ANNEXURE O

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE: 25 February 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 05/241: SENIOR AGRICULTURAL ECONOMIST (MARKET ANALYSIS): MARKETING AND AGROBUSINESS REF NO: AGR 2019-02

SALARY: R444 693 per annum (Level 10)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate Honors’ degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: A Masters’ degree; Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing polices and marketing of agricultural products’ legislation. Competencies: Ability to work independently as well as in a team; Proven computer literacy (MS Office); Networking, analytical report writing and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Conduct Product focused Market Research with the major emphasis on new or niche sectors and products; Produce trade analysis reports on market requirements such as sanitary and phytosanitary measures and technical requirements, rules and certificates of origin; Trade remedies and applied tariff rates for different markets and supply advice to clients; Communicate with industry role players and represent the Western Cape on various platforms (locally and internationally); Oversee the execution of projects by the Agricultural Economists; Perform administrative and related functions which include guidance to internal clients and co-workers; Participate in the development of the annual work plan; Provide inputs to budget planning; Give inputs towards policy and report compilation and submission.

ENQUIRIES: Ms L Thabethe at (021) 808 7733

POST 05/242: PROJECT COORDINATOR: FARM WORKER DEVELOPMENT REF NO: AGR 2019-01

SALARY: R356 289 per annum (Level 09)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An Appropriate 4-year business/public administration degree; A minimum of 5 years’ experience in stakeholder liaison and project planning, management and coordination; A Valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Coordinate all administrative functions for all Rural Development (RD) projects and ensure that sound systems are developed, implemented, maintained and constantly improved in support of comprehensive record keeping, information
sharing, tracking and reporting on all RD projects; Facilitate and drive all financial associated processes involving fund allocation, projection, expenditure, monitoring and reporting for all RD projects; Provide strategic support in collation, analysis, consolidation of information related to RD projects and outputs whether WCDoA (all programmes) funded projects or other broader stakeholder projects, bringing effect to an integrated RD; Ensuring sound and responsible human resource and financial management.

ENQUIRIES : Ms G Jacobs at (021) 808 5086

POST 05/243 : AGRICULTURAL SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL) REF NO: AGR 2019-03

SALARY : Grade A: R293 652 - R314 853 per annum as per OSD prescripts
Grade B: R334 179 - R360 240 per annum as per OSD prescripts
Grade C: R380 364 - R448 035 per annum as per OSD prescripts

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : A 3 year tertiary qualification (National Diploma/B-Degree) in Agronomy/Crop Science; Registration as a Certificated Natural Scientist in Agricultural Science/Soil Science with SACNASP (South African Council for Natural Scientific Professions); 3 years post qualification relevant technical experience; A valid Code B driving licence. Recommendation: Experience in/as: A research technician in small grain system; Conservation agriculture in the western Cape. Knowledge of: Settings, calibration and basic maintenance of agricultural equipment and implements; Cash crops and pastures used in the Western Cape. Competencies: Knowledge of the following: Cash crops and pastures used in the Western Cape, settings, calibration and basic maintenance of appropriate equipment and implements; Small grain systems (including crops, cultivation, plant-soil-water interaction); Technical Scientific inputs needed for research projects; Skills in the following: Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Office, in particular Excel); Technical Management and planning skills.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices by planning technical execution of research projects, manage personnel and procurement of required resources; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions including compiling reports and control of assets allocated to projects; Render advice and disseminate technical information to applicable role players by handling equiries, Training and presentations to stakeholders and compiling information package and procedure manuals.

ENQUIRIES : Ms A Swanepoel at (021) 808 5320

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 25 February 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 05/244 : DEPUTY DIRECTOR: PROJECT IMPLEMENTATION REF NO: CS 2019-07

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

CENTRE : Department of Community Safety, Western Cape Government
**REQUIREMENTS**: An appropriate 3-year tertiary qualification (Diploma/B-Degree); A minimum of 3 years’ management experience. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: SA Crime Prevention Policy framework; Crime prevention strategy development; Government budgeting processes in line with the Public Financial Management Act (PFMA); Translating government policy into strategy; Project management body of knowledge; Monitoring and evaluation; Provincial Growth and Development Strategy; Intergovernmental Relations policy; Community development; Conflict resolution; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: To manage the financial resources of the sub-directorate; The provision of operational and strategic objectives of the sub-directorate; The provision of input to the Director on policy and strategy; Management of the Departmental Social Crime Prevention Projects; Provide quality assessments of the implementation of the Departmental Social Crime Prevention Projects.

