**ANNEXURE Y**

**PROVINCIAL ADMINISTRATION: WESTERN CAPE**

**DEPARTMENT OF AGRICULTURE**

**CLOSING DATE**: 08 April 2019, unless indicated 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 11/176**: SCIENTIST (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ANIMAL NUTRITION/ANIMAL MANAGEMENT/ANIMAL HOUSING AND WELFARE REF NO: AGR 2019-13 (X2 POSTS)

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

**CENTRE**: Department of Agriculture, Western Cape Government

**REQUIREMENTS**: Science Degree (Bsc) (Hon) or BSc Agriculture or relevant qualification as recognised by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence. Recommendation: Member of SASAS. Competencies: Working knowledge of the following: Small stock and/or dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Problem solving and analysis.

**DUTIES**: Develop and implement methodologies, policies, systems and procedures; To perform scientific analysis and regulatory functions; Research and development; Human capital development.

**ENQUIRIES**: Dr C De Brouwer at (021) 808 5220

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

**POST 11/177**: AGRICULTURAL ADVISOR: CENTRAL KAROO REF NO: AGR 2019-14

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

**CENTRE**: Department of Agriculture, Western Cape Government

**REQUIREMENTS**: An appropriate 4 year B.Agric degree (or equivalent qualification); Registered with SACNASP or any other recognised professional body; A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; o good understanding of land reform programme and project implementation; Good communication (written and verbal), leadership and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Good at problem solving (research skills); Good time management and ability to work under pressure (project implementation).
DUTIES: Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant CPACs in the delivery and implementation of projects.

ENQUIRIES: Mr F Mpona at (023) 414 2126
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). Recommendations: Appropriate administrative experience; Working knowledge of the following: Project procurement and administration; Public Services prescripts and departmental policies; Records management. Competencies: A good understanding of the following: Procurement processes and procedures; Office administration; Practical application of computer resources; Records management and archive services; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Ability to work under pressure and meet tight deadlines.

ENQUIRIES: Mr FJ Steyn at (021) 808 5090
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 11/179: FARM AID: FARMING REF NO: AGR 2019-16

SALARY: R96 549 per annum (Level 02)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Basic literacy and numeracy skills (ABET level 3 – grade 7). Recommendations: Proven experience of general farm work; Proven skills of working with farm animals and to do farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems; Valid driving licence (code 8). Competencies: Good understanding of the following; General farm work and maintenance; Working with Research farm animals; Communication skills in at least two of the three official languages of the Western Cape; Ability to handle and carry weights of up to 50Kg

DUTIES: General farm work e.g. planting, harvesting, irrigation, loading and off-loading; Infrastructure construction e.g. fences and buildings; Infrastructure maintenance e.g. water pipe lines and fences; Caring for farm animals e.g. herding, feeding and handling; Weekend/Holiday duties.

ENQUIRIES: Mr. BB Aucamp at (021) 808 5222
APPLICATIONS: To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE: To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 15 April 2019

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 08 April 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 11/180: ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE FRAUD AND LOSSES) REF NO: CS 2019-09

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Development and Budget processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework including Standard Chart of Accounts; Risk management frameworks; Government financial systems; Human Resource Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Analytical thinking and strategic thinking skills; Budgeting skills; Monitoring evaluation and reporting skills; Research; Ability to analyse, conceptualise and implement policy.
DUTIES: Ensure proper governance; Provide fraud and losses management services; Perform managerial and supervisory tasks; Ensure implementation of corrective measures and preventative controls with regard to CGRO, Auditor General of South Africa, Provincial Forensic Services, Internal Audit and Provincial Treasury; Ensure effective and sufficient - pay sheet control in the Department.
ENQUIRIES: Mr D Prinsloo at (021) 483 5587

POST 11/181: ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: CS 2019-08

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in Supply Chain Management. Recommendations: Strong financial
background; In-depth experience and working knowledge of Bids, Contracts, Leases and Service Level Agreements; Working experience with regards to Demand and Procurement planning. Competencies: Knowledge and experience of the following: Supply Chain Management-Integrated Procurement Solution (IPS) and Logistical Information System (LOGIS); Financial norms and standards (PFMA, NT Regulations, PT instructions) together with relevant Supply Chain Management guidelines and systems such as LOGIS and IPS; Contracts and Service Level Agreements; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Decision making skills; Sound organising and planning skills.

