ANNEXURE Q

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE: 11 March 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 07/141: DEPUTY DIRECTOR: TOURISM MARKETING DEVELOPMENT REF NO: DEDAT 2019-06

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

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Tourism and/or Marketing or related; A minimum of 3 years’ management experience with in the tourism environment; A valid code B driving licence. Recommendations: Experience working in the Public Sector; Project management experience; Report writing skills. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Serve procedures; Applicable policies and procedures; Relationship management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work.

DUTIES: Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Facilitate, support and implement an enabling environment for tourists; Human Resource and Financial Management of the sub-directorate.

ENQUIRIES: Mrs I van Schalkwyk at (021) 483 9494

POST 07/142: DEPUTY DIRECTOR: TOURISM SAFETY REF NO: DEDAT 2019-04

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

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Tourism and/or Economics or related; A minimum of 3 years’ Management experience; A valid code B driving licence. Recommendations: Experience working in Government; Project Management experience; Report writing skills; Stakeholder management. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Serve procedures; Applicable policies and procedures; Relationship management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy, Conflict resolution; Problem solving and decision making skills; Creative thinking; Team work.

DUTIES: Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and ensure
horizontal and vertical alignment with the tourism sector (including tourism safety); Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Facilitate, support and implement an enabling environment for tourists; Human Resource and Financial Management of the sub-directorate.

ENQUIRIES
Mrs I van Schalkwyk at (021) 483 9494

POST 07/143
ASSISTANT DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 2019-05

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' relevant administrative experience; a valid code B driving licence. Recommendations: Experience in monitoring and evaluation; Experience in economic analysis. Competencies: Knowledge of the following: Economic development; Development Economics; Applicable legislative and regulatory requirements, policies and standards; Project Management; Stakeholder Relationship Management; Problem solving and decision making; Research skills; Communication (written and verbal) skills in at least two the three official languages of the Western Cape; Proven Computer Literacy; Planning and organising skills; Interpersonal skills.

DUTIES: Support the capacity building of municipalities in regions; Support the building of partnerships, IGR, cross-cutting and areas-specific initiatives that promotes alignment of economic activities in regions; Support the implementation of spatial economic growth initiatives in regions; Support the building of business partnerships for growth opportunities across regions.

ENQUIRIES: Ms F Dharsey at (021) 483 5708

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 11 March 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 07/144
CONTROL ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: EADP 2019-04

SALARY: Grade A: R468 513 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS: An appropriate 4-year Degree (or equivalent qualification) in Environmental, Natural, Physical or Earth Sciences; A minimum of 6 years’ relevant post-qualification experience; A valid (Code B) driving licence and willingness to travel as required. Recommendations: Working experience in the following: Estuary Management; Coastal Management; Project Management. Competencies: Working knowledge of the following: Coastal and environmental legislation, policies and regulations; Environmental Management, particularly Coastal Management; Estuary Management; Project Management; Stakeholder engagement processes; Excellent communication (written and verbal), presentation and report writing skills in at least two of the three official languages
of the Western Cape; Proven computer literacy; Strategic planning skills; Self-motivated and ability to use own initiatives; Ability to work well within a team and independently; Ability to function under pressure and meet strict deadlines; Negotiation skills, good interpersonal relations, excellent project management skills, conflict management; Proven leadership skills.

**DUTIES**

Facilitating the development and implementation of the Provincial Estuarine Management Programme and support to municipalities with the development and implementation of municipal estuary management programmes/plans; Giving effect to the NEM:ICM Act (National Estuarine Management Protocol) by developing, implementing and accepting relevant estuarine management plan(s) and through providing support to municipalities in order to fulfil their municipal coastal functions; Facilitate the development and implementation of the Provincial Coastal Management Programme and support municipalities with the development and implementation of Municipal Coastal Management Programmes; Managing the compilation of the Provincial State of the Coast report and implementing the actions emanating from said report where necessary; Conceptualisation, development, management and the implementation monitoring and reporting on special projects; Identification of opportunities and needs for the development of coastal livelihoods initiatives and the planning, management and monitoring of these programmes; Providing specialist support to the implementation of the Provincial Coastal Management Education and Awareness Programme and capacity building programmes for local government and other organs of state; Maintaining data for monitoring, evaluation and reporting on the coastal and estuary management programmes, including a database of stakeholders and their activities.