**ENQUIRIES**: Mr T Wingrove at (021) 483 2558

**POST 05/245**: ASSISTANT DIRECTOR: MONITORING AND EVALUATION (STRATEGIC SERVICES AND COMMUNICATION), REF NO: CS 2019-01

**SALARY**: R356 289 per annum (Level 9)

**CENTRE**: Department of Community Safety, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ appropriate experience. Recommendation: Supervision of staff; Working knowledge of research methodologies. Competencies: Knowledge in the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Programme/project monitoring and evaluation concepts; Departmental M&E, budgeting and planning policies; Departmental performance management systems and processes; Modern systems of governance and administration; Policies of the government of the day; National and Provincial Treasury Regulations and guidelines in respect of reporting; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**: Conduct research that informs the development of the monitoring framework and terms of reference for evaluation process; Assist with the development of the monitoring framework and terms of reference for evaluation process; Provide technical expertise in the submission and inputs to operational policies in reference of Monitoring and Evaluation; Provide support to management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

**ENQUIRIES**: Ms F Botha at (021) 483 8818

**POST 05/246**: ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO. CS 2019-03 (X2 POSTS)

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Department of Community Safety, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years appropriate experience in Project Management. Recommendation: A valid Code B driving licence; Working knowledge of community projects. Competencies: Knowledge of the following: Project Management; Community Safety Partnerships; Community policing; Volunteerism; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Manage the implementation of safety partnerships; Manage the implementation of community projects; Develop project plans; Provide an administrative support with ad hoc project requests; Supervision of staff.

**ENQUIRIES**: Mr T Wingrove at (021) 483 2558
<table>
<thead>
<tr>
<th>POST 05/247</th>
<th>PERSONAL ASSISTANT: CRIME PREVENTION CENTRE REF NO: CS 2019-04</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Community Safety, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>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. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.</td>
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<tr>
<td>DUTIES</td>
<td>Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr T Wingrove at (021) 483 2558</td>
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<tr>
<th>POST 05/248</th>
<th>ADMINISTRATIVE OFFICER: CRIME PREVENTION CENTRE REF NO: CS 2019-06 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Community Safety, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 years’ experience. Recommendation: A valid Code B driving licence; Working knowledge of community based projects. Competencies: Knowledge of the following: Community Safety Partnerships; Community policing; Volunteerism; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide administrative support in the implementation of safety partnerships, community projects, ad hoc projects and information management; Reporting on safety promotion and partnership projects; Represent the directorate in operational meetings.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr R Lagkar at (021) 483624</td>
</tr>
</tbody>
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DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

| CLOSING DATE | 25 February 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 05/249 | ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT, REF NO: DEDAT 2019-03 |
| SALARY | R242 475 per annum (Level 07) |
| CENTRE | Department of Economic Development and Tourism, Western Cape Government |
| REQUIREMENTS | An appropriate 3-year tertiary qualification with economics related subjects (National Diploma/B-Degree); A minimum of 1 years’ administrative support experience to top management; A valid code B driving licence. Recommendation: |
Experience in providing strategic support to senior management; Advanced Microsoft Excel skills; Advanced financial management and budgeting. Competencies: Knowledge of the following: Financial management and budgeting; Reporting procedures; Development and maintenance of administrative and operational systems; Problem-solving; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**: Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders; Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the M&E systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).

**ENQUIRIES**

Mr J Peters at (021) 483 9417

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)

**POST 05/250**: DRIVER WITH SECONDARY FUNCTIONS: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 2019-01

**SALARY**: R136 800 per annum (Level 04)

**CENTRE**: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent) with a minimum of 7 months' relevant experience; A valid code B driving licence with a professional drivers permit (PDP). Recommendation: Working knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices. Competencies: Knowledge of the following: business and organisational structure of the department; procedural processes and prescripts; Maintaining registers; Office etiquette; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Collecting and delivering of internal and external mail; Delivery and collecting of various documents and parcels (per foot or vehicle); Keep and maintain a register of documentation received and delivered; Process and record incoming correspondence; Assist with the opening and closing of files in line with prescripts; Deliver counter service and assist clients; Keep record of files requests; Maintain safety of confidentiality of all document; Transport officials and passengers to and from designated destinations; Assist with the administrative function of Knowledge and Information Management Unit.

**ENQUIRIES**

Mr L Madyosi at (021) 483 9161

**APPLICATIONS**

You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 549 6, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

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

MANAGEMENT ECHELON

POST 05/251: CHIEF EXECUTIVE OFFICER
Chief Directorate: Metro Health Services

SALARY: R1 005 063 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Victoria Hospital

REQUIREMENTS:
Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle or senior management level. Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health service. Open-minded and ability to accommodate diverse views. Innovative, creative and a lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations.

DUTIES:
Exercise leadership and overall governance of Institution in accordance with departmental strategic priorities and frameworks. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health department. Represent the Hospital authoritatively on Provincial and Public Forums. Comprehensive management of the District hospital effectively and efficiently and form an integral part of the Health delivery in the Sub district as well as the referral within prevailing legal and statutory framework. Implement Health Policies and Protocols.

