ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 25 March 2019
NOTE : Only applications submitted online will be accepted (Unless indicated otherwise). 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 09/245 : CONTROL SCIENTIFIC TECHNICIAN GRADE A: FARM SERVICES (TYGERHOEK) REF NO: AGR 2019-04

SALARY : Grade A: R422 139 per annum (as per OSD prescripts)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (National Diploma/B-Degree) in Science or relevant qualification; Registration with SACNASP as a Certificated Natural Scientist; A minimum of 6 years’ post qualification technical (scientific) experience; A valid (code B) driving licence. Recommendation: Experience in coordination and conduct of basic and applied research. Competencies: Knowledge of the following: Small grain, livestock, pasture production; Plant and animal research; Project Management; Financial Management: Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Office); Ability to work well within a team; Good organising and coordination skills.

DUTIES : Oversee, develop and implement methodologies, policies, systems and procedures; Provide strategic leadership on technical scientific matters; Lead the coordination and development of databases, procedures and regulatory frameworks; Conduct research and development; Management of personnel; Take on the responsibility as a Centre Coordinator for the entire research farm; Manage technical facilities, sustainable resource management and planning; Manage, monitor and safe guard data and dissemination of data to clients; Manage technical support for scientific research; Perform administrative functions.

ENQUIRIES : Mr J Jordaan at (021) 808 5172
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 09/246 : ASSISTANT DIRECTOR: DEPARTMENTAL YPP PROGRAMME AND EXTERNAL BURSARIES REF NO: AGR 2019-08

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in Human Resource Management and/or Youth Development Programmes; A valid Code B driving licence. Recommendation: Work after hours if required; Supervisory experience. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in the MS Office Programmes (MS Word, MS Excel, PowerPoint, MS Outlook); Problem solving skills; Supervisory and Presentation skills; Ability to work under pressure and meet deadlines.

DUTIES : Manage the Co-ordination of external development and training interventions; Facilitate the Special Project: Agricultural Partnership for Youth Development; Monitor and evaluate Internship Premiers Advancement of Youth (PAY), Student, Vacation and Graduate interns, Bursary/Scholarship and Young Professional
Persons Programmes and Agricultural Partnership for Rural Development; Perform managerial and administrative functions; Liaise and network with all stakeholders and external host employers; Submit monthly, quarterly and semester reports; Career awareness.

ENQUIRIES
APPLICATIONS
Mr J Constable at (021) 808 5044
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

POST 09/247
TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUTENIQUA REF NO: AGR 2019-05

SALARY
R136 800 per annum (Level 04)

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.

DUTIES
Operate a tractor with various implements; Assist with Research Projects; General Farm work/activities; Perform tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities.

ENQUIRIES
Mr H.S. Gerber at (044) 803 3727/ 083 642 7293

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: adresponsecp@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 09/248
TRACTOR DRIVER/OPERATOR: FARM SERVICES (LANGGEWENS) REF NO: AGR 2019-09

SALARY
R136 800 per annum (Level 04)

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification); a minimum of 1-year relevant experience; a valid code B driving licence. Competencies: Knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.

DUTIES
Operate a tractor with various implements; Assist with Research Projects; General Farm work/activities; Perform tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities.

ENQUIRIES
Mr S Laubscher at (022) 433 8931

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: adresponsecp@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 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: 25 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 09/249: ENVIRONMENTAL OFFICER - SPECIALISED PRODUCTION: AIR QUALITY MANAGEMENT REF NO: EADP 2019-05 (X2 POSTS)

SALARY: R380 364 per annum (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence. Recommendation: Working knowledge and experience of the following: Environmental Management, related to Air Quality Management; Operation and Maintenance of an Air Quality Monitoring Systems or Networks; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Project Management / Planning. Competencies: Knowledge of the following: Air Quality Management, Air Quality Monitoring, Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Regulatory processes/ environmental legislation (e.g. NEMA, NEM:AQA); General office/administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Provide the following: Specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality monitoring projects and capacity building; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES: Dr Joy Leaner Tel No: 021 483 2888

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POST 09/250 : ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE POLICY AND MINIMISATION REF NO: EADP 2019-06

SALARY : Grade A: R256 815 - R285 021 per annum (as per applicable OSD prescripts)
          Grade B: R301 104 - R334 179 per annum (as per applicable OSD prescripts)
          Grade C: R353 082 - R448 035 per annum (as per applicable OSD prescripts)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Natural or Physical Sciences, Environmental Sciences or Engineering; A valid code 08 (EB) driving licence. Recommendation: Experience in the following: Environmental field; Waste minimisation. Competencies: Knowledge of the following: Environmental management; Waste management; Environmental legislation, policies and regulations; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word and PowerPoint); Excellent report writing skills; Planning and organisational skills.