**ENQUIRIES**

Ms M Laros at (021) 483 5126

**POST 07/145**

ENVIRONMENTAL OFFICER (PRODUCTION): BIODIVERSITY REF NO: EADP 2019-03

**SALARY**

Grade A: R256 815 - R285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum
(ODS as prescribed)

**CENTRE**

Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) at an accredited and recognised institution in Environmental, Natural, Physical or Earth Sciences; A valid code B driving licence and willingness to travel as required. Recommendation: Project Management experience. Competencies: Knowledge of the following: Biodiversity and Environmental Management, legislation, policies and regulation; Ecological processes; Excellent communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines, be self-motivated and ability to use own initiative; Ability to work well under pressure, well within a team and independently; Excellent report writing skills; Ethical and transparent governance; Innovation and resourcefulness; Professionalism and integrity.

**DUTIES**

Assist in the development of biodiversity policies, legislation, strategies, action plans, guidelines, norms and standards; Support the implementation of the Provincial Biodiversity Strategy and Action Plan (PBSAP); Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Assist with biodiversity mainstreaming and capacity building in the department municipalities and other stakeholders; Project management, provide operational support, prepare and make function related submissions, perform and manage administrative functions for the component.

**ENQUIRIES**

Mr A Ackhurst at (021) 483 8364
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

OTHER POSTS

POST 07/146: ASSISTANT MANAGER NURSING (SPECIALTY: OPERATING THEATRE, TRAUMA AND EMERGENCY, INTENSIVE CARE UNIT: GENERAL)

Chief Directorate: Rural Health Services

SALARY: R581 826 (PN-B4) per annum
CENTRE: George Hospital

REQUIREMENTS:
Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency, Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care and ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies and good problem solving and leadership skills. Computer literacy (Microsoft Office). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Supervise and ensure the provision of quality patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of nursing and other personnel. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human, material and physical resources efficiently and effectively. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health Western Cape Government in the execution of duties.

ENQUIRIES: Ms GE Sellars Tel No: (021) (044) 802-4537
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 March 2019

POST 07/147: OPERATIONAL MANAGER NURSING (SPECIALTY: LABOUR WARD)

SALARY: R532 449 (PN-B3) per annum
CENTRE: Khayelitsha District Hospital

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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with (SANC) in Medical and Surgical Nursing Science: Obstetrics and Gynaecology Nursing Science: Midwifery Nursing Science: Labour Ward Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 5 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care and ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies and good problem solving and leadership skills. Computer literacy (Microsoft Office). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Supervise and ensure the provision of quality patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of nursing and other personnel. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human, material and physical resources efficiently and effectively. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health Western Cape Government in the execution of duties.

ENQUIRIES: Ms GE Sellars Tel No: (021) (044) 802-4537
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 March 2019
Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work after-hours, relief night-duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skill in conducting research/surveys and compiling comprehensive reports. Analytical thinking, independent decision-making and problem-solving skills.

**DUTIES**

Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes, initiatives, monitor standards of practices, adhere to National and Provincial Policies and Core Standards. Effective resource management i.e. (human, financial and material). Ensure compliance to professional, legal and ethical standards governing nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

**ENQUIRIES**

Ms E Brock Tel No: (021) 360-4370

**APPLICATIONS**

The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION**

Mr C Louw

**NOTE**

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

**CLOSING DATE**

15 March 2019

**POST 07/148**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

**SALARY**

R532 449 (PN-B3) per annum

**CENTRE**

Conville Clinic, George Sub-District

**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 a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES**

Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Knowledge of Human Resources and Financial guidelines and protocols. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall
management of clinic. Willingness to rotate between PHC clinics within the Sub-District.