ENQUIRIES: Dr K Grammer Tel No: (021) 202-0902

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: 22 February 2019

OTHER POSTS

POST 05/252: CHIEF ENGINEER GRADE A (MECHANICAL)
Directorate: Infrastructure Planning

SALARY: R991 281 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: University degree in Mechanical Engineering or Mechanical & Electrical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional
Engineer. Experience: At least 6 years appropriate/recognisable experience after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Develop, interpret and customise functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES**

Ms M van Leeuwen Tel No: (021) 483-5084

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**

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

**CLOSING DATE**

22 February 2019

**POST 05/253**

**MEDICAL PHYSICIST GRADE 1 TO 3**

**SALARY**

Grade 1: R626 481 per annum  
Grade 2: R712 950 per annum  
Grade 3: R815 169 per annum  
(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience:  
**Grade 1:** None after registration with the HPCSA as a Medical Physicist.  
**Grade 2:** A minimum of 8 years’ appropriate experience after registration with the HPCSA as a Medical Physicist.  
**Grade 3:** A minimum of 16 years’ appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

**DUTIES**

Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

**ENQUIRIES**

Ms N Joubert, Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

**APPLICATIONS**

The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini

NOTE: No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”).

CLOSING DATE: 22 February 2019

POST 05/254: OPERATIONAL MANAGER NURSING (GENERAL: MEDICAL WARD)
Chief Directorate: Metro Health Services

SALARY: R420 318 (PN-A5) per annum
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts which includes after hours, overtime, weekends, public holidays and night should the need arises. Competencies (knowledge and skills): Skilled nurse clinician able to lead and manage the nursing unit. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision making skills. Ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

DUTIES:
Clinical governance by provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Ensure Quality Assurance by developing and implementing practice standards, protocols and indicators for quality improvement, evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology, data collection and analysis. Ensure service delivery by facilitating effective unit management to achieve clients’ healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES: Ms A Brown, Tel No: (021) 377-4410
APPLICATIONS: The Chief Executive Officer: Mitchells Plain Hospital, 8 AZ Berman Drive, Mitchells Plain, 8875.
FOR ATTENTION: Ms C Johnson
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 March 2019

POST 05/255: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY:
Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
CENTRE:
Hanover Park Community Health Centre (X1 Post)
Gugulethu Community Health Centre (X1 Post)
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification,
with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification in the appropriate specialty mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

- Actively participate in the provision of nursing care to patients with Mental Health problems. Advise or treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

**ENQUIRIES**

- Hanover Park CHC: Ms V Pienaar Tel No: (021) 692 1240
- Gugulethu CHC: Ms N Pienaar Tel No: 021-637 1280 /637 1305

**APPLICATIONS**

- Post A: The Facility Manager: Hanover Park Community Health Centre, Corner of Hanlyn and Hanover Park Avenue, Hanover Park, 7764.
- Post B: The Facility Manager, Gugulethu Community Health Centre, NY3 Corner of NY77 & NY78 Gugulethu, 7750.

**FOR ATTENTION**

- Post A: Ms V Pienaar
- Post B: Ms N Pienaar

**NOTE**

- No payment of any kind is required when applying for this post. *Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)*

**CLOSING DATE**

- 22 February 2019

**POST 05/256**

**QUALITY ASSURANCE MANAGER**

Chief Directorate: Metro Health Services

**SALARY**

- R356 289 per annum

**CENTRE**

- Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)

**REQUIREMENTS**


**DUTIES**

- Effectively coordinate and manage Quality Assurance and Risk Management programs at Metro TB Health Centre. Collect, analyse data and provide technical
reports and presentations, including quality improvement plans, for internal and external stakeholders. Manage the Patient Safety Incident and Adverse Incident reporting system and Compliments and Complaints according to relevant guidelines on behalf of Metro TB Health Centre. Contribute to staff wellness and development through information sharing, training and support of wellness and other training initiatives.

ENQUIRIES: Ms W Sonnie, Tel No: (021) 508-7401
APPLICATIONS: The Chief Executive Officer: Brooklyn Chest Hospital, P/Bag X2 Ysterplaat 7405.
FOR ATTENTION: Ms C Walklett
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test.
CLOSING DATE: 01 March 2019

POST 05/257: SENIOR INDUSTRIAL TECHNICIAN (SUPERVISOR)
Directorate: Health Technology Clinical Engineering

SALARY: R299 709 per annum
CENTRE: Goodwood, Electronics Unit
REQUIREMENTS: Minimum educational qualifications: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate 3 years post qualification, experience with repair and maintenance to electronic circuits, systems and related medical equipment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on experience with repair of electronic or medical equipment. Computer literate (MS Office). Good written and verbal communication.
DUTIES: Support Unit Head by completing tasks with time limits. Liaising with clients with regard to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements. Assist with training of staff or users. Admin duties in the Unit by requesting of parts and service via LOGIS system. Maintaining of Maintenance Management and internal records. Write reports and specifications. Production by to carry out maintenance, repairs and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES: Mr K Lutchman or Mr G Lee Tel No: (021) 591-7126
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for the post. Shortlisted candidates will be required to undertake a practical test.
CLOSING DATE: 22 February 2019

POST 05/258: PRINCIPAL PERSONNEL OFFICER
Directorate: People Practices and Administration

SALARY: R242 475 per annum
CENTRE: Head Office, Cape Town
DUTIES: Administration of Performance Management systems for Head Office. Implementation of pay progression, cash bonuses and grade progression. Provide advice and assistance with the administration of SPMS, PMDS and other incentive schemes for the Department. Provide assistance and secretarial support for meetings. Assist with the administration of PERMIS. Supervise and provide support to staff members in the component.
POST 05/259: PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)
Chief Directorate: Metro District Health Services