**DUTIES**: Demand Management Plan: Liaise with line management on procurement plans and APP targets; Development of specification: Co-ordinate and compile cross-functional committees; Leases: Responsible for an updated, accurate and reliable lease register for the department; Contract Management: Ensure that all SLA's (Service Level Agreements) of the department has been approved by the legal services; Staff Management: Motivate staff to achieve and maintain excellence in service delivery.

**ENQUIRIES**: Mr L Lawrence at (021) 483 6059

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

**CLOSING DATE**: 08 April 2019

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

**OTHER POST**

**POST 11/182**: LIBRARIAN (X1 POST IN VAN RYHNSDORP REGION AND X1 POST IN SWELLENDAAM REGION) REF NO: CAS 2019-15

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

**CENTRE**: Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Library Science/ Information Science; A valid Code B driving licence. Recommendations: Experience in a library environment; Post Graduate Diploma (B.Bibl Degree); Project Management experience. Competencies: Knowledge of the following: Automated Library Management Systems; Project Management; Library and Information Science matters; Prescripts and legislation; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work as part of a team; Supervision skills; Organising and conflict management skills.

**DUTIES**: Information collection development; Asset Management; Stock control of library material; Management and control of regional library office; Facilitate the provision of library and Information Management Systems; Promote library services; Professional liaison and support.

**ENQUIRIES**: Mr S Booysen at (021) 483 2332

**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**: 08 April 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


SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years Project Management experience; A minimum of 3 years Management experience. Recommendations: Relevant post graduate academic qualification; Experience in Economic Development and Infrastructure development. Competencies: Knowledge of applicable legislation, policies and procedures; Relationship Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Conflict resolution; Problem solving and decision making skills; Strategic thinking; Team work.

DUTIES : Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit’s portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms B Mpahlaza at (021) 483 9001

POST 11/184 : ASSISTANT DIRECTOR: CATALYTIC INFRASTRUCTURE REF NO: DEDAT 2019-10

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 5 years' relevant experience within an economic sector development environment of which 3 years must be administrative experience; A valid code B driving licence. Recommendations: Experience in Project Management and facilitation; Stakeholder Management; Infrastructure development; Research and analysis experience (e.g. Drafting economic concept/ scoping/ analysis/ literature review documents based on desktop research and stakeholder interviews). Competencies: Knowledge of the following; Applicable legislative and regulatory requirements, policies and standards; Monitoring and evaluation methods, tools and techniques; Industrialisation/ manufacturing; Infrastructure development; Economic/ Sector development; Communication (written and verbal) skills in at least two the three official languages of the Western Cape; Proven Computer Literacy; Applied strategic thinking; Problem solving skills; Decision making; Organisation and effectiveness; Self-management skills.

DUTIES : Support the strategic processes and decision-making of the Chief Directorate; Project Manage the Directorate’s projects and programmes aligned to overall strategy framework; Co-ordinate stakeholders as relevant to the development and implementation of projects and programmes within the Sub-Directorate and Directorate; Management of the human resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Support the planning of the Sub-Directorate’s budget and manage expenditure, through responsible implementation of policies,
practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms B Mpahlaza at (021) 483 9001

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 08 April 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 11/185 : ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT REF NO: EADP 2019-08 (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 Environmental or related fields; A valid driving licence (Code B). Recommendations: Relevant experience in the review of Environmental Impact Assessment (EIA) applications; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies. Competencies: Knowledge of the following: Environmental Management legal and operational compliance; Integrated Environmental Management; EIA requirements; Environmental Management systems, principles and best practice; Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Word, Excel and PowerPoint; Problem solving skills; Ability to meet strict deadlines; Manage conflict and work well independently and within a team.

