Protocol regarding hearing; Human Resources Management Legislation, Policies and procedures; Development of Operational Plans; Public Service Legislation and procedures; Government Protocols; Research and investigative skills; Ability to draft complex documentation; Conflict resolution; Strong conceptual and formulation skills; Leadership abilities; Team building and strong inter-personal skills; Excellent Communication (written and verbal) skills in preferably all three official languages of the Western Cape; Outstanding planning, organizing and people management skills; Presentation and proven computer literacy skills.

DUTIES : Oversee the investigation of complaints regarding inefficiencies of the police (SAPS and the municipal police services) or a breakdown in relations between police and communities; Involved in high level and more complex investigations; Assign cases to internal investigators or Legal Interns; Mentor the legal interns; Compile comprehensive and factual reports which include appropriate findings and recommendations; Compile notice to publish investigations as published in the Provincial Gazette and receive presentations in this regard; Gather evidence (eg. Affidavits, witness statements); Perform investigations; Consult/liaise with various role-players; Update case files and the Case-Flow Management System; Maintain stakeholder relations with role-players; Supervise the performance and discipline of staff; Case-flow management and leave management.

ENQUIRIES : Ms N Arabi at (021) 483 0669

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 01/41** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2018-38 (2 POSTS)**
12 Month Contract Period
- SALARY** : R299 709 per annum, plus 37% in lieu of benefits (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/ B-Degree (or equivalent qualification); A minimum of 1 year relevant investigation or related experience. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Protocol re hearings; Western Cape Community Safety Act; South African Police Act and the Constitutional; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.
- DUTIES** : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Perform investigations; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.
- ENQUIRIES** : Mr Z Matwa at (021) 483 0669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 01/42** : **ADMINISTRATIVE OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2018-34**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years' administrative experience. Recommendations: An appropriate secretarial/administration National Diploma; Complex minute-taking; Willing to travel when required. Competencies: Knowledge of the following: Public Service Legislation and procedures; Government protocol; Meeting protocol; Complex minute-taking; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to function under rapidly changing and pressurized circumstances; Administration skills; Time Management skills.
- DUTIES** : Supports the manager with administration of the budget; Provide general office support; Perform secretariat services; Perform logistical arrangements which include but not limited to date, venue, summonses, copies of documents and meeting arrangements; Compile documentation; Ensure filing of documentation (including electronic documents tracking); Manage the diary of the Ombudsman; Provide secretarial/receptionist service to the Ombudsman; Participation in outreach programmes.
- ENQUIRIES** : Mrs G Isaacs at (021) 483 0669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- CLOSING DATE** : 28 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 01/43** : **DEPUTY DIRECTOR: STRATEGIC COORDINATION REF NO: DEDAT 2018-32**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (or equivalent qualification); A minimum of 3 years relevant management experience. Recommendations: B-Degree in Economics or Economics as a tertiary subject; Extensive knowledge of applicable strategic policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Knowledge of people Management process; Labour Relations. Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Knowledge management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate and develop the annual and operational plans; Provide strategic support during the strategic planning process; Develop and ensure the implementation of departmental programme and project such as the Service Delivery Improvement and implementation plan to programme/project managers; Assist the Director in ensuring that departmental programmes and projects correspond with their original strategic intent and scope and provide support to the programmes on the development of strategic objectives aligned to indicators; Manage the Biz Project at departmental level; Support departmental programme/project assurance and reporting; People and Financial Management.
- ENQUIRIES** : Ms C Julies at (021) 483 9000
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 01/44** : **CLINICAL CODING TRAINER AND CAPACITY BUILDING**
(24 Months Contract)
Chief Directorate: Clinical Coding Services and Diagnosis Related Groups (DRGs)
- SALARY** : R299 709 per annum plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town based at Tygerberg Hospital Office
REQUIREMENTS : Experience: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material of at least 3 or more years in Diagnostic and Procedural coding in South Africa. Appropriate knowledge and experience of at least 1 year in Learning Management Systems (LMS) (e-Learning platform e.g. Moodle) with roles as Administrator and or Teacher and or Student. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills and abilities. Ability to interpret and apply financial policies, procedures and

prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook). Train-the-Trainer or equivalent qualification. ICD-10 Basic and Intermediate Certificates.

DUTIES : Develop (research training material), Maintain and revise training manuals, presentations, user guides, LMS. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions and system enhancements).

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@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. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 01 February 2019

POST 01/45 : **ADMINISTRATION CLERK: SUPPORT**
(24 Months Contract)
Directorate: Clinical Coding Training and Capacity Building

SALARY : R163 563 per annum plus 37% in lieu of service benefits.