ENQUIRIES: Ms M Marthinus Tel No: (044) 803-9000
APPLICATIONS: The Director: Garden Route District Office, Private Bag X6592, George, 6529.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 Mach 2019

POST 07/149: PHARMACIST GRADE 1 TO 3 (5/8TH)

SALARY:
Grade 1: R409 989 per annum
Grade 2: R446 190 per annum
Grade 3: R487 884 per annum

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA-qualified employees, One year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years’ relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA-qualified employees. 14 years’ relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer literacy.

DUTIES:
Ensure quality provision of Pharmaceutical Care, including prescription evaluation, drug monitoring and review to ensure rational use of drugs, patient compliance and therapeutic success. Ensure effective drug supply management by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Monitor and report on pharmaceutical expenditure, turnover and usage trends and advise the head of the department. Professional advisory service, including the training, education and development of pharmacy staff in the delivery of a comprehensive pharmaceutical service. Co-ordinate, supervise and control resources (e.g. staff, equipment) necessary to provide a pharmacy service, in the absence of a manager. Support head of department in execution of duties and deputise as required. Initiate or participate in research.

ENQUIRIES: Dr G Muntingh/Ms ID Adams Tel No: (021) 938 -5225/4917
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. 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: 08 March 2019
### POST 07/150: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)

**Chief Directorate:** Rural Health Services

**SALARY:**
- Grade 1: R362 559 (PN-B1) per annum
- Grade 2: R445 917 (PN-B2) per annum

**CENTRE:**
- George Hospital

**REQUIREMENTS:**
- Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience:
  - **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
  - **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above.
- Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty).
- Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills and the ability to facilitate and promote training. Computer literacy (both written and verbal) in at least two of the three official languages of the Western Cape. Analytical thinking, independent decision making and problem-solving skills.

**DUTIES:**
- Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate or co-ordinate the execution of the program in conjunction with the unit manager. The overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

**ENQUIRIES:**
- Ms G E Sellars Tel No: (044) 802-4536/7

**APPLICATIONS:**
- The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION:**
- Mr BH Cassim

**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:**
- 08 March 2019

### POST 07/151: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)

**Chief Directorate:** Rural Health Services

**SALARY:**
- Grade 1: R362 559 (PN-B1) per annum
- Grade 2: R445 917 (PN-B2) per annum

**CENTRE:**
- George Hospital

**REQUIREMENTS:**
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a
duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science; Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to do standby (calls out) duties. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the theatre complex with regards to emergency and non-emergency operating nursing as well as day patient care. Computer literacy (MS Word, Excel and Outlook).

**DUTIES**
Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**
Ms GE Sellars Tel No: (044)-802-4356/7

**APPLICATIONS**
The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**
Mr BH Cassim

**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**
08 March 2019

**POST 07/152**
**CLINICAL TECHNOLOGIST GRADE I TO 3 (PULMONOLOGY)**

**SALARY**
Grade 1: R300 828 per annum
Grade 2: R352 707 per annum
Grade 3: R379 980 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with the professional council: Registration with the HPCSA as Clinical Technologist in Pulmonology. Experience: **Grade 1**: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology in respect of
RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime, must be able to function in all areas of the hospital, e.g. laboratory, theatres, ICU and out-patients department. Valid (Code B/EB) driver’s licence. Willingness to work in the intensive care environment. Competencies (knowledge/skills): Advanced knowledge of Clinical Pulmonology and the skill to work with Paediatric, Adult and Geriatric patients. Fluent in at least two of the three official languages of the Western Cape. Experience in Critical Care environment will be an advantage. Computer literacy.

DUTIES:
- Perform good quality diagnostic procedures such as, flow volume loops, diffusion, plethysmography, HeFRC, exercise studies, broncho-provocations etc. according to ATS/ERS standards. Assist with research and clinical trials. Administrative duties. Deliver optimal care to patients in Tygerberg Hospital.