DUTIES : Assist with the execution of programmes and projects related to the implementation of waste minimisation strategies; Assist with capacity building and awareness programmes regarding waste minimisation; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management Waste Act; Assist with general planning and organizing activities related to projects; Handle enquiries pertaining to waste management problems and matters related to the component’s objectives; Provide advice on technical reports, including environmental impact assessment reports and comment on relevant draft legislation and policies.

ENQUIRIES : Ms B Langenhoven at (021) 483 2971

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 : 25 March 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 09/251 : DIRECTOR: MANUFACTURING REF NO: DEDAT 2019-07

SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal need.

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

REQUIREMENTS : A relevant 3-year degree (NQF 7 qualification); A minimum of 5 years' management experience in an economic development environment; Code 8 driving license, or alternative mode of transport for people with disabilities; Relevant project management experience relating to economic development. Recommendation: Experience working in government; Degree in economics; Management experience; Research and statistical analytics (Economic market assessments and feasibility studies); Stakeholder management; Experience as a
development economist working in different sectors not just manufacturing. Competencies: Decision making; Problem solving; Creative thinking; Project management; Team work; Conflict resolution; Report writing skills; Planning; and Computer literacy.

**DUTIES**

Manage the development of sector strategies and policies including the implementation thereof relating to the development of a particular sector in the economy; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the Manufacturing and Oil & Gas sector; Develop, support and implement the market growth and the promotion of the manufacturing sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes relating to economic development for the Western Cape; Oversee, co-develop and support programmes to improve sector competitiveness and development of the Manufacturing sector; Strategic management of the Directorate; Human resource management of the Directorate; and Management of the financial resources of the Directorate.

**ENQUIRIES**

Ms Ilse van Schalkwyk at (021) 483 9494

**OTHER POST**

**POST 09/252**

**DEPUTY DIRECTOR: SKILLS INCENTIVES REF NO: DEDAT 2019-08 (X2 POSTS)**

**SALARY**

R697 011 per annum (Level 11)

**CENTRE**

Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years’ relevant experience; a valid code B driving licence. Competencies: Knowledge of the following: Labour Relations Act; Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Management principles and people management procedures; Financial systems in the public service; Budgeting and other financial processes; Asset Management, intervention control and risk management; Strategic capability and leadership skills. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Facilitate the initiation of research and analysis of skill development data, information and funding partnerships at government and industry level; Develop and maintain partnerships for skills development strategies, initiatives, projects and sources of skills funding; Facilitate and participate in skills development forums to assist with the work placement of youth to gain experiential learning and the allocation of funding for appropriate skills projects; Collect and analyse SETA related information; Facilitate the SETA Co-ordination to assist with the knowledge management regarding the current interventions including partnerships established between various skills stakeholders; Report on funding and projects, perform the due diligence and required governance arrangements, as required by partners, subject to the audit readiness and scrutiny of independent assurance providers.

**ENQUIRIES**

Mr A Phillips at (021) 483 9418

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

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

ERRATUM: Kindly note that the post of Head: Clinical Unit (Medical) Grade 1 (Neonatology) (This is a Joint Staff Appointment with the University Of Cape Town) (Mowbray Maternity Hospital, Chief Directorate: Metro Health Services) advertised in Public Service Vacancy Circular 08 dated 01 March 2019 with Ref No: 08/153 the duties and competencies has been added as follows.

Competencies (knowledge/skills): Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel.

Duties (key result areas/outputs): Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, and Interns. Participate in the functioning of the Department of Paediatrics and Neonatology at the University of Cape Town, including the training of UCT students in the discipline of Neonatology, and ensuring that research appropriate to the health setting is promoted at Mowbray Maternity Hospital.

OTHER POSTS

POST 09/253: MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: RHEUMATOLOGY)

SALARY: Grade 1: R1 220 154 per annum
          Grade 2: R1 395 105 per annum
          Grade 3: R1 525 458 per annum

(A portion can the package can be restructured according to the individual’s personal needs) plus a non-pensionable scarce skills allowance of 15% of basic salary.

CENTRE: Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Rheumatology. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Sub-specialist) in Rheumatology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in a recognised Sub-Speciality in Rheumatology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign health professional council in respect of foreign qualified employees) as a Medical Specialist in a recognised Sub-Speciality in Rheumatology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign health professional council in respect of foreign qualified employees) as a Medical Specialist in a recognised Sub-Speciality in Rheumatology.

Competencies (knowledge/skills): Successful completion of the FCP (Internal Medicine) of the College of Medicine of South Africa. Ability to effectively function as a senior specialist managing staff in the Internal Medicine wards, various Medical and Rheumatology clinics and operate within the Departmental organisation and rules. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Participation in delegated administrative functions and the execution of these. Ability to keep neat and complete records. Ability to perform relevant research.