CENTRE : Head Office, Cape Town based at Tygerberg Hospital

REQUIREMENTS : Minimum requirement: Senior Certificate (or equivalent. Experience: Knowledge and appropriate working experience in providing general administrative support and clerical services and to ensure the effective and efficient administrative operations of the Coding Services and Diagnosis Related Groups (DRGs) component. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Proficient knowledge of South Africa's Public Healthcare environment and able to maintain strict confidentiality in performing the duties of the sub-directorate including the ability to maintain a high level of accuracy in preparing and entering data including report writing. Intermediate computer literacy in Microsoft Office Applications (MS Word, Excel, Outlook). Excellent time management, good organisational and planning skills including ability to operate photocopying, scanner, fax and other basic office equipment. Excellent professional communication skills (verbal and written) in at least two of the three official languages of the Western Cape with all role players.

DUTIES : Provide administrative support to Clinical Coding Services and Diagnosis Related Groups (DRGs) including office administration and logistical support. Capture relevant data and perform key functions to ensure data required for DRG coding are comprehensively and accurately recorded in the designated electronic system/s. Perform basic data analysis.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@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. Candidates may be subjected to a practical test.

CLOSING DATE : 01 February 2019

POST 01/46 : **GENERAL WORKER STORES**

SALARY : R96 549 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in pharmacy stores. Inherent requirements of the job: Ability to perform physically demanding tasks. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three languages of the Western Cape. Must be able to read and write, follow instructions, communicate with nursing staff, pharmacists and pharmacist assistants. Must be able to follow uncomplicated standard operating procedures and complete

uncomplicated forms. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills.

DUTIES : Key result areas/outputs: Assist with all aspects of the pharmacy stores: monthly and yearly stock-takes, including keeping the stores neat and tidy. Assists with the delivering of medicines, consumable items to the wards and sections daily. Ensure effective maintenance of cold chain for thermolabile medicines and the return of cool boxes. Effective transport of expired stock from wards, clinics, theatres or other cost centres to the pharmacy. Maintain audit trails of all deliveries and movement of stock. Assist with other general tasks, as required by the supervisor and other role players, which includes the necessary exposure with regard to the functional terrain. Handle queries regarding orders placed.

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 : Dr M Mukosi

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

CLOSING DATE : 01 February 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 28 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 01/47 : **DEPUTY DIRECTOR: HOUSING PROJECT APPROVAL REF NO: HS 2018-62**

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); A minimum of 3 years' appropriate middle management experience in a contract management working environment. Competencies: Knowledge of the following: National and Provincial Housing Act, National Housing Code, guidelines and other related housing policies and prescripts; Housing Amendment Act; Housing Subsidy System (HSS); Financial and Human Resources Management; Staff Performance Management System and PERMIS 4; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Managerial skills; Ability to interpret relevant public service legislation/policies/prescripts and procedures; Ability to work under pressure and meet tight deadlines.

DUTIES : Administrative and Line Management; Facilitation and management of the Department of Human Settlement's contracts/Addendums/SLA in terms of their housing delivery programmes in the Western Cape; Human Resource Management; Support services to the Director: Human Settlement Project Administration.

ENQUIRIES : Mr BN Denton at (021) 483 4012

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

POST 01/48 : **ASSISTANT DIRECTOR: GAP HOUSING REF NO: HS 2018-67**

SALARY : R356 289 per annum (Level 09)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in development studies, property studies or related qualification. A minimum of 3

years relevant experience in an affordable housing environment. A valid code EB driving licence. Recommendations: Knowledge, working experience and understanding of the following: Applicable policies, legislation, guidelines, standards, procedures and best practice; Development of funding proposals for affordable housing; Project packaging and development of affordable housing projects; Departmental operations; Human Resource and Financial Management. Competencies: Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office packages; Project management skills; Extensive planning, organising and people management skills; Good leadership skills; Ability to interpret and conceptualise information; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to persuade, influence and handle conflict.

DUTIES : Affordable Rental Progression: Assist in the promotion and facilitation of integrated rental housing projects; Affordable Ownership Progression: Provide municipal support in terms of readiness and packaging of affordable housing ownership project; Implementation of Strategic Initiatives: Contribute and be involved in strategic planning process; Human Resource Management; Administration of Financial Processes.