ENQUIRIES: Mr Swart Tel No: (021) 938-5789
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 March 2019

POST 07/153: RADIOGRAPHER (NUCLEAR MEDICINE) GRADE 1 TO 3 5/8TH POST
(Contract till 31 December 2019)

SALARY:
- Grade 1: R233 979 per annum
- Grade 2: R275 613 per annum
- Grade 3: R324 660 per annum

CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience:
  - Grade 1: 1 year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work with Adults and Paediatric patients. Willingness to work shifts as determined by the radiography management. Competencies (knowledge/skills): Knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills.

DUTIES:

ENQUIRIES: Mr H Thomas, Tel No: (021) 938-4268/6002
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the
prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE : 08 March 2019

POST 07/154 : PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)

SALARY : Grade 1: R196 218 per annum
          Grade 2: R227 721 per annum
          Grade 3: R246 768 per annum

CENTRE : Northern Tygerberg Sub-Structure

REQUIREMENTS : Minimum educational qualification: Grade 1 to 3 as required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies: (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good numeric skills, computer literacy and knowledge WinRDM. Good interpersonal relationships and communication skills. Proficiency in at least two of three official languages of Western Cape.


ENQUIRIES : Ms CE Malan Tel No: (021) 815-8876

APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms FG Malan

NOTE : No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. Candidates registered in categories other than “(Post-Basic) Institutional” may also apply, on condition that registration in the category “(Post-Basic) Institutional” is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.

CLOSING DATE : 15 March 2019

POST 07/155 : ADMINISTRATION CLERK: SUPPORT

Eden District Office

SALARY : R163 563 per annum

CENTRE : Riversdale Community Day Clinic

communication skills. Independent decision-making, problem-solving and interpersonal skills. Ability to cope with a high work load. Proficient in at least two of the three official languages of the Western Cape. Microsoft Package (MS Excel, Word, Power Point).

**DUTIES**: Effective and efficient management of Reception services. Effective and efficient management of the Registry functions according to DoH policy. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective co-operation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOP’s to optimise Client service and Support.

**ENQUIRIES**: Ms E Visser Tel No: (028) 713-8644

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

**FOR ATTENTION**: Ms S Pienaar

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing.

**CLOSING DATE**: 15 March 2019

**POST 07/156**: HOUSEHOLD AID

**SALARY**: R96 549 per annum

**CENTRE**: Helderberg Hospital

**REQUIREMENTS**: Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner or household Aid. Inherent requirement of the job: Physical to operate heavy duty cleaning and household equipment. Excellent health status, be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Responsible for cleaning duties (including sweeping, dusting, mopping, scrubbing and polishing), refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients. Attend in-service training appropriate to service delivery.

**ENQUIRIES**: Mr A Jouber Tel No: (021) 850-4750

**APPLICATIONS**: The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

**FOR ATTENTION**: Mr A Joubert

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

**CLOSING DATE**: 15 March 2019

**POST 07/157**: GENERAL WORKER STORES

**SALARY**: R96 549 per annum

**CENTRE**: Stellenbosch Hospital

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Experience in a stores environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team.

**DUTIES**: Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards and assist with stock take and general duties. Assist clerk to capture receipts and issues on the LOGIS system as and when needed. Safe keeping of equipment and stock (consumables and inventory) in the stores and keep the store neat, tidy and clean in order to comply with safety regulations. Assist to ensure effective Stock Control procedures are maintained and enforced.
ENQUIRIES : Ms T September Tel No: (021) 808-6112
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 : 15 March 2019
POST 07/158 : CLEANER
SALARY : R96 549 per annum
CENTRE : Hornlee Clinic, Knysna/Bitou Sub District
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Willingness to rotate to different health facilities. Ability to work with heavy duty household/cleaning equipment. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment.
DUTIES : Render an effective, efficient and safe hygiene service in the Health Facility. Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.
ENQUIRIES : Mrs L Ziervogel Tel No: (044) 302-8400
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 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
CLOSING DATE : 11 March 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 07/159 : CHIEF CONSTRUCTION PROJECT MANAGER REF NO: HS 2019-03
SALARY : R991 281 per annum (All-inclusive salary package) (as prescribed by the OSD)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate qualification (National Higher Diploma, BTech, Honours) in Built Environment field; A minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendations: Understanding of the following: Latest building legislation, building contracts and contract administration; Engineering, legal and operational compliance; Human Settlements and Local Government delivery issues; Intergovernmental relations e.g. local authorities, national departments and other provincial departments; Project management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements
DUTIES: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory; Coordinate designs efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources; Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compiles risk logs (databases) and manages significant risk according to sound risk management practices and organisational requirements; Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Ms PN Mayisela at (021) 483 2854