DUTIES: Provide Patient Care at the level of a specialist in Rheumatology. Teach and lecture Rheumatology to undergraduate, postgraduate students and peers and evaluation of students and peers. Staying abreast of latest developments in
Internal Medicine and Rheumatology. Managing of hospital and university related managerial issues as delegated by the Head of Division and/or Head of Department. Research related to Rheumatology, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty/sub-speciality registration, and publishing in peer reviewed and accredited journals.

ENQUIRIES: Prof MR Moosa Tel No: (021) 938-9044
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.
CLOSING DATE: 22 March 2019

POST 09/254: DEPUTY MANAGER NURSING
Chief Directorate: Metro Health Services

REQUIREMENTS:
Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a 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 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Valid (Code B/EB) driver’s licence.

DUTIES: Clinical Governance, manage quality improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Provide strategic management and leadership within the nursing management.

ENQUIRIES: Dr BL Swartz Tel No: (021) 370-1411
APPLICATIONS: Please submit your applications to: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
CLOSING DATE: 22 March 2019

POST 09/255: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)
West Coast District

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 a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy.
DUTIES: Manage the clinical services during day/night duty. Supervise relevant staff and ensure the provision of effective quality patient care. Provide relevant health information in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage proper utilisation of human and financial resources. Render support to the supervisor and colleagues.

ENQUIRIES: Ms L Kotze Tel No: (022) 921-2153
APPLICATIONS: The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION: Ms NW Smit
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019

POST 09/256: CASE MANAGER

SALARY: R299 709 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS: Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Must be conversant in at least two of the three official languages of the Western Cape.

DUTIES: Perform Case Management functions, i.e. assist with authorisation, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilisation. Provide quotations to H2, H3 and Foreign patients. Assist with assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the hospital, (including providing the necessary on-site skills development and training of all relevant role players). Conduct clinical audits of patient accounts inclusive of medical aids. State Departments, e.g. RAF and COIDA to ensure accuracy of invoices w.r.t ICD 10 codes, UPFS procedure codes and resource utilisation. Provide support in terms of hospital account queries and assist with follow up of outstanding medical scheme balances (Medikredit EDI reports). Supervision of staff and liaison with relevant role players in matters relating to Case management.

ENQUIRIES: Ms HJ van Graan, Tel. No. (021) 658-5007
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Mr P Petersen
NOTE: This post does not form part of any Occupation Specific Dispensation. No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
CLOSING DATE: 22 March 2019

POST 09/257: CHIEF INDUSTRIAL TECHNICIAN
(24 Months Contract)
Chief Directorate: Metro Health Services

SALARY: R299 709 per annum plus 37% in lieu of service benefits.
CENTRE: Forensic Pathology Services
**REQUIREMENTS**

Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience in refrigeration or air conditioning systems and heavy current electrical. Extensive experience of repair and maintenance of electrical and mechanical equipment. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Proven track record in building maintenance and management systems. Inherent requirements of the job: Do standby duties and handle after-hour call-outs. Valid (Code B/EB) driver’s license and own reliable transport. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to fault-find and repair equipment. Computer literate (Excel, MS Word and Outlook). Ability to compile technical specifications for equipment. Adhere to all legal requirements, protocols and procedures.

**DUTIES**

Render a quality electrical, mechanical and building service to the institution. Effect related administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical back-up and support to the institution. Involved in procurement, supply chain and contract management. Responsible for the diagnosis, troubleshooting, repair and maintenance of mechanical and electrical systems.

**ENQUIRIES**

Prof LJ Martin Tel No: (021) 406-6412

**APPLICATIONS**


**FOR ATTENTION**

Ms R Hattingh

**NOTE**

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

**CLOSING DATE**

22 March 2019

**POST 09/258**

**ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL /MILLWRIGHT)**

Garden Route District

**SALARY**

Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

**CENTRE**

Garden Route District Office, George

**REQUIREMENTS**

Minimum educational qualification: Appropriate Trade Test Certificate as Electrician or Millwright. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Must be in possession of a wireman’s licence. Valid (Code E/EB) driver’s licence. Willingness to travel long distances in the Western Cape. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding electrical and mechanical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in Ms Word and Excel, Email and internet use.

**DUTIES**

Electrical and Mechanical Repairs, Maintenance and Fault finding of plant equipment, Laundry machinery, Autoclaves, Standby Generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES**

Mr H A Rossouw Tel No: (044 802 4489) or 083 654 3703

**APPLICATIONS**

The District Manager: Garden Route District, 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**

22 March 2019
POST 09/259: ARTISAN PRODUCTION GRADE A TO C (REFRIGERATION/AIR-CONDITIONING)
Garden Route District

SALARY:
Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE:
Garden Route District Office, George

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel in Western Cape Province. Perform standby duties when necessary and work after hours. Competencies (knowledge/skills): Conversance with requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.