DUTIES : Specialised input in order to maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintaining quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Mr A Gabriel at (021) 483 2742

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 11/186 : FACILITY MANAGER
Chief Directorate: Metro Health Services

SALARY : R697 011 per annum (A portion of the package can be structured according to the individual's personal needs)
CENTRE: Retreat Community Health Centre

REQUIREMENTS:

DUTIES:
General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management.

ENQUIRIES:
Ms L Appolis Tel No: (021) 202-0883/0933

APPLICATIONS:
The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION:
Mr F Le Roux

NOTE:
No payment of any kind is required when applying for this post. Closing date: 05 April 2019

POST 11/187:
QUALITY ASSURANCE MANAGER: REGIONAL HOSPITAL
Chief Directorate: Rural Health Services

SALARY:
R444 693 per annum

CENTRE:
George Hospital

REQUIREMENTS:
Minimum educational qualification: A health-related Degree or National Diploma registrable with a South African Statutory Health Professional Council. Experience: Appropriate work experience in a Hospital environment. Experience in quality improvement projects. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Clinical Governance, Quality Assurance frameworks and project management. Understanding of Healthcare legislation and related legal and ethical healthcare practices. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer literacy (i.e. Excel, Word and PowerPoint), data analysis, interpretation and report- writing skills.

DUTIES:
Provide leadership in all aspects of quality assurance and risk management. Manage, evaluate and report on all aspects of the quality assurance program. Lead and support quality improvement/ health system strengthening initiatives in the hospital. Facilitate the development and distribution of information and educational resources for patients. Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES:
Mr M Vonk (Chief Executive Officer) Tel No: (044) 802-4534 or e-mail: Michael.vonk@westerncape.gov.za

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 will be subjected to a competency test. Closing date: 05 April 2019

POST 11/188:
OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL- SURGICAL UNIT)
Chief Directorate: Rural Health Services

SALARY:
R420 318 (PN-A5) per annum

CENTRE:
Paarl Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current...
registration required (licensing receipt for 2019). Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Experience in the use of clinical equipment and control of budget levels. Basic computer literacy.

**DUTIES**: Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an effective support service to the Nursing Management and the Institution. Coordinate training and research. Maintain ethical standards and promote professional growth.

**ENQUIRIES**: Ms JM Hardine Tel No: (021) 860-2504
**APPLICATIONS**: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
**FOR ATTENTION**: Mr KN Cornelissen
**NOTE**: No payments of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on the day of interview.
**CLOSING DATE**: 05 April 2019

**POST 11/189**: CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICS)
Chief Directorate: Rural Health Services

**SALARY**: Grade A: R365 646 per annum
**CENTRE**: Worcester Regional Hospital
**REQUIREMENTS**: Minimum educational qualification: Appropriate Trade Certificate in Electrical/ Mechanical Artisanship. Experience: 10 years’ appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirements of the job: Willingness to work overtime, attend to unplanned callouts and emergency maintenance. Prepared to do standby duties for various electrical and mechanical breakdowns at Worcester Hospital. Valid (Code B/EB) driver’s licence and willingness to travel when needed. 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. Computer literacy in Ms Word, Excel, Outlook and Web-based systems. Appropriate knowledge and skill to enable adequate supervision of the maintenance component. Excellent report-writing skills, or National Diploma registrable with a South African Statutory Health Professions Council.

**DUTIES**: Give input and implement the strategic planning of maintenance and repair services as to achieve efficiently planned maintenance and repairs of buildings, installations and equipment. Manage and effect operational maintenance and repairs as to achieve a highly efficient, streamlined and well-managed system for the repairs and maintenance of buildings, installations and equipment. Efficient management of budgets and expenditures for maintenance and repair services. Ensure an effective and well managed human resources that is efficient in its performance and that has a high morale in the workplace.