POST 07/160: CANDIDATE TOWN AND REGIONAL PLANNER: MUNICIPAL HUMAN SETTLEMENT IMPLEMENTATION REF NO: HS 2019-05 (X2 POSTS) (3-Year Contract)

SALARY: R506 682 per annum (OSD as prescribed)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendation: Ability to work across disciplines in multi-disciplinary teams at different scales (project municipal planning or forward planning). Competencies: Knowledge of the following: Town and regional planning legal and operational compliance; Town and regional planning systems and principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in Microsoft Project, MS Office, Intranet, Internet, ArcGIS; Project management skills; Research and development
skills; Technical report writing skills; Analytical skills; Planning and organising
skills; Proven problem and analysis skills; Ability to work within specific time
frames, work effectively both as part of a team and independently; Ability to draft
complex technical reports, memorandums and submissions.

**DUTIES**

Perform planning functions and activities in accordance with town and regional
planning principles in land development: Provide technical assistance to
professional teams on all aspects regarding town and regional planning projects;
Adhere to legal requirements in town and regional planning; Coordinate the
implementation of development in compliance with applicable legislation and town
and regional planning standards and guidelines; Provide support in the compilation
and adoption of technical and planning standards, norms and guidelines;
Implement planning legislation, guidelines, policies and regulations; Support the
planning and design of sustainable human settlement; Provide technical
assistance in the compilation of spatial development frameworks (SDF) (as part of
the IDP processes); Provide assistance with tender (bid) administration; Liaise and
interact with service providers; Contribute to the human resources and related
activities; Maintain the record management system: Utilise resources allocated
effectively; Keep up with new technologies and procedures; Follow approved
programme of development for registration purposes.

**ENQUIRIES**

Dr RN Robertson at (021) 483 5609

**POST 07/161**

**COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO:**

**HS 2019-06**

(12-Month Contract)

**SALARY**

R299 709 per annum plus 37% in lieu of benefits (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree in Communication, Public
Relations or Journalism; A minimum of 3-years appropriate experience in a
communication working environment. Recommendation: A valid code B driving
licence. Competencies: Knowledge of the following: Relevant communication
legislation, prescripts, policies, guidelines, codes, norms and standards, best
practices and procedures; Departmental Communications Service Level
Agreement with the Department of the Premier (CSC); Departmental media liaison
and public relations services; Departmental communication plans; Communication
(written and verbal) skills in at least two of the three official languages of the
Western Cape; Proven computer literacy skills in MS Office, Internet, Intranet,
Adobe Suite (i.e. Basic InDesign); Project management and administration skills.

**DUTIES**

Research, planning and implementation of internal communication support within
the Department; Research, planning and implementation of external
communication support within the Department; Provide support for the
Department's media management and services; Planning and administration.