DUTIES:
Repairs, Maintenance and Fault finding of air-conditioning and refrigeration systems including chillers, Central Air Handling units, refrigerators, ducts, coils, compression plants. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

ENQUIRIES:
Ms S Pienaar

APPLICATIONS:
The District Manager: Garden Route District, Private Bag X6592, George, 6529.

FOR ATTENTION:
Ms S Pienaar

NOTE:
No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.

CLOSING DATE: 22 March 2019

POST 09/260: ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHICS)

SALARY:
R242 475 per annum

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in respect of printing and photocopy processes. Competencies (knowledge/skills): Basic knowledge and experience in support services environment. Advanced computer literacy (Ms Word, MS Excel and PowerPoint).

DUTIES:
Develop and compile specific correspondence in terms of memorandums, reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Ensuring effective Human Resource Management: disciplinary procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Provide efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES:
Ms CB Johnson Tel No: (021) 938-5327

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: 29 March 2019

POST 09/261: ADMINISTRATION CLERK: SUPPORT SERVICES
West Coast District

SALARY:
R163 563 per annum

CENTRE:
Sederberg Sub-district HIV and AIDS
**REQUIREMENTS**
Minimum educational qualification: Grade 12/Senior Certificate. Experience:
Appropriate experience in PHCIS and TIER.net. Inherent requirements of the job:
Valid (Code B/EB) driver’s licence. Willingness to travel between Clinics in Cederberg to render an Administrativ support service. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**
Effective and efficient patient and office administration. Effective and efficient record-keeping and maintain patient folders. Maintain an effective professional patient booking system at the clinic. Effective data capturing on all information management systems to ensure deadlines are met. Render a general support service to the Operational Manager and staff at the health facility. Obtain, file and follow-up laboratory reports and enquiries.

**ENQUIRIES**
Sr A Fortuin Tel No: (027) 432-1155

**APPLICATIONS**
The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION**
Ms NW Smit

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

**CLOSING DATE**
29 March 2019

**POST 09/262**
ADMINISTRATION CLERK: INFORMATION MANAGEMENT (SUPPORT SERVICES)
West Coast District

**SALARY**
R163 563 per annum

**CENTRE**
Citrusdal PHC Clinic (Cederberg Sub District)

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent). Experience:
Appropriate experience in PHCIS & TIER.net. Competencies (knowledge/skills):
Computer Literacy. Good communication and interpersonal skills. Proficiency in at
least two of the three official languages of the Western Cape.

**DUTIES**
Effective and efficient patient and office administration. Effective and efficient record keeping and maintenance of patient folders. Maintain an effective Professional patient booking system at the clinic. Effective data capturing on all information management systems to ensure deadlines are met. Render a general support service to the Operational Manager and staff at the health facility. Obtain, filing and follow-up laboratory reports and enquiries.

**ENQUIRIES**
Mr M Sandt Tel No: (022) 921-2730

**APPLICATIONS**
The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION**
Ms NW Smit

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

**CLOSING DATE**
29 March 2019

**POST 09/263**
HOUSEHOLD AID
West Coast District

**SALARY**
R96 549 per annum

**CENTRE**
Sonstraal Hospital (West Coast TB Centre)

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job:
Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day/night duties, rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills):
Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

**DUTIES**
Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

**ENQUIRIES**
Ms MM Andrews Tel No: (021) 862-3176

**APPLICATIONS**
The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

**FOR ATTENTION**
Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 March 2019

POST 09/264 : HOUSEHOLD AID
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written will be tested) in at least two of the three official languages of the Western Cape. Ability to work in a team. Sound interpersonal skills.

DUTIES : General cleaning which includes (sweep, scrub, mop floors, dust, wash and polish floors and furniture, empty dirt bins daily, clean windows, light shades, walls, linen and clothing). Regular cleaning of fridges, microwaves and other equipment and report any repairs that need to be done. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Fill up water dispensers for visitors or out-patients and provision of water for in-patients. Responsible for refuse handling, stock control of equipment and supplies as well as cost-effective utilisation of consumables and other resources. Attend in-service training appropriate to service delivery and prevention of medico-legal incidents.

ENQUIRIES : Ms G E 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.
CLOSING DATE : 29 March 2019

POST 09/265 : DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Valid Public Driving Permit (PDP). Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Ms A van Blerk Tel No: (044)-802-4497
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. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 29 March 2019

POST 09/266 : HOUSEHOLD AID
Overberg District

SALARY : R96 549 per annum
CENTRE : Caledon Hospital
**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Willingness to render a shift service on weekends, public holidays, day, night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions. Willingness to work in an environment with infectious patients.

**DUTIES**

Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Render support services to Housekeeping Supervisor. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Handle linen and serving of meals. Infection Control and Occupational Health measures. Adhere to loyal service ethics.