ENQUIRIES : Ms K August at (021) 483 2591
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/49 : **PORTFOLIO MANAGEMENT SYSTEM ADMINISTRATOR: INFORMATION MANAGEMENT REF NO: HS 2018-71**
 (12 Month Contract Position)

SALARY : R299 709 per annum, plus 37% in lieu of benefits (Level 08)
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 built environment within a Project Management Office (PMO). Recommendation: Supervisory experience. Competencies: Knowledge of the following: Policies of the government of the day; Modern systems of governance and administration; Project Management Office procedures and methodologies; Information Management systems and procedures; Technical knowledge information management systems; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Proven implementation and monitoring skills; Ability to work irregular hours as required; Ability to work under pressure; Ability to liaise with personnel, general public and stakeholders/clients.

DUTIES : Administer the Portfolio Management Office System (BizProjects): Capturing and verification of project application and pipeline and registration of new projects; Assist with the development and the implementation of project management in so far as project application processes are concerned; People Management: Identify training needs, Manage performance and control workflow.

ENQUIRIES : Mr J van Wyngaardt at (021) 483 3634
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 28 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 01/50 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT REF NO: LG 2018-57 (X2 POSTS)**

SALARY : R697 011 per annum (Level 11) (All inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years' management experience in providing legal support; A valid code B driving licence. Recommendations: LLB or a recognised 4-year legal qualification; Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in administrative or local government law. Competencies: Knowledge of the following: Local government legislation and the application thereof public sector finance; Legislation in the public sector; Applicable management systems; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Project Management; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Computer skills; Management skills; Analytical skills; Conflict management and Interpersonal skills; Organising and planning skills; Ability to work independently and as part of team; Ability to work under pressure; Strong work ethic.

DUTIES : Responsible for: Assessing the state of governance in dysfunctional municipalities or a particular area of governance; Managing formal interventions in municipalities in terms of section 106 of the Municipal Systems Act and section 139 of the Constitution, as well as informal interventions in municipalities; Render strategic support to the Director: Specialised Support; Manage allocated financial and human resources; Render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr G Birch at (021) 483 3113
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/51 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: LG 2018-47**
(1-Year Contract Position)

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: A formal recognised qualification in Communication Media, Public relations, Marketing or Advertising; Experience in the following: Development and implementation of communication strategies; Campaign development and Management; Drafting of communication products; Events Management. Competencies: Knowledge of the following: Media and stakeholder relations management; Film, Photography and design software; Municipal integrated development planning and community based participation processes; Understanding of Complaints Management Systems; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Assess the quality of communication strategies and plans in municipalities; Support municipalities in the development and implementation of effective municipal communication strategies to enhance participatory democracy; Develop and manage communication products and platforms; Facilitate the development and distribution of guidelines for municipal communication strategies and policies; Monitor and report on compliance to communication prescripts in municipalities; Effective stakeholder management; Facilitate and co-ordinate access to municipal

		communication training and capacity building for municipalities; Co-ordinate national and provincial support initiatives related to municipal communication.
<u>ENQUIRIES</u>	:	Ms R Kellies at (021) 483 4443
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/52</u>	:	<u>ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 2018-53</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Recommendation: 4-year Degree/B Tech in Human Resource Development. Competencies: Knowledge of the following: Sound knowledge of the local government sector; Legislation and policy framework applicable to local government; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA's; Knowledge of skills development legislation and policies; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Computer skills; Management and Leadership skills; Decision making skills; Facilitation skills; Conflict management and time management skills; Interpersonal skills; Ability to work in a team and independently; Ability to work under pressure and meet deadlines; Planning and organizing skills.
<u>DUTIES</u>	:	To assist with the co-ordination of transversal training initiatives for municipalities: Assist in ensuring that all training initiatives are well coordinated and duplication is eliminated; Assist with the coordination of multi-stakeholder participation in implementing national capacity building framework: Assist with coordination and providing on-going information into the National Integrated Capacity Building Management of Information System; Assist with development and maintenance of provincial training programmes for Municipalities: Manage the undertaking of an audit of all training initiatives / programmes provided by national and provincial departments to municipalities; Manage the administrative responsibilities relating to the preparation and execution of training programmes at municipalities; Liaise with relevant stakeholders on training and development interventions for municipalities: Assist in rendering advice and assistance to municipalities on training and development related matters; Provide secretariat support for departmental training intervention meetings.
<u>ENQUIRIES</u>	:	Ms Z Mtyoko at (021) 483 3565
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/53</u>	:	<u>ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 2018-54</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Disaster Management or related qualification ; A minimum of 3 years relevant experience in disaster management/operations or similar environment. Recommendation: 4-year Degree/B Tech in Human Resource Development. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; IGR Act and related policies and guidelines; Knowledge and understanding of disaster management systems and procedures as applied in all three spheres of government; Financial Management; Strategic Planning; Risk analysis skills; Crisis management skills; Organisational and project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Training and facilitation skills; Ability to work under pressure (in emergency or disaster situations); Ability to manage / lead people; Decisiveness and the ability to work independently; Professional report writing; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Assist to co-ordinate the development and functioning of IGR Disaster Management structures in the Province: Functional and active PDMAF (Provincial Disaster Management Forum), PDMSC (Provincial Disaster Management Steering