**ENQUIRIES**

Ms M Allie at (021) 483 9483

**APPLICATIONS**

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

**CLOSING DATE**

11 March 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.
POST 07/162  | CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING AND COMPLIANCE GROUP 2 REF NO: PT 2019-03

SALARY       | R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE       | Department of the Premier, Western Cape Government
REQUIREMENTS | An appropriate B-Degree qualification in Accounting; A minimum of 3 years appropriate middle management experience with respect to accounting practices; A valid code B driving licence. Recommendations: Experience and proven knowledge of technical abilities with respect to accounting practices; Post Graduate studies in Accounting; An aptitude for training and rolling out the relevant reporting frameworks; Excellent networking abilities; Affiliation to accounting professional bodies; Working knowledge of Standards of GRAP and the Modified Cash Standard. Competencies: Knowledge of the following: PERSAL/Logis and BAS; Strong financial background specially in financial accounting; Financial norms and standards (Public Finance Management Act, National Treasury regulations and Provincial Treasury Directives; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work; Planning and organising.

DUTIES       | Assess and roll out of new accounting frameworks (MCS/GRAP); Compile annual consolidated financial statements; Research and issue best accounting practices; Provide technical assistance on interpretation of accounting standards and frameworks; Establish and maintain competent accounting units across departments and entities; Improve financial governance through financial performance indicator assessments; Managing staff performance.

ENQUIRIES    | Mr A Reddy at (021) 483 5001

APPLICATIONS| Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
CLOSING DATE| 11 March 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.

POST 07/163  | PROGRAMME MANAGER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-02

SALARY       | R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE       | Department of the Premier, Western Cape Government
REQUIREMENTS | An appropriate 3 year tertiary qualification (National Diploma/B-degree); a minimum of 5 years’ experience at managerial level in a contact centre service environment. Competencies: Knowledge of the following: Online Content and publishing; Social media, Web 2.0, collaborative tools, Search Engine Optimisation techniques, information architecture design and usability; Tailoring content for a range of audiences; Change management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; High-level editorial and publishing skills; Research and analysis; Management, consultation and negotiating skills; Ability to work and make decisions under pressure and meeting deadlines.
DUTIES : Design and implement, maintain and enhance ticket management policy, process and procedures to optimise the customer experience and minimise risk; Manage the ticket handling, resolution, escalation and reporting functions according to policy, ensuring effective communication with customers, responding to customer concerns within the prescribed timeframes to provide final resolution for the majority of issues; Develop and manage strong working relationships with key partners such as line of business leaders and other spheres of South African government; Ensure quality assurance and service standards are maintained at all stages of ticket life cycle; Build and sustain a team of direct reports who are capable of delivering the performance required for the group, including coaching and the creation and implementation of training and development plans.

ENQUIRIES : Mr C Wakeford at (021) 483 3528

POST 07/164 : PERSONAL ASSISTANT: PERFORMANCE AND PRIORITY UNIT REF NO: DOTP 2019-11

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Post Matric Secretarial/Office Administration qualification; A minimum of 3 years’ relevant experience in rendering support services to Management. Recommendations: Ability to work effectively in a very dynamic and ambiguous environment; High levels of stress tolerance; Willingness to work irregular hours; Ability to liaise with diverse people; Attention to detail. Competencies: Good interpersonal skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability; Excellent telephonic etiquette.

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

ENQUIRIES : Mr O Rogers at (021) 483 6761

POST 07/165 : HR CLERK: PERFORMANCE MANAGEMENT AND ADMINISTRATION REF NO: DOTP 2019-09 (X2 POSTS)

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative experience. Working knowledge of Personnel Salary Administration System (PERSAL) and Performance Management System (PERMIS). Competencies: Basic understanding of HR related prescripts, policies and relevant resolutions; Performance Management processes; Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook); Good interpersonal and organisational skills; Ability to work well in a team.

DUTIES : Responsible for all administrative function related to performance management i.e. management of incoming and outgoing documents; Assist clients with PERMIS system related enquiries; Capturing of transactions on PERSAL (probation reports, payments, pay progressions, grade progression); Liaison with clients relating to performance related enquiries; Ensure that all incoming performance documents are captured on relevant systems and keep record; Ensure that probation reports are captured on PERSAL and on probation register.