**ENQUIRIES**: Ms ZZZ Kwinana Tel No: (023) 348–1277
**APPLICATIONS**: The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
**FOR ATTENTION**: Ms H Swart
**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test as part of the interview process.
POST 11/190: ASSISTANT DIRECTOR: FINANCE DATA ANALYST
Chief Directorate: Infrastructure and Technical Management

SALARY: R356,289 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS:
Minimum educational qualification: An appropriate three-year National Diploma or Degree (e.g., IT, Mathematics, Accounting or other subject with numerical orientation). Experience: Appropriate relevant experience in public finance. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of SharePoint/or similar system and/or knowledge of SQL Server Integrated Services (SSIS). Advanced computer literacy skills. Knowledge of built environment. A proven ability to analyse data. Experience in end user report writing. Strong self-sufficiency and initiative working on large databases. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.

DUTIES:
Business and system analysis. Database development and maintenance (with focus on Excel and SQL Databases). Software development, improvement and maintenance (with focus on SharePoint). Quality control, client liaison and user support. Financial templates creation, management and control. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES:
Mr E Brown Tel No: (021) 483-0867

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; a full job description is available upon request.

CLOSING DATE: 05 April 2019

POST 11/191: SPEECH THERAPIST (5/8 POST)
(3 Years Contract Post)

SALARY:
Grade 1: R188,019 per annum
Grade 2: R220,443 per annum
Grade 3: R259,677 per annum
(plus 37% in lieu of service benefits)

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience:
Grade 1: None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.

DUTIES:
Render diagnostic and therapeutic speech, language and dysphagia services in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate and present In-service training and
Continuing Education. Perform administrative tasks related to the speech and language service within the hospital.

ENQUIRIES:
Ms J Birkenstock Tel No: (021) 938-4825/4/17

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:
05 April 2019

POST 11/192:
ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER)
Central Karoo District

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

CENTRE:
Central Karoo District Technical Services (Stationed at Laingsburg Hospital)

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate as Mechanical Fitter. 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: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES:
Mr F H du Toit Tel No: (023) 414-8235

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. Short listed applicants will be subjected to practical test.

CLOSING DATE:
05 April 2019

POST 11/193:
HANDYMAN (PLUMBING)
Directorate: Engineering and Technical Services

SALARY:
R136 800 per annum

CENTRE:
Bellville Mobile Workshop

REQUIREMENTS:

DUTIES:
Carry out minor maintenance and repairs of plumbing and related fixtures and components. Repairs piping of various size and type. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES:
Mr F Ebrahim Tel No: (021) 918-1507
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 12 April 2019
POST 11/194 : GROUNDSMAN
Chief Directorate: Metro Health Services
SALARY : R96 549 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate knowledge and experience in gardening. Inherent requirement of the job: Be physically strong. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in two of the three official languages of the Western Cape. Good problem-solving skills and be physically strong.
DUTIES : Maintain gardens, cut trees, tend to flower beds and weed eradication. Basic knowledge of garden tool maintenance. Trimming and cleaning between the fences. Moving of offices and wards on the Estate. Support to colleagues and supervisor. Waste management on estate.
ENQUIRIES : Mr J Wessels Tel No: (021) 370-1344
APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell’s Plain, 7785.
FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 April 2019
POST 11/195 : CLEANER
Cape Winelands Health District
SALARY : R96 549 per annum
CENTRE : Mbekweni CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Hospital/ Community Health Centre (CHC) environment. Inherent requirement of the job: Ability to lift and move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
DUTIES : Provide a clean environment to prevent the spread of infection. Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Effective support to supervisor.
ENQUIRIES : Ms C Solomons Tel No: (021) 862-4520
APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub district, Private Bag X3043, Paarl, 7646.
FOR ATTENTION : Mr R Williams
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 April 2019
DEPARTMENT OF HUMAN SETTLEMENTS
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 08 April 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 11/196: CHIEF WORKS INSPECTOR: WORKS INSPECTORATE REF NO: HS 2019-16 (X2 POSTS)