**ENQUIRIES**

Ms N Fudu Tel No: (028) 212-1070

**APPLICATIONS**

The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**

Ms A Brits

**NOTE**

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

**CLOSING DATE**

29 March 2019

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**OTHER POSTS**

**POST 09/267**

CANDIDATE CONSTRUCTION PROJECT MANAGER: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2019-08

(3 Contract Positions for 3 Years)

**SALARY**

R585 366 per annum (As prescribed by OSD) (All-inclusive salary package)

**CENTRE**

Department of Human Settlements, Western Cape Government

**REQUIREMENTS**

An Honours degree in the Built Environment field of study (eg BSc Eng); OR one of the following Built Environment field qualifications with relevant experience: B Tech qualification with a minimum of one (1) year experience; National higher diploma with a minimum of eighteen months experience; National Diploma with a minimum of two (2) years’ experience; A valid driving licence; Registration with SACPCMP as a Candidate Construction Project Manager is compulsory upon appointment. Competencies: Knowledge of the following: Project management principles and methodologies; Legal compliance; Research and development; Computer-aided engineering applications; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management skills; Proven problem and analysis skills; Ability to work within specific timeframes; Ability to interpret relevant engineering legislation/policies/presscripts, standards and procedures; Ability to draft complex technical reports, memorandums and submissions.

**DUTIES**

Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Project accounting and financial management; Report project progress to Construction
ENQUIRIES: Ms PN Mayisela at (021) 483 2854

POST 09/268: TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-11
(12-Month Contract Position)

SALARY: Grade A: R585 366 - R630 597 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 equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required or completion of the candidacy period; A valid Code B driving licence. Recommendation: Proven knowledge and experience of the following: Programme and Project Management experience; Human Settlements and Stakeholder Management; Procurement and tendering processes; Project coordination, integration, communication and control of project activities; willing to travel for work as required. Competencies: Working knowledge and skills of the following: Relevant public service legislation, policies, guidelines, etc. with focuses on human settlements, local government or related; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Municipalities; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape with the ability to communicate well with people at different levels from different backgrounds; Excellent computer literacy in Arc View GIS, MS Office and other relevant software packages; Excellent problem-solving skills, Excellent Time Management, planning, organising; Proven negotiation and listening skills; Ability to work within specific timeframes.

DUTIES: Provide strategic support towards the improvement of living conditions of people and direction in the process; Facilitate, support, advise and review municipal project pipeline development; Participate in transversal structures and facilitate stakeholder integration and alignment with regards to project pipelines; Render technical town and regional planning support to municipalities; Strategic, human resource and financial management.

ENQUIRIES: Dr RN Robertson at (021) 483 5609

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 March 2019

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 09/269: DIRECTOR: PLANNING AND DEVELOPMENT REF NO: DOTP 2019-14

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).
CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: Relevant B Degree or equivalent in the fields of ICT as on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/senior managerial level within the IT environment. Recommendation: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabler tool for development / ICT systems and security / Infrastructure and networks / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high-level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization/formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

DUTIES: Line Management: Develop and maintain WCG Digital Government Strategy and Digital Transformation Plans; Develop and maintain Provincial and Departmental ICT Plans; Develop departmental and transversal business cases; Provide Enterprise and Solutions Architecture; Perform data modelling against agreed norms and standards; Initiate and manage special projects; Certify and maintain WCG architecture standards. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Chief Director: Transversal Application Services on a regular basis on the activities and important matters of the Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct
responsibility for the efficient, economic and effective control and management of
the Directorate’s budget and expenditure; Direct responsibility for ensuring that the
correct tender and procurement procedures are adhered to in respect of purchases
for the Directorate; Reporting to the Sub-Programme Manager on all aspects of
the Directorate’s finances; Performing diligently all duties assigned by the Sub-
Programme Manager; Overall responsibility for the management, maintenance
and safekeeping of the Directorate’s assets; Ensuring that full and proper records
of the financial affairs of the Directorate are kept in accordance with any prescribed
norms and standards.

ENQUIRIES
: Mr Egsaan Samaai (021) 483 2933

POST 09/270
: DIRECTOR: ICT GOVERNANCE REF NO: DOTP 2019-15

salary
: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in
accordance with the rules for SMS).