CENTRE:
Mitchell’s Plain District Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code EB) driver’s licence. Willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two to three official languages of the Western Cape. Knowledge of procedures and processes related to nursing training and education. Knowledge of procedures and processes related to basic- and post-basic nursing. Knowledge and understanding of the Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards - and Scope of Practice. Ability to facilitate broad stakeholder involvement & work in a team. Demonstrate leadership- and sound interpersonal- and self-motivational skills. Ability to compile statistical and written reports. Computer proficiency (MS Office, GroupWise, Excel, Access, Database management, Power Point). Knowledge of Disciplinary and Grievance procedures. Ability to work independently and to think logically.

DUTIES:
Co-ordinate and facilitate the development and implementation of orientation/induction programmes in clinical areas for all new staff of all professional groups including Ward Assistants (Interns). Co-ordinate, facilitate the development of, and monitor and evaluate in-service learning, basic/post-basic programmes for all nursing personnel. Manage, implement and evaluate informal nurse training programmes. Manage the clinical accompaniment/mentorship programmes. Identify clinical deficiencies and implement measures to correct these deficiencies in order to ensure Best Care Always and compliance with National Core Standards.

ENQUIRIES:
Ms A Brown Tel No: (021) 377-4410

APPLICATIONS:
The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchell’s Plain, 7789.

FOR ATTENTION:
Ms CC Johnson

NOTE:
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE:
01 March 2019
POST 05/260 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Metro Health Services

SALARY : R163 563 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management/Warehouse Management. Inherent requirement of the job: Physically fit and able to perform the tasks to lift heavy items. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer’s System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Receive and issue inventory accurately within the prescribed time-frames to end-users and ensure accurate stock control i.e. verify stock levels, maintain minimum and maximum levels, update bin cards, investigate and report discrepancies, ensure effective storage and cleanliness of the warehouse. Opening and closing of stores on a daily basis, capturing of receipt vouchers, simultaneously receipt vouchers and delivery notes. Responsible for handing over of stores when colleague is on leave. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory). Perform LOGIS system functions pertaining to warehousing and perform monthly stocktake and assistance with IFS and AFS stocktake processes. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

ENQUIRIES : Mr S Pietersen, Tel. No. (021) 826-5910
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital Private Bag X1 Observatory, 7593.
FOR ATTENTION : Ms M Page
NOTE : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 22 February 2019

POST 05/261 : SECRETARY
Chief Directorate: Metro Health Services

SALARY : R163 563 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum educational qualification: Grade 12 plus computing and computer application (Secretary, Secretary Gr 111 Snr, Secretary Gr IV Snr and Secretary SR 5 are similar). Experience: Appropriate secretarial related experience, preferably in a Hospital environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Proficient interpersonal, written and verbal communication skills. Planning and organising skills. Ability to work and provide outcomes timeously. Ability to function individually and as part of a team. Computer proficiency (MS Office including Word, Excel, Outlook/email).


ENQUIRIES : Ms W Sonnie Tel No: (021) 508 7401
APPLICATIONS : The Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7405.
FOR ATTENTION : Ms C Walkllett
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.
CLOSING DATE : 01 March 2019
POST 05/262  :  DRIVER (LIGHT DUTY VEHICLE)
Cape Winelands Health Services

SALARY  :  R96 549 per annum
CENTRE  :  Stellenbosch Primary Health Care
REQUIREMENTS  :  Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of staff and goods. Inherent requirements of the job: Willingness to be on standby and work overtime. Valid (Code B/EB) driver’s licence and a Public Driving Permit (PDP). Competencies (knowledge/skills): Knowledge of Transport Regulations, routine maintenance and inspections for defects on vehicles. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently and unsupervised. Ability to read and understand road directions and traffic signs.

DUTIES  :  Daily transport collection and delivery of goods, services, clients and personnel, from one point to another. Adhere to departmental codes and procedures by ensuring accurate and detailed completion of logbooks, trip authorities and any other administrative duties associated with driving, deliveries and collections. Conduct routine maintenance, inspection of vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES  :  Mr S Clarke Tel No: (021) 808-6174
APPLICATIONS  :  The Manager: Medical Services, Stellenbosch Hospital, Private Bag X5027, Stellenbosch, 7600.
FOR ATTENTION  :  Ms L Adams
NOTE  :  No payment of any kind is required when applying for this post.
CLOSING DATE  :  01 March 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS  :  Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE  :  25 February 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 05/263  :  STATE ACCOUNTANT: ASSURANCE SERVICES (VERIFICATIONS) REF NO: HS 2019-04

SALARY  :  R299 709 per annum (Level 08)
CENTRE  :  Department of Human Settlements, Western Cape Government
REQUIREMENTS  :  An appropriate 3-year National Diploma/B-Degree in Financial field with a minimum of 3 years relevant experience. Recommendation: Knowledge of the financial norms and standards PFMA, NTR's, PTI's, AOS as well as departmental delegations. Competencies: Knowledge of the following: BAS, LOGIS and PERSAL systems; Pre/Post checking and verifications of payment vouchers in terms of compliance; Internal control and Risk Management processes and procedures; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy in MS Office, the internet and the Western Cape Supplier Database online system; Problem solving skills; Good customer/client liaison skills.