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: 3-year National Diploma (T/N/S streams); or an N 3 certificate and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ experience in a building environment; A valid driving licence. Recommendation: Experience in the following: Costing of housing projects; Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. Competencies: Working knowledge and practical application of the following: National Housing Code, Construction Industries Development Board (CIBD) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety Act (OCHSA); Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.

DUTIES: Rendering support with regard to the management of housing projects and implementation of Occupational Health and Safety Act; Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.

ENQUIRIES: George Regional Office: Mr K Hendricks at (044) 805 8757 or Cape Town: Mr A Adams at (021) 483 8784

POST 11/197: STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTIONS) REF NO: HS 2019-15

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ Advanced Diploma) in finance; A minimum of 2 years relevant experience; A valid Code B driving licence. Recommendations: Financial background specifically in Public Sector Finance; Experience in drafting reports, submissions and making recommendations on findings; Willingness to travel. Competencies: Knowledge in the following: Sound knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Accounting Officers System (AOS) as well as departmental delegations; Financial inspections; Internal Audit; Internal Control; Risk
Management processes and procedures; BAS, LOGIS and PERSAL systems; Information and record management/administration; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Good planning and organising skills.

DUTIES: Execute financial inspections within the department and at municipalities; Perform ad-hoc inspections/investigations; Reporting on all inspection findings and the implementation of all recommendations; Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Facilitate and coordinate financial and non-financial responses for the department in respect of Enterprise Risk Management (ERM); Ensure compliance of the municipalities in terms of s38 (Public Finance Management Act).

ENQUIRIES: Ms M Brockman at (021) 483 2002

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE: 08 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 11/198: ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 2019-06

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant administrative experience. Recommendation: A appropriate tertiary qualification in a law related field. Competencies Knowledge of the following: Local Government legislation; Legislation amendments; Municipal Structures; Analytical thinking skills; Interpersonal skills; Management skills; Motivational skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven Computer Literacy; Planning and organising skills.

DUTIES: Assessing and submit appointment of senior managers in terms of section 54 A and 56 of the Municipal Systems Act and compile reports thereof; Instructing and coordinating on litigation for and against the department/MEC for local government and maintain the register thereof; Advice and research on legislation and provide verbal and written responses to the relevant stakeholders; Maintain institutional integrity of municipalities by ensuring amendments of establishment notices , publishing by-election notices and liaise and engage with relevant stakeholders pre and post Local Government elections; Responsible for the legal resource centre.

ENQUIRIES: Dr A Clark at (021) 483 5726

DEPARTMENT OF THE PREMIER

OTHER POSTS

POST 11/199: PSYCHOLOGIST (INDUSTRIAL/ ORGANISATIONAL) REF NO: DOTP 2019-21

SALARY: Grade 1: R633 702 per annum (OSD as prescribed)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS : Masters’ Degree in Industrial/Organisational Psychology; Registration as (Industrial/ Organisational) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid code B driving licence. Recommendation: Experience in an assessment-related environment conducting competency assessments for selection and development purposes. Competencies: Knowledge in the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists; Employment Equity Act, 1998; Labour Relations Act, 1995; Promotion of Access to Information Act, 2000; Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Decision and Initiating action; Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising; Facilitation skills; Problem solving and Decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Professional Judgement and Decision making skills; Conflict Management and negotiation skills; Strong interpersonal and relationship building skills; Critical reasoning skills; Project Management and Change Management skills.

DUTIES : Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.