Committee); Support Metro, District and Local Mun. DMAF (Disaster Management Advisory Forum); Assist to co-ordinate the development of Disaster Management Framework in the Province; Approved and adopted Disaster Management Framework; Review, amend and support adopting of Metro and District Disaster Management Frameworks; Assist to co-ordinate Special Events in the Province: Support and co-ordinate Special events in the planning processes; Facilitate Disaster Management contingency plans for events; Assist in managing the financial management: Comply with the PFMA; Assist in the exercise control on utilisation of all resources of the unit; Assess, manage and monitor financial risks; Development of the Disaster Management newsletter.

ENQUIRIES : Ms S Chinnian at (021) 937 6303
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/54 : **ASSISTANT DIRECTOR: DISASTER MITIGATION, DISASTER MANAGEMENT CENTRE REF NO: LG 2018-55**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Disaster Management, Risk Management, Emergency Service Fields, Geography or Town/Urban Planning; A minimum of 3 years' relevant experience. Recommendations: Knowledge of integrated development planning processes; Town/Urban Planning. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster mitigation; Spatial, town & development planning; Municipal integrated development planning processes; Project Management; Financial and supply chain management; Strategic planning; Human Resource Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure (in emergency or disaster situations.); Ability to manage / lead people; Decisiveness; Ability to work independently.

DUTIES : Ensure developmental disaster risk reduction through the development & maintenance of the Disaster Management Chapters in the Integrated Development Plans of municipalities; Ensure the compilation & maintenance of a provincial Disaster Risk Reduction (prevention and mitigation) strategy & plan; Ensure the annual assessment of Disaster Management Chapters from the Integrated Development Plans of municipalities; Assist in the management of human resources, finances and performance management in the Sub-directorate; Support Local Government processes.

ENQUIRIES : Mr SW Carstens at (021) 937 6309
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/55 : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 2018-48**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Local Government, 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: Ability to work effectively in a very dynamic office; Stress tolerance; Willingness to work irregular hours; Ability to liaise with diverse people; Attention to detail. Competencies: Good interpersonal and decision-making skills; Communication (written and verbal) 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/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding

meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms E Barnard at (021) 483 6126

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

POST 01/56 : **PERSONAL ASSISTANT REF NO: LG 2018-58 (X2 POSTS)**

SALARY : R242 475 per annum (Level 07)

CENTRE : Department of Local Government, 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: Willingness to work irregular hours; A valid (Code B) driving licence. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephone etiquette; Accuracy and attention to detail; Customer service orientation.

DUTIES : Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the 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 B Ohlson at (021) 483 4929 at Finance / Ms U Otto at (021) 483 4926 at Public Participation

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

POST 01/57 : **PERSONAL ASSISTANT: INTEGRATED SERVICE DELIVERY REF NO: LG 2018-56**

SALARY : R242 475 per annum (Level 07)

CENTRE : Department of Local Government, 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 valid (Code B) driving licence; Ability to work effectively in a very dynamic office; Willingness to work irregular hours; Ability to liaise with diverse people; Ability to work effectively in a very dynamic office; Attention to detail. Competencies: 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; Proven computer literacy; Customer service orientation; Organizing and planning.

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

ENQUIRIES : Ms H Mbebe at (021) 483 0609

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

POST 01/58 : **COMMUNITY DEVELOPMENT WORKER: EDEN (RIVERSDALE) REF NO: LG 2018-50**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/59 : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (PRINS ALBERT) REF NO: LG 2018-51**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/60 : **COMMUNITY DEVELOPMENT WORKER: CAPE WINELANDS (ROBERTSON) REF NO: LG 2018-52**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer

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

- DUTIES** : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES** : Mr M Bell at (021) 483 3039
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 28 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 01/61** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 2018-137**
- SALARY** : Grade 1, LP 7: R725 487 per annum
Grade 2, LP 8: R854 577 per annum
(OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification legal experience; A valid code B driving licence. Recommendations: Relevant experience in consulting with clients, drafting and vetting contracts, writing legal opinions and interpreting legislation in the public or private sector, identifying risks in business processes from a legal governance perspective; Proven experience in research methods; Computer literate. Competencies: Good working knowledge of legislation and case law relating to constitutional law, administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the three official languages of the Western Cape; Well-developed research and legal writing skills; Innovative problem solving and analytical skills; Presentation skills.
- DUTIES** : Conduct training sessions and facilitate workshops; Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments, identify legal obligations and requirements in terms of the legislation, furnish pro-active advice, inform departments of the risks involved in non-compliance with legislative provisions and make recommendations to ensure sound governance; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework and furnish pro-active advice on legal requirements for sound and sustainable decision-making in the Western Cape Government; Ensure that all Provincial Executive and provincial departments' delegations are legally sound; Drafting of legal opinions.
- ENQUIRIES** : Ms S van Aarde at (021) 483 8433
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/62 : **DEPUTY DIRECTOR: ASSET MANAGEMENT (ICT/INVENTORY MANAGEMENT) REF NO: DOTP 2018-120**

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 (B-Degree or higher qualification) with a minimum of 3 years' management experience in the management of assets and inventory items or similar environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/ Instructions); Budgeting process; Human resource management function; Industry trends and best practices per commodity groups; MCS guidelines; Skills of the following: Analytical thinking; Strategic thinking; Computer literacy (MS Office); Research and presentation; Communication in at least two of the three official languages of the Western Cape.

DUTIES : Manage staff who performs the following: Develop, execute and review annual and long term ICT asset and inventory management plans; Determine accounting standards for ICT related assets; Manage the inventory store and inventory register; Conduct annual asset verification and quarterly inventory stock counts. Perform managerial tasks regarding sub-directorate: Give strategic direction to manage policy issues regarding the functions of sub directorate; Budgetary and financial tasks; Participate in development, discipline and recruitment and selection of staff; Monitor information capacity building.

ENQUIRIES : Mr R Hassiem at (021) 483 6625
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/63 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 2018-140**

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 or equivalent qualification) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years' management experience within an employee relations environment; A valid code B driving licence. Recommendations: Good knowledge of Labour Law. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, All Bargaining Council resolutions and PSC guidelines; Ability to do research, analyse, conceptualise , resolve conflict and problem solve; Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape; Computer literacy skills.

DUTIES : Perform managerial tasks with regard to the Sub-Directorate Research and Capacity Building; Provide employee relation capacity building services and advice to line managers (people managers); Do research on new development within employee relation (case law or related); Manage misconduct appeals and collective grievance processes; Responsible for priority employee relation cases (investigation and initiating at disciplinary hearings and arbitrations).

ENQUIRIES : Ms R Patel at (021) 483 5118
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/64 : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2018-132**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or equivalent qualification); A minimum of 3 years proven experience in a Records Management environment. Recommendations: A Records Management qualification at an accredited tertiary institution. Competencies: Knowledge of the following: Records Management and Project Management; Latest technological developments in the field of records

- management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong leadership with specific reference to the ability to display thought leadership in complex applications; Strong conceptual and formulation skills; Research skills. Proven computer literacy in MS Office packages.
- DUTIES** : Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC), client departments: Manage the safe-keeping, storage, retrieval and disposal of all people management records for the CSC; Establish and maintain an electronic Records Management system. Management of the Archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre; Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; Review existing, or develop, new procedures for the People Management Registry; Conduct a Risk Analysis for the Registry Functions; Maintain the Registry Risk Register; Compile and maintain approved records classification system for paper-based and electronic records; Monitor and supervise the quantity and quality of outputs delivered by the Registry; Promote innovation of services, product and service delivery in the division and identify ways to improve the divisions operations.
- ENQUIRIES APPLICATIONS** : Ms H Ward at (021) 483 5640
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/65** : **HR PRACTITIONER: POLICY AND PLANNING REF NO: DOTP 2018-143**
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/Degree) with Industrial Psychology as a major subject or in Human Resource Management; A minimum of 3 years' relevant experience. Competencies: Knowledge of the People Management related legislation and policies: Constitution of RSA/WCG; Public Service Act and Regulation; Employment Equity Act; Labour Relations Act; Public Finance Management Act; White Paper on Transformation and Batho Pele principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy (MS Word, Excel, PowerPoint); Excellent writing skills.
- DUTIES** : Provide support in the development and maintenance of a provincial People Management/Human Resource policy service for the WCG; Render people management/ human resource policy advisory services to people professionals; Support the facilitating and coordinating of people management/ human resource related content on the intranet; Administer and maintain a people management/human resource policy related knowledge management service; Facilitate and influence the implementation of the people management related regulatory framework; Render administrative and ad-hoc support services.
- ENQUIRIES APPLICATIONS** : Ms L Reutener at (021) 483 8225/3809
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/66** : **PERSONAL ASSISTANT: ORGANISATION DEVELOPMENT REF NO: DOTP 2018-134**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Department of the Premier, Western Cape Government
: 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: Knowledge of Industrial and Organisational Psychology. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer

- literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the 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 there-of is properly understood .
- ENQUIRIES** : Mr J Nel at (021) 466 9701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/67** : **TALENT SOURCING OFFICER REF NO: DOTP 2018-136**
 (Contract Position Ending 31 March 2020)
- SALARY** : R242 475 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Industrial Psychology or Human Resource Management; A minimum of 3 year relevant experience related to this environment; A valid code EB driving licence. Recommendations: Working knowledge of the following: Recruitment practices; Drafting adverts based on client specification and creating online questionnaires; Advising clients on requirements of adverts and impact there-of in selection & appointment processes; Creative writing skills. Competencies: Knowledge of competency based recruitment processes, inclusive of head hunting processes; Knowledge of shortlisting and selection processes; Knowledge of online recruitment; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation, reporting and presentation skills; Ability to liaise with various stakeholders on all levels of management.
- DUTIES** : Consulting departments on the advertising of vacancies, inclusive of on-line advertising; Creating and advising on pre-selection/application questions; Facilitate selection and drafting of shortlists; Conduct competency based interviews; Maintenance of the recruitment and selection database.
- ENQUIRIES** : Mr F Gerber at (021) 483 6028
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/68** : **HUMAN RESOURCE CLERK: SERVICE BENEFITS REF NO: DOTP 2018-135**
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Introduction to PERSAL certificate. Competencies: Good understanding of prescripts and policies; Proven computer literacy in MS Office (Word and Excel); Good planning and organising skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines.
- DUTIES** : Administer all leave administration related functions for 11 CSC client departments including leave audits and processing of leave payments; Capturing of all types of leave applications and drafting of formal correspondence which entails but not limited to memorandums, letters and emails. Liaison with various client departments; Provide statistical information to management on a daily basis.
- ENQUIRIES** : Mr W Oliphant at (021) 483 4245
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 28 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 01/69 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 2018-157**

SALARY : 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)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **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 driving licence (Code B and higher); Previous experience in youth facility based nursing. 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.

DUTIES : 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 : Mr M Benting at (021) 931 0236
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/70 : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES: DE NOVO REF NO: DSD 2018-158**

SALARY : R148 065 per annum, OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification ; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child

		Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Report writing skills; Presentation and facilitation skills; Planning and organising.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.
<u>ENQUIRIES</u>	:	Ms D Baugaard at (021) 988 1130
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/71</u>	:	<u>CHILD AND YOUTH CARE WORKER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-156</u>
<u>SALARY</u>	:	Grade 1: R132 729 – R148 065 per annum Grade 2: R157 089 – R176 796 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Program(s); Monitor and evaluation of developmental and recreational program(s); Referral (professional services) (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<u>ENQUIRIES</u>	:	Mr M Benting at (021) 931 0236
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/72</u>	:	<u>GROUNDSMAN: ADMINISTRATION (VREDELUS) REF NO: DSD 2018-155</u>
<u>SALARY</u>	:	R96 549 per annum (Level 02)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write (Adult Basic Education and Training). Recommendations: Relevant qualification that allows for registration with the South African Council for 6 months relevant experience. Competencies: Knowledge of the following: Repairs, plumbing and welding; Basic safety precautions in handling hazardous material liquids; Maintenance, use and care of cleaning equipment; Serving clients /customers; Basic communication skills; Good teamwork skills.

- DUTIES** : Cleaning of offices and grounds; Minor maintenance of buildings; Ensure a safe and secure environment by locking up and locking away.
- ENQUIRIES** : Mr M Benting at (021) 931 0236
- 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.
- NOTE** : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 28 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 01/73** : **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: TPW 2018-330**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience; A valid code B driving licence (Manual). Recommendations: Qualifications and experience in Monitoring and Evaluation, Expanded Public Works Programme or the Built Environment. Competencies: Knowledge of the following: All relevant departmental policies, prescripts and practices regarding Transport and Public Works; Programme/Project management; Research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Line functions and departmental structure; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Champion programme performance results-based Monitoring and Evaluation and facilitate the following: The Provincial Strategic Goals (PSGs) Results-based Monitoring and Evaluation system; The Result-based Monitoring and system for all non-PSG activities; Co-ordinate organisational outcome and impact assessments; Manage the components evaluation responsibilities as well as operational and tactical activities.