DUTIES  :  Verifications of payments; Perform Pre/Post audit on Procurement; Construction and contract management procedures (Bid administration); Ensure that all payments to suppliers are paid within 30 days after receipt of invoice; Report on
and make recommendations on non-compliance issues to management in respect of Supply Chain Management; Batch control.

ENQUIRIES: Mr C Solomons at (021) 483 4439
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 25 February 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 05/264: ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: LG 2019-01
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); A minimum of 3 years’ relevant experience in an intergovernmental relations/stakeholder management environment. Recommendation: Working knowledge of Intergovernmental Relations Framework Act (IGR Framework Act); Experience of project management and strategic management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Legislation and policy frameworks applicable to local government (Constitution, Municipal Systems Act, Municipal Structures); Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Support the effective and efficient functioning of IGR structures within all district municipalities; Act as a referral mechanism between municipalities and provincial sector departments; Ensure effective follow up and finalization referred to and by the department; Provide support to provincial wide IGR governance; Support IGR processes through the effective capturing of, follow up and report back on key issues emanating from strategic interdepartmental forum engagements; Make presentations to municipalities on IGR related matters; Plan and co-ordinate a monthly intra-departmental forum for interaction between the different directorates; Duties as assigned by deputy director in support of executing administrative functions for the achievement of the overall objectives of the directorate.
ENQUIRIES: Mr NJ Witbooi at (021) 483 4249

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 25 February 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you
experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 05/265 : DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ADMINISTRATION REF NO: (DOTP 2019-07)

SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate B-degree in Finance, SCM or Logistics; and; A minimum of 6 years relevant management experience at middle to senior management level. Recommendation: A Honours or Masters degree (with SCM/ Finance/ Logistics) would be an added advantage; and Code B drivers license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of: Strategic management of stakeholder relations; Strategic oversight of service provider and line-function contracts; Human resource management functions; Constitutional, legal and institutional arrangements governing the South African public sector; SCM policy development processes; Policies of the government of the day; Strategic development, strategy management and strategy monitoring and review processes; Financial management processes; Innovative strategic sourcing and preferential procurement /BEE approaches; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Leading-edge procurement policies/ procedures/ contract management approaches; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (PFMA, NTR, PTI); Records management, inclusive of registry services and policy and procedures governing these functions; and General support services such as transport management and policy and procedures governing these functions.

DUTIES : Strategic management, and providing guidance and advice to key stakeholders in respect of supply chain management; Strategic management, and providing guidance and advice to key stakeholders and staff in respect of records management and support services; Strategic management of the objectives, priorities and activities of the directorate; Management of the financial resources for the directorate.

ENQUIRIES : Mr DG Basson (021 483 2583)

OTHER POSTS

POST 05/266 : CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 2019-01

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in management sciences or public administration; A minimum of 3 years’ experience in Organisational Development; Evaluate Job Analyst Certificate; A valid code B driving licence. Recommendation: Experience in Job Evaluation; Experience of Organisation Design Methodologies and Interventions. Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Intergovernmental relations; Organisational development theory, practice and techniques; Key elements/determinants of organisational performance; Equate Job Evaluation System; Proven computer literacy; Communication (verbal & written) skills, including report writing/info-mapping skills in at least two of the three official languages of the Western Cape.

DUTIES : Design and develop OD intervention methodologies and instruments; Execute and supervise the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and “project contract” with the client; Execute and supervise organisation diagnostic interventions to understand clients’ current
functioning and to identify areas for further developments/interventions; Execute
and supervise the design and planning of appropriate OD interventions based on
the organisational diagnosis; Document and report on OD interventions and assure
the quality of outputs of OD Practitioners; Provide input into the directorates
information management system and database with specific reference to OD
interventions; Function as project team leader in respect of specialist functional
and project teams.

ENQUIRIES
Ms L Isaacs at (021) 466 9701/45

POST 05/267
POLICY AND STRATEGY RESEARCHER: POLICY RESEARCH AND
ANALYSIS REF NO: DOTP 2019-06

SALARY
R356 289 per annum (Level 09)

CENTRE
Department of the Premier, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A
minimum of 3-years’ experience within a research environment. Recommendation:
A post-graduate qualification would be advantageous; Working knowledge of
project management. Competencies: Extensive working knowledge of the
following: Public management theory and practice; Public policy analysis and
public policy development processes; Strategy development, strategy
management and strategy monitoring and review processes; Modern systems of
governance and administration or similar; Global, regional and local political,
economic and social affairs; Constitutional, legal and institutional arrangements
governing the South Africa public sector; Inter-governmental and international
relations; Strong conceptual and formulation skills; Outstanding planning,
organizing and people management skills; Proven computer literacy skills; Team
building and strong inter-personal skills; Ability to lead and direct teams of
professionals and service providers; Excellent communication skills in at least two
of the three official languages of the Western Cape.