ENQUIRIES : Ms M van der Merwe at (021) 466 9724

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

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

CLOSING DATE : 08 April 2019, unless indicated otherwise

POST 11/200 : LEAD: APPRENTICESHIP GAME CHANGER REF NO: DOTP 2019-32
Short-Term Contract Ending 30 June 2019

SALARY : R628 164 - R739 959 per annum (All-inclusive salary package)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Relevant undergraduate qualification (NQF level 7) as recognised by SAQA. Minimum of 5 years’ experience at a middle/senior management level. Competencies: A highly developed interpretative and conceptualisation/formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Knowledge of Constitutional, legal and institutional arrangements governing the South African Public Sector; Knowledge of provincial executive support systems and services; Knowledge of provincial policy development processes; Knowledge of public communication, public education, public engagement and discourse management processes;
Knowledge of good corporate governance norms and standards and knowledge of policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes.

**DUTIES**

Manage the delivery system of the Game Changer and associated delivery and performance tracking tools; Provide leadership/advisory support to the Game Changer team and institutional structures that support the Game Changer implementation; Manage the strategic analysis that informs the performance of the Game Changer and in particular ensuring the data and evidence supports management decision-making; Develop and manage mechanisms for rapid problem identification, problem-solving and solution finding with a strong focus on innovation; Manage the executive reporting system; Build and manage the necessary relationships that are important to the delivery of the Game Changer and support the framework for managing complex transversal relationships; Ensure the necessary capacitation of departmental teams in delivery and performance tracking systems.

**ENQUIRIES**

Ms B Wood at (021) 483 6766

**APPLICATIONS**

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

**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.

**CLOSING DATE**

05 April 2019

**POST 11/201**

CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOTP 2019-24

**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 Behavioural Science (Industrial Psychology), Management Science or Public Management/ Administration; A minimum of 3 years appropriate experience in an organisation development environment or related HR environment; A valid (Code B) driving licence. Recommendation: A Business Process Mapping, Redesign and Improvement Certificate. Competencies: Knowledge of the following: Project Management; Process design using Business Process Modelling Notation (Visio or iGrafx); Facilitation and presentation skills; Proven computer literacy; Service delivery improvement acumen; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Improve service delivery through business process interventions towards improving service delivery to citizens; Co-ordinate and facilitate service delivery improvement initiatives e.g. Service standards, charters and service delivery improvement plans; Assess the efficacy of service delivery improvement interventions; Acquire, adapt, design and/or develop specialise, scientifically validated process design, improvement and assessment methodologies and instruments; Function as project manager/team leader to lead resources allocated to a project.

**ENQUIRIES**

Mr S Africa at (021) 466 9553

**APPLICATIONS**

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**NOTE**

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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

**CLOSING DATE**

08 April 2019, unless indicated otherwise

**POST 11/202**

**REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2019-23**

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

**DUTIES**

Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

**ENQUIRIES**

Mr R Joseph at (021) 483 8604

**APPLICATIONS**

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**NOTE**

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**CLOSING DATE**

08 April 2019, unless indicated otherwise

**POST 11/203**

**MESSENGER: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2019-22**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

Basic literacy and numeracy skills (ABET level 3 – grade 7). Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Communication skills in at least two of the three official languages in the Western Cape; Ability to work independently within a team.

**DUTIES**

Collecting and delivering documents to and from internal stakeholders and departments; Distribute mail and documentation as prescribed; Utilisation of an electronic file tracking system; Assist with dispatching of outgoing mail; Transfer closed files from Corporate Service Centre to the Records Centre; Maintain registers of documentation received and delivered; Use of GG vehicles and maintaining appropriate records; Other adhoc tasks as reasonably requested from time to time.