CENTER
: Department of the Premier, Western Cape Government

requirements
: Relevant B Degree or equivalent in the fields of ICT as on NQF level 7 as
recognised by SAQA; and Minimum of 6 years’ experience at middle/senior
managerial level within the IT environment. Recommendation: Post graduate
qualification in the fields of ICT. Competencies: 1. Knowledge: Understanding of
technology directions, trends, and strategic business impact of key business and
IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT
systems and security / Infrastructure and networks / Architecture and frameworks;
Knowledge of the human resources management function; Knowledge of financial
and supply chain management processes; Knowledge of strategic and project
management; Knowledge of provincial policy development processes; Knowledge
of the policies of the government of the day; Knowledge of strategy development,
strategy management and strategy monitoring and review processes; Advanced
knowledge of modern systems of governance and administration; Project
management. Skills: Ability to exercise independent judgment and creative
problem-solving techniques in a highly complex environment using leading-edge
technology and/or diverse user systems; An ability to present and discuss technical
information in a way that establishes rapport, persuades others, and gains
understanding; Exceptional programme management skills, including the ability
to effectively deploy resources and manage multiple projects of various diverse
scope in a cross-functional environment; Ability to analyze, understand and
effectively communicate between business requirements and technical design and
implementation; The skills required of a high-level in-house advisor; Strong
conceptual and formulation skills; Strong leadership skills with specific reference
to the ability to display thought leadership in complex applications; Team building
and strong inter-personal skills; Excellent communication skills; Outstanding
planning, organizing and people management skills; Expert computer literacy
skills. Personal attributes: Drive enterprise objectives through ability to, predict,
analyze, and manage cultural and technological changes within the organization;
Dynamic leadership ability that can develop and energize multi-discipline, high
performance work teams to learn and apply new skills/techniques to business
needs; A highly developed interpretive and conceptualization / formulation ability;
The ability to render advice and guidance in an objective yet dedicated manner;
The ability to multi-task, deal with ambiguity and manage under rapidly changing
and pressurized circumstances; The ability to persuade and influence; The ability
to handle conflict; The ability to lead and direct teams of professionals and service
provider.

DUTIES
: Line Management: Advise, guide and assist the CIO and (through the CIO)
departmental AO’s and Executive Managements in terms of IT Governance
responsibilities; Manage the Corporate Governance of IT Improvement
Programme to promote sound ICT Governance in all departments; Periodically
assess IT governance maturity according to the COBIT Maturity Assessment
methodology and prioritise IT processes for improvement; Develop a strategy for
managing IT-related audit findings pro-actively, with improved processes to ensure
organisational compliance; Manage the project managers in this programme;
Handle the change enablement required for the implementation of ICT
Governance improvement initiatives. Strategic Management: To define and review
on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Chief Director: Strategic ICT Services on a regular basis on the activities and important matters of the Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Liaisoning: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES : Mr Egsaan Samaai Tel No: (021) 483 2933

OTHER POSTS

POST 09/271 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2019-17

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) majoring in Accounting and Auditing; A minimum of 3 years relevant experience; A valid Code B driving licence. Recommendation: Studying towards or having a professional certification. Competencies: Knowledge of the following: Information Gathering; Interactive Communication; Analytical thinking; Client Focus; International Standards and Professional Practice of Internal Auditing (Standards). Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensuring information obtained is relevant and reliable and logical conclusions are drawn in each step of the prelim survey; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Providing comprehensive and accurate systems description; Providing an appropriate extracted sample based on effective analysis of population and elements or control; Ensuring test procedures are developed in line with engagement objective requirements and key control design; Ensuring working papers are complete and accurate accompanied by useful, relevant, sufficient and reliable evidence delivered and coaching noted are signed off; Ensuring the elements of audit findings are appropriately aligned including adequate evaluation.

ENQUIRIES : Mr P Swartbooi at (021) 483 8294
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 09/272: MONITORING AND EVALUATION OFFICER: PROVINCIAL WIDE MONITORING AND EVALUATION REF NO: DOTP 2019-18

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’ administrative experience in a planning, implementation and/or reporting or similar environment. Recommendation: Good working knowledge and experience of the following: Result based monitoring and evaluation; Electronic quarterly performance system and BizPerformance; Strategic management; Projections via BizProjects. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; Communication, Public Relations, Public participation and provincial strategic environment; Modern systems of programme and project management governance and administration including technical aspects of systems; Latest advances in Public Management theory and practice on programme and project management; Provincial budget and financial processes; Technical standards and procedures; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Database management and administration; Inter-governmental relations; Team building and strong inter-personal skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Outstanding planning; organizing and people management skills; Computer literacy skills; Excellent networking and network formation skills.

DUTIES:
Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APS), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintained on Bizprojects.

ENQUIRIES: Mr J Barnard at (021) 483 4569

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 09/273: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A) REF NO: DOTP 2019-20

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 Commerce/ Law/ Forensics/ Auditing; A minimum of 3 years’ relevant experience in conducting investigations into economic crime; a valid Code B driving licence. Recommendation: Experience in conducting investigations into economic crime.
within the public sector; and/or A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)). Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Modern principles, practices, instruments and methods used in the collection and preservation of evidence; National, provincial and departmental legislation, policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports; Good interviewing skills and ability to take statements during investigations; Analysing and fact-finding skills.

DUTIES: Planning and execution of forensic investigations; Prioritising tasks; Managing multiple investigations at the same time; Conducting investigation through thorough fact finding and evidence retrieval within allocated timeframes; Draft factual reports containing appropriate findings and recommendations and following-up on recommendations made; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES: Ms W Hansby at (021) 483 4593

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

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 25 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 09/274: ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 2019-14

SALARY: R356 289 per annum (Level 09)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-degree); a minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strategic thinking skills; Project management skills.