DUTIES
Research and analyse the provincial policy environment; Identify critical areas for
provincial government intervention; Provide input into multi-functional policy and
strategic responses; Assist in the development of appropriate, integrated and
multi-disciplinary government programmes.

ENQUIRIES
Mr T Gorgens at (021) 483 3082

POST 05/268
CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP
2019-03

SALARY
R299 709 per annum (Level 08)

CENTRE
Department of the Premier, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A
minimum of 3-years’ experience in online publishing environment. Recommendation:
Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and
video editing software; A valid driving licence; Research, content gathering and
editing; Experience with a large publication would be an advantage.
Competencies: Knowledge of the following: Content production systems;
Independent research; Ability to use multimedia equipment; Proven writing ability;
Good understanding of Search Engine Optimisation (SEO); Communication
(written and verbal) skills in at least two of the three official languages of the
Western Cape.

DUTIES
Write and publish online content implementing international best practices,
including journalist functions such as interviews; Assess content brief, conduct
research and aggregate content for production; Proof read, fact check and ensure
quality content for publication in line with international best practices and towards
achievement of content goals; Prepare image, video and online media; Assist with
content planning; Working knowledge of digital marketing, particularly audience
research, content modelling and online public relations.

ENQUIRIES
Mr M Hattingh at (021) 483 2416
### POST 05/269: ADMINISTRATION CLERK: EDUCATION AND CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 2019-05

**SALARY**: R 163 563 per annum (Level 05)

**CENTRE**: Department of the Premier, Western Cape Government

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Experience in general receptionist/front door office duties. Competencies: Knowledge of the following: Basic Accounting System (BAS); Supply Chain Management prescripts; Supplier Database; Integrated Procurement Solution IPS/TradeWorld; Logistical Information System (LOGIS); Registering course delegates on an electronic Learning Management System; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Render general admin support services: Record, organize, store, capture and retrieve correspondence and data; Update registers and statistics; Handle routine enquiries; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component: Keep and maintain the attendance register of the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES**: Ms N Lalla at (021) 900 7101

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### POST 05/270: LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 2, REF NO: PT 2019-02 (X2 POSTS)

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Provincial Treasury, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendation: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**: Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities.

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**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)

**CLOSING DATE**: 25 February 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
Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES**
Ms Z Malusi at (021) 483 3845/ Mr. N Vumazonke

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)

**CLOSING DATE**
25 February 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 05/271**

**SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE REF NO: DSD 2019-02**

**SALARY**
Grade 1: R344 184 – R385 644 per annum (OSD as prescribed)
Grade 2: R409 137 - R549 837 per annum (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Social work education.

**DUTIES**
Develop, implement and maintain social work policies aimed at ECD and Partial Care; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFP; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

**ENQUIRIES**
Ms T Hamdulay at (021) 483 4829

**POST 05/272**

**SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 2019-04**

**SALARY**
Grade 1: R344 184 – R385 644 per annum (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Social work education.

**DUTIES**
Develop, implement and maintain social work policies aimed at ECD and Partial Care; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFP; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

**ENQUIRIES**
Ms T Hamdulay at (021) 483 4829
Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of eight (8) years appropriate experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application.

Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

DUTIES: Develop, implement and maintain social work policies aimed at Victim Empowerment; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES: Mr M Gaba at (021) 483 4212

POST 05/273: COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD 2019-01

SALARY: Grade 1: R289 614 – R324 438 per annum (OSD as prescribed)
Grade 2: R344 184 – R385 644 per annum (OSD as prescribed)
Grade 3: R409 137 – R549 837 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification as recognised by SAQA; Grade 1: A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; Grade 2: A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification, of which 10 years must be appropriate experience in community policy development; Grade 3: A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification of which 20 years must be appropriate experience in community policy development. Competencies: Knowledge of the following: Community development; Policy analysis and development; Excellent Communication Skills (written and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy; Financial Management; Monitoring and Evaluation skills; Planning and organising skills.

DUTIES: Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop programmes to implement the relevant policies; Keep up to date with the new development in the community development field; Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal framework and policy framework continuously; Liaise/attend meetings with other department, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Conduct research and development that is relevant to youth development; Perform the administrative functions required in the unit.

ENQUIRIES: Ms DA Dreyer at (021) 483 4013
POST 05/274 : SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 2019-07

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to mentor and coach; Report writing skills; Motivation skills; Good planning and organising skills; Presentation and facilitation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in or stem from social instability in any form; Evaluate NPO’s compliance against legislative/programme specific and generic norms and standards; Monitoring of the implementation of the service delivery improvement plan where the progress is unsatisfactory including Foster Care Management; Rapid response following complaints/enquiries about NPO’s, or a concern raised by a programme including Foster Care Management; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr C Jordan at (021) 483 2197

POST 05/275 : SOCIAL WORKER: SOCIAL WORK SERVICES (SOMERSET WEST) REF NO: DSD 2019-09

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies:
Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Mr F Gezwind at (021) 812 0925

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**: 25 February 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 05/276**: PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-11

**SALARY**: Grade A Professional Architect/Quantity Surveyor (R854 154) OSD as prescribed. Grade A Professional Engineer/Construction Project Manager (R991 281) OSD as prescribed.