**ENQUIRIES**

Mr R Joseph at (021) 483 8604

**APPLICATIONS**

To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address:
NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 15 April 2019

PROVINCIAL TREASURY

APPLICATIONS : Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

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CLOSING DATE : 15 April 2019

PROVINCIAL TREASURY

APPLICATIONS : Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 15 April 2019

OTHER POSTS

POST 11/204 : ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-07 (X3 POSTS)

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendations: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of the following: Public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.
DUTIES : Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.
ENQUIRIES : Ms R Slinger at (021) 483 4023

POST 11/205 : ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: PT 2019-06

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years’ experience in an Internal Control and governance environment. Recommendations: Working knowledge and practical application of of the National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act as well as other relevant delegations. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Risk Management Frameworks; Ability to analyse, conceptionalise and implement
policy; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analytical thinking.

**DUTIES**

- Assist in developing policies, procedures and process pertaining to the internal control unit; Ensure the effectiveness of financial prescripts (inspections); Ensure the implementation of corrective measures and preventative controls with regards to CGRO, GAP and FMCM; Manage and co-ordinate financial and non-financial responses for the department in respect of Internal Audit, External Audit and PFS/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management; Act as supervisor of subordinates.

**ENQUIRIES**

Ms R Cassiem at (021) 483 8203

**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**

08 April 2019

**NOTE**

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**OTHER POSTS**

**POST 11/206**

**PSYCHOLOGIST (CLINICAL) REF NO: DSD 2019-28**

**SALARY**

- Grade 1: R633 702 – R703 314 per annum (OSD as prescribed)
- Grade 2: R746 466 – R828 474 per annum (OSD as prescribed)
- Grade 3: R866 310 – R1 020 462 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

- Qualifications: Master’s Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years’ relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years’ relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years’ relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years’ relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Project Management skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex application; Outstanding planning, organising and People Management skills; Problem solving and decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

**DUTIES**

- Ensure the rendering of clinical psychological services to insourced facilities; ensure the development of training material and provide training to all residential
care staff; Ensure the delivery of specialist clinical psychological services to the inspectorate; Part of a multidisciplinary team.

ENQUIRIES : Mr C Jordan at (021) 483 4991

POST 11/207 : SOCIAL WORK SUPERVISOR: WYNBERG SERVICE DELIVERY TEAMS REF NO: DSD 2019-29 (X2 POSTS)

SALARY : R363 507 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 SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr Q Arendse at (021) 763 6206

POST 11/208 : SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE REF NO: DSD 2019-34

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; Grade 1: A minimum of eight (8) years appropriate experience in social worker after registration as Social Worker with the SACSSP; Grade 2: A minimum of eight teen years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Social work and ECD and Partial Care Field; Current legislation, international instruments, policies and procedures impacting on ECD and Partial Care Field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES : Develop, implement and maintain social work policies aimed at ECD and Partial Care; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.

ENQUIRIES : Ms T Hamdulay at (021) 483 4829
**POST 11/209**

**STATE ACCOUNTANT: ASSURANCE SERVICES: FRAUD AND LOSSES MANAGEMENT REF NO: DSD 2019-36 (X2 POSTS)**

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

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Risk management frameworks, Principles and practices of financial accounting; Internal control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; Ability to analyse, conceptualise and implement policy.

**DUTIES**: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of internal audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, audit committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.

**ENQUIRIES**: Ms A Oppelt at (021) 483 9174

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**POST 11/210**

**COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: DSD 2019-33**

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

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

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

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

ENQUIRIES : Mr L Arendse at (021) 483 6657


SALARY : Grade 1: R139 563 – R157 089 per annum (OSD as prescribed)
Grade 2: R166 650 – R187 560 per annum (OSD as prescribed)
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government

ENQUIRIES : Ms MC Noemdo at (021) 940 7115

enquiries
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 08 April 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


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 or equivalent qualification) in a technical field; 3-years applicable machinery and related road construction/maintenance experience; A valid code C (or higher code) driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Duel axel tip truck, Water truck, Chip-spreader, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, reparation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning skills; Supervision skills.

DUTIES: Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment and leave management.