- ENQUIRIES** : Mr J Du Plessis at (021) 483 2691
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

- POST 01/74** : **ARCHITECT PRODUCTION LEVEL: HEALTH INFRASTRUCTURE REF NO: TPW 2018-333 (X5 POSTS)**

- SALARY** : Grade A: R585 366 - R630 597 per annum
Grade B: R669 300 - R717 636 per annum

		Grade C: R758 241 - R893 175 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance with various acts including Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project and programme management; Financial management principles; Computer aided applications; Research and development; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J. Thomas (021) 483 2004
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/75</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PUBLIC TRANSPORT REGULATION REF NO: TPW 2018-325</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 4 years' relevant experience in Public Transport Management. Recommendations: A valid code B driving licence. Competencies: Knowledge in the following: Latest advances in public management(theory and practices); Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South African public sector; Financial management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist with the management of registration of transport institutions and their members; Assist with monitoring compliance of transport institutions and their members; Assist in the management of the transport relations function; People management and empowerment; Engage with stakeholders/role-players in the public industry.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Searle at (021) 483 0271
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 01/76 : **CUSTOMER RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: TPW 2018-297**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 2 years' relevant experience in administration. Recommendations: Competent in isiXhosa and one other official language of the Western Cape. Competencies: Knowledge of relevant prescripts, i.e. Road Transport Act (Act 74 of 1977); Western Cape Road Transportation Amendment law (Law 8 of 1996) inserted as section 7A dealing with the registration of Taxi Associations; National Land Transport Act 5 of 2009; Sound office administration skills; Proven computer skills (MS Word, Excel, Power Point, NLTIS, RAS, LTPS and Live link); Communication (verbal and written) in at least two of the three official languages of the Western Cape; Conflict resolution and problem solving skills; Report writing and presentation skills; Ability to work independently as well as in a team.

DUTIES : Assist with the Registration of members of the taxi Associations; Enquiries to provide an effective and efficient client service; Customer relations management; General administration duties; Data capturing.

ENQUIRIES : Ms E Searle at (021) 483 0271
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/77 : **ADMINISTRATIVE OFFICER: NATIS CLIENT SERVICES REF NO: TPW 2018-311**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years' appropriate administrative experience. Recommendations: Analysis and processing of financial information; Relevant NaTIS experience; Citizen Service Orientation; A valid code B driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996; National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Problem-solving and decision making skills.

DUTIES : Verification and capturing of centralized NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Process applications for write-off of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and de-registration certificate authorisations in respect of motor vehicles and the issuing of information to other government departments; Process applications for special licence numbers.

ENQUIRIES : Mr B Ellie at (021) 483 2828
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/78 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: TPW 2018-324**

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); A minimum of 2 years' administrative experience. Recommendations: A valid driving licence; Experience in financial administration, e.g. BAS payments, S&T claims and timeous payment of expenditure accounts. Competencies: Knowledge of the following: National Land Transport Act (NLTA); Public Finance Management Act (PFMA); Supply Chain Management; Strategic planning skills; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Identify and evaluate Land Transport Safety Interventions; Active participation in the initiation and implementation of Land Transport Safety Interventions; Administration and monitoring of funding agreements with municipalities to undertake Land Transport Safety Interventions; Render a high level administrative support service; Assist with site meetings, review project and cash flow plans submitted by the municipalities; Co-ordinate project meetings and related logistics; Conduct research on transport related matters and maintain databases; Ensure that document management and information management are up to date.
- ENQUIRIES APPLICATIONS** : Mr G Spannenberg at (021) 483 6925
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/79** : **CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT) REF NO: TPW 2018-322**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a fully passed subject; A minimum of 3 years relevant expenditure management experience; A valid code B driving licence. Recommendations: Microsoft office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Planning and organisation skills; Proven computer literacy in Ms Word and Ms Excel; Numerical skills; Financial reporting skills; Problem solving skills; Analytical thinking; Ability to work under pressure and meet tight deadlines.
- DUTIES** : Human Resource Management for expenditure management section; Handle all payment and expenditure management related activities; Deal with subsistence, travel and cellular phone accounts; Responsible for the collective/re-imbursments of all petty cash related expenditure; Handle the financial aspects regarding the maintaining of the vehicle fleet account; Ensure effective document control function is maintained.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie at (021) 467 4792
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/80** : **CHIEF ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: TPW 2018-331**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate with Accounting as a passed subject; 5 years working experience in cash banking and cash management or similar environment; A valid code B driving licence. Recommendation: Microsoft office working experience. Competencies: Knowledge in the following: Proven computer literacy in MS Word, MS Excel and Outlook; Financial reporting Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Numerical skills; Systematic approach.
- DUTIES** : Ensure human resource management for the banking and cash management section: Training and development, leave management and uphold sound labour relation practices; Manage financial aspects regarding maintenance of the vehicle fleet expenditure ; Ensure effective banking and cash management administration and adherence to Standard Operating Processes; Manage and monitor and control: Cash flow and collection and handling of State funds.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie at (021) 467 4792
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/81** : **ARTISAN PRODUCTION LEVEL (MECHANIC): WINELANDS WORKSHOP REF NO: TPW 2018-326**
- SALARY** : Grade A: R179 523- R199 242 per annum
Grade B: R211 464- R234 696 per annum