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

**REQUIREMENTS**: A relevant B-degree in the built environment (Quantity Surveying, Engineering, Architecture or Project/ Programme Management) Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP as a Professional Architect/Professional Engineer/Professional Quantity Surveyor/Professional Construction Project Manager; A minimum of 6 years post qualification experience as prescribed by the OSD prescripts; A valid code B driving licence. Recommendation: Experience in Project Management in the Built Environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

**DUTIES**: Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of
new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES
APPLICATIONS
Ms C Skillicorn Tel No: (021) 438 4605
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 05/277

SALARY
Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B). Recommendation: Experience of contract documentation and administration; Act/Regulations of Occupation Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Financial Management; Programme and Project Management; Design of different structural systems; Design of roads, water, storm water and sewer reticulations. Competencies: Knowledge of the following: Built environment especially regarding civil/ structural engineering design and analysis in the construction of office And public transport systems; Computer support design of building and services; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office); Communication (written and verbal) in at least two of the official languages of the Western Cape; People Management skills; Technical report writing skills; Leadership, organizing and teamwork skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES
Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

ENQUIRIES
APPLICATIONS
Mr H Bouwer at (021) 483 5052
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 05/278
ENGINEER – ELECTRICAL (PRODUCTION LEVEL): PROJECT/ PROGRAMME INFRASTRUCTURE DELIVERY REF NO: TPW 2019-20

SALARY
Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Electrical Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience of contract documentation and administration; Act/Regulations of Occupation Health and Safety (OHS-Act); National Building Regulations and all relevant built environment legislation, Financial Management, Programme and Project Management Design of different electrical systems;
Computer support design of building services. Competencies: Knowledge of the following: Act/regulations of Occupational Health and Safety (OHS) Act; National Building regulations and all relevant built environment legislation; Built environment especially regarding electrical engineering design and analysis in the construction of office and public transport facilities; Access control and CCTV camera systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Proven computer literacy (MS Office); Decision making and team leadership; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; People Management skills; Technical report writing skills; Leadership, organizing, team work and conflict management skills.

**DUTIES**
Planning for success (Initiative, planning and execution); Serving proudly together (communication, management of human resources and quality of work); Financial sustainability and accountability (acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

**ENQUIRIES**
Mr H Bouwer at (021) 483 5052

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

**POST 05/279**

**SALARY**
Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

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

**REQUIREMENTS**
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

**DUTIES**
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office
ENQUIRIES: Ms Jodie Thomas at (021) 483 2004
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 05/280: ELECTRICAL ENGINEER (PRODUCTION LEVEL), HEALTH INFRASTRUCTURE REF NO: TPW 2019-06

SALARY: Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: 879 975 - R1 036 557 per annum
Salary will be determined based on post registration experience as per OSD prescript.

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

REQUIREMENTS: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience in Project Management, formulation of policies in a multi-disciplinary professional environment Competencies: Technical working knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Creating a high performance culture; Professional judgement; Contract documentation and administration, act/ regulations and Occupational Health and Safety (OHS-ACT), National Building Regulations, SANS, and all relevant built environment legislations; Proven Computer literacy (MS Office); Decision making skills; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Planning and organising; Conflict management; Problem solving and analysis; People Management; Technical report writing; Change Management and innovation.

DUTIES: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety will entail the following: Plan, design, operate and maintain engineering projects ; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development will entail the following: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning will entail the following: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development will entail the following: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

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

POST 05/281: ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL):
ARCHITECTURAL SERVICES REF NO: TPW 2019-13

SALARY:
Grade A: R344 271 – R371 130 per annum
Grade B: R391 854 – R422 139 per annum
Grade C: R448 035 – 527 772 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

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

REQUIREMENTS:
Bachelor of Technology in Architecture (B-Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of 3 years post qualification experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Working experience in MS Office, MS Project, Sketch-Up, Revit. Competencies: Knowledge and experience of the following: Architectural planning, producing construction documentation and administration of JBCC 2000 PBA & NEC3 ECC contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project Management; Financial management; Organisation & teamwork skills; Proven computer literacy in MS Word, MS Excel & AutoCAD; Verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES: To undertake project management including planning, documentation and supervision; on written instruction from supervisor assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation; assisting with supply chain processes; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; research and professional development.

ENQUIRIES: Mr J Smit at (021) 483 4881

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

POST 05/282: ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-05

SALARY:
Grade A: R344 271 – R371 130 per annum
Grade B: R391 854 – R422 139 per annum
Grade C: R448 035 – 527 772 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

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

REQUIREMENTS:
Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendation: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design
and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

**DUTIES**: Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

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

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

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**POST 05/283**: ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: TPW 2019-09

**SALARY**: R356 289 per annum (Level 09)

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

**REQUIREMENTS**: An appropriate 3-year National Diploma/B-Degree in Accounting Sciences; A minimum of 5 years proven experience in Financial reporting; A valid code 8 driving licence. Recommendation: Experience with Microsoft Office. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analytical and planning skills; Computer literate; Numerical skills; Systematic approach.