DUTIES: Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE; Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant
information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the subdirectorate communication in the printing, translation and proof-reading of the annual performance plan.

ENQUIRIES:
Ms M Johnson at (021) 4836 3781

POST 09/275:
SOCIAL WORKER POLICY DEVELOPER: SUBSTANCE ABUSE REF NO: DSD 2019-18

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; Professional counselling.

DUTIES:
Develop, implement and maintain social work policies aimed at substance abuse; 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 D. Cowley at (021) 483 6296

POST 09/276:
OCCUPATIONAL THERAPIST: DE NOVO PROFESSIONAL SERVICES REF NO: DSD 2019-27

SALARY:
Grade 1: R300 828 - R342 357 per annum
Grade 2: R352 707 - R403 302 per annum
Grade 3: R415 482 - R504 219 per annum
(Salary will be determined by post registration experience as per OSD prescripts)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
Grade 1: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration
with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services; Working knowledge of therapeutic procedures related to treatment of children in secure facilities. Competencies: Ability to work well within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Communicate (written and verbal) skills in at least two of the three official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Proven computer literacy.

**DUTIES:** Optimal outcomes-based treatment of residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal occupational therapy health care to residents in the secure care centre, as well as keeping a professional team of social service professionals informed about occupational therapy services rendered; Rendering and effectively support service.

**ENQUIRIES:** Mr TN Matyida at (021)988 1138

**POST 09/277:** SOCIAL WORKER: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 2019-16

**SALARY:** Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R288 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
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; 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; 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 B. Nicholas at (044) 803 7508

**POST 09/278**: SOCIAL WORKER: SOCIAL WORK SERVICES (STELLENBOSCH) REF NO: DSD 2019-19

**SALARY**

Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
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; 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**: Mr T. Orr at (021) 872 3581

**POST 09/279**: SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI AND WYNBERG) REF NO: DSD 2019-20 (X2 POSTS)

**SALARY**

Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
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; 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.
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; 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; Specialisation in probation services.

**ENQUIRIES:** Ms I April at (021) 763 6217

**POST 09/280:** SOCIAL WORKER: SOCIAL WORK SERVICES (METRO NORTH REGION REF NO: DSD 2019-21 (X2 POSTS)

**SALARY:**
- Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
- Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
- Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
- 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; 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.
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 result 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 CB Engel at (021) 483 7675 / Mr E October at (021) 483 7000

**POST 09/281**
SOCIAL WORKER: SOCIAL WORK SERVICES (METRO EAST REGION REF NO: DSD 2019-22 (X3 POSTS)

**SALARY**
Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
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; 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 result 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; Specialisation in probation services.

**ENQUIRIES**
Mr F. Gezwin at (021) 812 0925

**POST 09/282**
SOCIAL WORKER: SOCIAL WORK SERVICES (EDEN KAROO REGION REF NO: DSD 2019-26 (X2 POSTS)

**SALARY**
Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
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; 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; Specialisation in probation services.

**ENQUIRIES:**  
Mr K. Mazaleni at (044) 801 4301

**POST 09/283:**  
**EDUCATION OFFICER: FACILITY MANAGEMENT AND QUALITY MONITORING REF NO: DSD 2019-24 (X5 POSTS IN VARIOUS LOCATIONS)**

**SALARY**  
R242 475 per annum (Level 07)

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

**REQUIREMENTS**  
An appropriate 3-year teaching qualification that allows for registration with SACE; Registered with SACE; A minimum of 1-year experience as an Educationalist/Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**  
Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

**ENQUIRIES**  
Mr M. Benting at (021) 931 0236

**POST 09/284:**  
**PROFESSIONAL NURSE: PROFESSIONAL SERVICES DE NOVO AND LINDELANI REF NO: DSD 2019-15 (X2 POSTS)**

**SALARY**  
Grade 1: R241 908 - R280 437 per annum (OSD as prescribed)  
Grade 2: R297 516 - R343 296 per annum (OSD as prescribed)  
Grade 3: R362 559 – R459 294 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid driving licence (Code B and higher); Previous experience in youth facility based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms D. Baugaard at (021) 988 1130

POST 09/285 : CHILD AND YOUTH CARE SUPERVISOR GRADE 1: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-12

SALARY : Grade 1: R187 560 - R211 101 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with SACSSP. Competencies: Knowledge of the following: Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES : Ms C. Fledermaus at (021) 511 9169

POST 09/286 : STAFF NURSE: PROFESSIONAL SERVICES (LINDELANI AND SIVUYILE) REF NO: DSD 2019-13 (X2 POSTS)

SALARY : Grade 1: R161 376 - R181 620 per annum (OSD as prescribed)
Grade 2: R192 681 - R216 861 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Communication (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES:

Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care; Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources; Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self development; Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self development.