		Grade C: R246 870 - R307 197 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government Appropriate Trade Test Certificate in Diesel Mechanic; A valid code EC1 (or higher) driving licence and PDP. Competencies: Technical skills including analysis, legal compliance, computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Champion programme performance results-based Monitoring and Evaluation and facilitate the following: The Provincial Strategic Goals (PSGs) Results-based Monitoring and Evaluation system; The Result-based Monitoring and system for all non-PSG activities; Co-ordinate organisational outcome and impact assessments; Manage the components evaluation responsibilities as well as operational and tactical activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr FJ Jones at (021) 863 2020 Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/82</u>	:	<u>ROAD WORKER SUPERVISOR: OUDTSHOORN (UNIONDALE) REF NO: TPW 2018-319</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04) Department of Transport and Public Works, Western Cape Government A Grade 10 (Junior certificate or equivalent); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/ EC driving licence with a professional drivers permit (PDP) is required. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication skills; Planning and organising.
<u>DUTIES</u>	:	Supervise the maintenance and building of road; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction; Work, plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Discipline subordinates and apply proper labour relations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Plaatjies at 044 272 3699 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.
<u>NOTE</u>	:	Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.
<u>POST 01/83</u>	:	<u>CAMP MAINTENANCE SUPERVISOR: SPECIAL TASK TEAM (EDEN) REF NO: TPW 2018-320</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04) Department of Transport and Public Works, Western Cape Government A Grade 10 (Junior Certificate or equivalent); A minimum of 3 years' relevant experience; A valid code C1 (Code 10) driving licence with a professional driving permit (PDP). Competencies: Knowledge of the following: Carpentry, plumbing

		and paint work; Building, maintenance and repair of roads; Road Camp erection, repairing and the replacement of pre-fab buildings; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team; Communication (written and verbal) in two of the three official languages in the Western Cape.
<u>DUTIES</u>	:	Responsible for the erection, replacement and reparation to houses, stores and huts as the need arises; Transport and collect all sorts of materials and documentation from and around Oudtshoorn to outside areas/camps upon request; Responsible for the erection, repair and maintenance of road traffic signs; Support Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Supervise, discipline and provide training to team of workers; Assist in ensuring that the Oudtshoorn Road Camp is kept neat and tidy.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Plaatjies at 044 272 3699
	:	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.
<u>NOTE</u>	:	Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.
<u>POST 01/84</u>	:	<u>SUPERVISOR (CLEANING SERVICES): TECHNICAL SUPPORT SERVICE</u> <u>REF NO: TPW 2018-329</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04)
	:	Department of Transport and Public Works, Western Cape Government
	:	ABET Level 4; A minimum of 2 years' experience in cleaning services environment. Recommendations: Appropriate experience of cleaning and the use of cleaning equipment; Basic supervisory experience Competencies: Knowledge of the following: Waste control; Occupational Health and Safety Act; Relevant Labour Relations Regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational skills.
<u>DUTIES</u>	:	Supervise and ensure discipline; Co-ordinate cleaning and tea services; Undertake regular inspections in and outside buildings; Co-ordinate recycle and waste control area; Assist the administrative officer with control and order of cleaning materials, equipment and protective clothing; Responsible for all equipment in store and on floors; Report losses and breakages to the administrative officer; Give informal training to the staff; Handle administrative functions related to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Groenewald at (021) 483 5423
	:	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.
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

POST 01/85 : **ROAD WORKER: ROAD NETWORK MANAGEMENT REF NO: TPW 2018-314 (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Recommendations: 1-year experience in road maintenance. Competencies: Working knowledge and experience in building, maintenance and reparation of roads; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Basic communication skills.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr M Erasmus at (023) 312 1120
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.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

POST 01/86 : **ROAD WORKER: PRINCE ALBERT (BEAUFORT WEST) REF NO: TPW 2018-327 (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Competencies: Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Basic communication skills.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at (044) 272 3699
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.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.