**DUTIES**: Human Resource Management within the Financial Reporting division; Manage and control all aspects regarding unspent conditional grants; Manage and control all aspects regarding finance leases; Manage and control all aspects regarding operating leases (Vehicles and Other); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets – Finance and Operating Leases); Manage costing (EEE) and the asset planning cycle; Maintain Programmes for financial statements and in-year monitoring. Prepare quarterly interim financial statements, annual financial statements and in-year monitoring reports, as well as maintaining the Standard Chart of Accounts (SCOA).

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

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

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**POST 05/284**: STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 2019-08 (X3 POSTS)

**SALARY**: R299 709 per annum (Level 08)

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting Science; A minimum of 2 years experience in Financial Reporting; A valid code B driving licence. Recommendation: Experience with Microsoft Office package. Competencies: Proven computer literacy; Analytical skills; Planning skills; Presentation skills; Numerical skills; Systematic approach; Communication
(written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES

Manage and control all aspects regarding unspent conditional grants; Manage and control all aspects regarding finance leases (Vehicles); Manage and control all aspects regarding operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; and Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases; Manage costing (EEE) and manage the asset planning cycle.

ENQUIRIES

Mrs. K Proctor-Fourie at (021) 467 4792

APPLICATIONS

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

POST 05/285

LOSS CONTROL OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 2019-16

SALARY

R299 709 per annum (Level 08)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms LD Atkins at (021) 483 3743

APPLICATIONS

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

POST 05/286

CHIEF ACCOUNTING CLERK: FINANCIAL REPORTING REF NO: TPW 2019-10

SALARY

R242 475 per annum (Level 07)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

Senior Certificate with Accounting as a passed subject; A minimum of 6 years appropriate working experience; A valid code B driving licence. Recommendation: Microsoft Office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.; Numerical skills; Systematic approach; Proven computer literacy.

DUTIES

Human Resource Management within the Financial Reporting division; Accounting for assets: Intangible assets, Heritage Assets; and Property, Plant and Equipment, Inventory, Vehicles and Managed Assets (Vehicles – Finance and Operating Leases); Audit and year end; Maintain the Standard Chart of Accounts (SCOA); Manage and control all aspects regarding operating leases (Other); Manage and control all aspects regarding unspent conditional grants.

ENQUIRIES

Mrs Proctor-Fourie at (021) 467 4792

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
POST 05/287 : ROAD WORKER SUPERVISOR: SPECIAL TASK TEAM REF NO: TPW 2019-03

SALARY : R136 800 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/EC driving licence with a professional driver’s permit (PDP) is required. Recommendation: Experience in carpentry and concrete works essential; Willingness to travel regularly. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication skills in two of the three official languages in the Western Cape.

DUTIES : Supervise the building and maintenance of roads; Inspect work, train and supervise 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.

ENQUIRIES : Mr D Plaatjies/Ms A Matthews at (044) 272 6071
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

POST 05/288 : OPERATOR (CARPENTER): ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2019-02

SALARY : R136 800 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A Grade 10 (Junior Certificate or equivalent) with a minimum of 3 years relevant experience; A valid driving licence EC/EC1; Professional Driving Permit (PDP). Recommendation: Experience in the operating of minor construction machines and in civil construction activities. Competencies: Working knowledge of building, maintenance and reparation of roads; Knowledge of bitumen products, concrete work and applicable legal aspects; Communication skills in two of the three official languages in the Western Cape; Planning and organising; People Management skills.

DUTIES : Routine maintenance work on concrete structure; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill;, skill saw and flat truck, etc.); Supervision of staff; Administrative duties such as completion of logs and toolbox talks; Traffic accommodation according to SARTSM.

ENQUIRIES : Mr S Jacobs at (021) 863 2020
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be
accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

**POST 05/289**

**OPERATOR: CONSTRUCTION (EDEN) REF NO: TPW 2019-24**

**SALARY**
R136 800 per annum (Level 04)

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

**REQUIREMENTS**
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. Recommendation: Qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF level 1 and higher. Competencies: Knowledge of the following: Supervisory experience in maintenance or construction environment; Experience in civil construction activities; Self-motivated, Organising and planning skills, Good communication (written and verbal) in two of the three official languages in the Western Cape.

**DUTIES**
Build, repair and maintain roads and road infrastructure; Build, repair and maintain roads shoulders, waterways and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines, e.g. Grader, front-end loader, bulldozer, digger loader, excavator, roller, water truck, grass cutting machine, tractor with broom, crane truck; Discipline subordinates and apply proper labour relations; Give training to Road workers; Undertake the safeguarding of work areas and machines in terms of the Health and Safety act.

**ENQUIRIES**
Mr D Plaatjies at (044) 272 3699

**APPLICATIONS**
You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536, (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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