ENQUIRIES: Ms M Jonkerman at (021) 865 2634

POST 09/287: CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-17

SALARY:

Grade 1: R148 065 per annum, OSD as prescribed

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing skills; Presentation and facilitation skills; Planning and organising.

DUTIES:

Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES: Mr EJ Buys at (021) 986 9100

POST 09/288: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-23

SALARY:

Grade 1: R132 729 – R148 065 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS:
A Grade 12 qualification (Senior Certificate or equivalent qualification);
Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate
experience in Child and Youth Care Work after having obtained the required
qualification. Recommendation: Registration as a Child and youth care practitioner
with South African Council for Social Service Profession (SACSSP).
Competencies: Knowledge of the following: Developmental programmes; Clerical/
Administrative processes and procedures; Rules and procedures of the Care
Centre; Planning and organising skills; Ability to intervene and resolve conflict;
Problem solving skills; Planning and organising skills; Conduct him/herself in a
respectful manner when dealing with clients; Communication (written and verbal)
skills in at least two of the three official languages of the Western Cape; Proven
computer literacy; Have the ability to work with children in conflict with the law.

DUTIES:
Receive children and youth to the care facility after admission; This would include
the following actions: Body search where applicable; Observe physical and
emotional state of the child and youth and report irregularities/abuse and/or refer
where applicable; Provide young people with basic needs including clean clothes
and linen; Allocate young people to dormitories/houses/units; Establish rapport
with child; Inform the child/youth of the rules and routine of the care facility; Explain
to the child/youth's his/her rights and responsibilities; Ensure that children/youth
receive medical services; Accompany children and youth to medical institutions;
Administer medication and other treatments as required; Assist with the
implementation of planned activities, developmental and therapeutic programmes;
Observe, record and report occurrences emanating from the interventions; Engage
in basic life space to promote the development and care of children and youth;
This would entail others the following: Identify, allocate and participate in practical
work to transfer skills through role modelling; Engage in and supervise the daily
routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms
and studying; Perform administrative work relevant to the job; Complete daily
registers e.g log books, medication registers, incident reports etc.; Perform all the
clerical functions required by the job.

ENQUIRIES:
Ms M Jonkerman at (021) 865 2634

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE:
25 March 2019, unless stated otherwise

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 09/289:
ADMINISTRATIVE OFFICER: GENERAL OFFICE SUPPORT REF NO: TPW
2019-30

SALARY:
R299 709 per annum (Level 08)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a
minimum of 3 years’ administrative experience in Human Resource Management
or similar environment; a valid driving licence. Recommendation: Appropriate
supervisory experience. Competencies: Sound practical knowledge of PERSAL;
Ability to interpret policies and procedure manuals; Communication (written and
verbal) skills in at least two of the three official languages of Western Cape; Proven
computer literacy; Report writing skills; Conflict and diversity management.

DUTIES:
Ensure: Adherence and correct application to all transversal personnel practices,
policies and procedure as well as effective and efficient labour relations
management within the region; Act as employer representative at hearings and
meetings; Render support and advisory service with regards to human resource
management and monitor compliance to policies thereof; Coordinate and manage development and career advancement activities for the region as well as HR administration activities including recruitment and selection, terminations, IODs (Injury On Duty), Allowances and deductions, housing, performance management, leave, archives and labour relations experience; Supervise and ensure development of subordinates.

ENQUIRIES
APPLICATIONS: Mrs AB Matthews at (044) 272 6071

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

POST 09/290
LABORATORY ASSISTANT: MATERIAL TESTING (EDEN) REF NO: TPW 2019-35

SALARY: R115 437 per annum (Level 03)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (Junior Certificate or equivalent qualification); Minimum of 1 year relevant experience. Recommendation: Accredited with SANAS with regard to Soils laboratory tests; Mathematics or Mathematical literacy will be an added advantage. Competencies: A good understanding of the following: Civil engineering laboratory testing; Road construction; Ability to function independently and work under pressure; Communication skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES: Laboratory testing of all classes according to specifications; Assist Auxiliary Officer with duties (nuclear density testing of layer works and stockpile sampling); Accurate and timeous processing of test results; Maintenance of all laboratory equipment; Assist with administrative duties in the laboratory.

ENQUIRIES
APPLICATIONS: Mr C Malgas 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 09/291
ROAD WORKER: BEAUFORT WEST (KLAASTROOM X1 POST, LEEU-GAMA X1 POST) REF NO: TPW 2019-33

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). Recommendation: Experience in the following: Operating of minor construction machines, Operating of hand tools; Civil construction activities. Competencies: A good understanding of building, maintenance and repair of roads; Ability to work under pressure and meet deadlines; Ability to work in a team; Communication skills in at least two of the three official languages of the Western Cape.

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

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