ENQUIRIES : Ms C Miles at (021) 483 4167
DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 11 March 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 07/166 : SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-10 (X2 POSTS)

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 : 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; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; 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; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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 : Ms M Swart at (021) 763 6212

POST 07/167 : ADMINISTRATION CLERK: FUNDING REF NO: DSD 2019-11 (X2 POSTS)

SALARY : R163 563 per annum (Level 05)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate) or equivalent qualification. Recommendation: Relevant work experience. Competencies: A good understanding of the following: Policy of financial awards, PFMA (Public Finance Management Act); NPO (Non-Profit Organisation) Act; Treasury prescripts; Financial delegations; Proven
computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to manage conflict; Ability to work under pressure and meet strict deadlines.

**DUTIES**
To evaluate and process prescribed documents for payment; Monitor compliance and identify non-compliance with prescribed policy/legislation and funding conditions; Monitor submissions and evaluate financial statements as well as do conjugated calculations; Render a support function to the senior staff; Render a support function to programme offices in line with the Departments Integrated Service Delivery Model.

**ENQUIRIES**
Mr C Jordan at (021) 483 4991

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**
11 March 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 07/168**
**MECHANICAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION**
**COORDINATION REF NO: TPW 2019-07**

**SALARY**
R679 338 per annum (All-inclusive salary package) (OSD as prescribed)

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

**REQUIREMENTS**
Mechanical Engineering degree (B Eng/ BSc (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence. Recommendations: A valid code EC driving licence; Post graduate qualification in Mechanical Engineering. Competencies: Basic road construction and maintenance procedures; Basic properties of materials; Application of vehicles and machines; Mechanical preventative maintenance; Mechanical repair methods; Electrical systems; Electronic systems; Radio communications; Personnel Management; Financial Management; Planning; Legislative interpretations; Meeting skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

**DUTIES**
Recommends vehicle and machine requirements; Does vehicle and machine inspections and reporting; Assists with vehicle and machine purchases; Investigates the market to determine which models of vehicles and machines would be suitable for the application and reports to Chief Engineer: Mechanical Services; Investigates and reports possible modifications to vehicles and machines to make them functional; Investigates and reports on possible new procedures and new ideas and equipment; Inspects old and worn plant and reports to Head Office; Visits and inspects plant at field workshops and construction sites; Gives advice regarding correct application, repair and maintenance of plant; Plans, introduces and maintains proper safety standards in all mechanical workshops.

**ENQUIRIES**
Mr H Strydom at (021) 483 2130

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

**POST 07/169**
**QUANTITY SURVEYOR (PRODUCTION LEVEL): QUANTITY SURVEYING SERVICES IN GENERAL INFRASTRUCTURE REF NO: TPW 2019-28 (X2 POSTS)**

**SALARY**
Grade A: R585 366 - R630 597 per annum
Grade B: R669 300 - R717 636 per annum
Grade C: R758 241 - R893 175 per annum
CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
- An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Programme and Project Management; Quantity Surveying legal and operational compliance; Quantity surveying operational communication; Process knowledge and skills; Maintenance of skills and knowledge; Research and development; Computer-aided quantity surveying/cost control applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management; Ability to work in a team.

DUTIES:
- Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES:
- Mr J Botha at (021) 483 5320

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

POST 07/170:
CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL) REF NO: TPW 2019-26 (X2 POSTS)

SALARY:
- Grade A: R293 652 – R314 853 per annum
- Grade B: R334 179 - R360 240 per annum
- Grade C: R380 364 - R448 035 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

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

REQUIREMENTS:
- An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); Completion of the candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid code B driving licence. Recommendations: Experience in road maintenance design and road construction; Experience in civil engineering. Competencies: Knowledge of the following: Road Safety aspects regarding land use, expropriation and road access applications; Relevant legislation and specifications; Communication skills (verbal and written) in at least two of the three official languages of the Western Cape;
Proven computer literacy in MS Office (Word, Excel, Outlook and Project); Strategic capability and leadership skills; Sound engineering and professional judgement; Technical report writing.

**DUTIES**

Assist with the planning, maintenance and construction of the Provincial Proclaimed Road Network within relevant areas; Work with other institutions with regards to road use and road transport planning, construction and maintenance; Assist with the investigation to ensure practical implementation of proposed land development next to proclaimed roads; Assist in economic evaluation of road proclamation proposals and environmental management of road projects; Assist with the development of relevant policies and standard planning needs; Compilation of tenders and contract administration; Oversee staff and perform generic administrative functions, inclusive of Human Resource Management, Industrial Relations and Acquisition Management.

**ENQUIRIES**

Mr X Smuts at (044) 272 6071 or Mr S Schoeman at (044) 272 4891

**APPLICATIONS**

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

**POST 07/171**

PROVISIONING CLERK: LOGISTICS REF NO: TPW 2019-18 (X2 POSTS)

**SALARY**

R299 709 per annum plus 37% in lieu of benefits (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree in Communication, Public Relations or Journalism; A minimum of 3-years appropriate experience in a communication working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement with the Department of the Premier (CSC); Departmental media liaison and public relations services; Departmental communication plans; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Internet, Intranet, Adobe Suite (i.e. Basic InDesign); Project management and administration skills.

**DUTIES**

Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management and services; Planning and administration.

**ENQUIRIES**

Ms M Allie at (021) 483 9483

**APPLICATIONS**

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

**POST 07/172**

ADMINISTRATION CLERK: ADMINISTRATION AND FINANCIAL SERVICES REF NO: TPW 2019-27

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant administrative experience; previous experience in project support; Experience in processing information on BizProject, e-Works, BAS (Basic Accounting System), MyContent and SITS. Competencies: A good understanding of the following: Procurement procedures; Processing payments; Applicable legislation; Proven computer literacy in MS Office (Projects, Word, Excel, Outlook); Ability to work under pressure and meet deadlines; Record keeping skills; Good written and verbal communication skills in at least two of the three official languages in the Western Cape; Good interpersonal relations.

**DUTIES**

Render administrative and reception assistance to staff regarding filing, Inventory control (office furniture and stock); Assist with the ordering and issuing of stationery; Compiling claims and BAS payments; Assist with copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters and general correspondence; Assist with arrange meetings, agenda’s and taking minutes of the meeting; Assist with travel arrangements; Provide data capturing service; Relieve the secretary.

**ENQUIRIES**

Mr S Oliver at (021) 483 4816
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

**POST 07/173**

**ROAD WORKER: PLETtenBerg REF NO: TPW 2019-22**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Basic literacy and numeracy (ABET Level 2). Recommendations: Experience in the following: Building, maintenance and repairing of roads; Operating of minor construction machines, hand tools and civil construction activities. Competencies: Working knowledge of building, maintenance and repairation of roads; Basic communication skills with the ability to follow written and verbal instructions; Ability to work under pressure and meet deadlines; Reliable; Ability to work individually and part of a team.

**DUTIES**

Maintenance and building of roads; Perform manual labor; Undertake general duties with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES**

Mr D Plaatjies at (044) 272 3699 or A Matthews at (044) 272 6071

**NOTE**

Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, 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 post being applied for and the reference number must be clearly indicated on the Z83 application form.

**APPLICATIONS**

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

**POST 07/174**

**ROAD WORKER: LAINGSburg REF NO: TPW 2019-21 (X2 POSTs)**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Basic literacy and numeracy (ABET Level 2). Recommendations: Experience in the following: Building, maintenance and repairing of roads; Operating of minor construction machines, hand tools and civil construction activities. Competencies: Working knowledge of building, maintenance and repairation of roads; Basic communication skills with the ability to follow written and verbal instructions; Ability to work under pressure and meet deadlines; Reliable; Ability to work individually and part of a team.

**DUTIES**

Maintenance and building of roads; Perform manual labor; Undertake general duties with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES**

Mr D Plaatjies at (044) 272 3699 or A Matthews at (044) 272 6071

**NOTE**

Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, 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 post being applied for and the reference number must be clearly indicated on the Z83 application form.
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