ENQUIRIES: Mr J Prodehl at (044) 272 6071
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: R242 475 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years administration experience of which 3 years is in an Contract/Project Management environment or related. Recommendation: Transport monitoring experience. Competencies: Knowledge of the following: Legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong negotiation skills.

DUTIES: Evaluate contract performance against contract measures to calculate service providers payments and to determine performance bonuses/penalties by using compliance (monitoring); Process service provider payments; Administer contract payments; Process of operator contracts and the implementation of bonuses and penalties; Using compliance (monitoring), ITS, fare payment system, other partner
(police) information and on the ground verification (spot checks); Highlight need for intervention/evaluation for chronic non-compliance; Award bonuses or implement penalties as required by the operator, service contracts and service level agreements.

**ENQUIRIES**: Mr G Martin at (021) 483 4095

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

**POST 11/214**

**PROPERTY ACQUISITION OFFICER: PROPERTY ACQUISITION REF NO: TPW 2019-44**

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

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years relevant experience; A valid code B driving licence. Recommendation: An appropriate Property Management related tertiary qualification (3-year National Diploma/B-Degree or equivalent). Competencies: Knowledge of The Western Cape Land Administration Act No. 6 of 1998 and its Regulations; The Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Organisation and planning skills; Problem solving and negotiation skills; Ability to apply project management skills.

**DUTIES**: Manage the following for all client departments: Acquisition of immovable assets as per approved acquisition plans, The acquisition of immovable assets as per ad hoc approved requests, Disposal of redundant immovable property, The donation of immovable assets. Manage land exchanges and the transfer of immovable assets in terms of the principle Asset follows instruction.

**ENQUIRIES**: Mr J Titus at (021) 483 5214

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

**POST 11/215**

**ADMINISTRATION CLERK: ROAD DESIGN REF NO: TPW 2019-36 (X2 POSTS)**

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Strong administration background in a fast-paced office environment; financial experience. Competencies: Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Administration skills; Interpersonal relations; Planning and organisational skills; Ability to work in a team; meticulous record keeping.

**DUTIES**: Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filling system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and Subsistence and Travel requests; Perform procurement support functions, i.e., organising of catering and ordering stationery; Data capturing support, processing HR documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation.

**ENQUIRIES**: Ms M Hofmeyr at (021) 483 3999

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

**POST 11/216**

**PROJECT SUPPORT CLERK: ARCHITECTURAL SERVICES REF NO: TPW 2019-40**

**SALARY**: R163 563 per annum (Level 05)

**CENTRE**: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Administrative experience; Knowledge and experience BizProjects, e-Works, BAS, My Content and SITS; Previous experience in project support. Competencies: A good understanding in the following: Applicable legislation; Proven computer literacy (MS Work, MS Excel, MS Outlook, MS Projects); Meet deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team; Communication (verbal and written skills in at least two of the three official languages of the Western Cape.

DUTIES : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationary; Diary management and facilitating of appointments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training for professional staff; Making travel arrangements.

ENQUIRIES : Mr G Kemp at (021) 483 3038

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

POST 11/217 : ROAD WORKER SUPERVISOR: SPECIAL TASK TEAM REF NO: TPW 2019-42

SALARY : R136 800 per annum (Level 04)

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

REQUIREMENTS : Junior Certificate (Grade 10) with a minimum of 3 years’ relevant experience in road infrastructure construction and maintenance; A valid code EC/ EC1 driving licence with a professional drivers permit (PDP). Recommendations: Good understanding and experience in building, maintenance and repair of road infrastructures as well as supervising a team of workers; Experience in the following: Operating of more than one large road construction machine, supervision over a team of workers, road construction activities; Credits or a qualification in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF level 1 and higher. Competencies: Good understanding of the following; Road construction activities, construction machines, bitumen products, concrete products, applicable legal aspects, safety measures and standards, as well as road safety measures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work independently and part of a team; Ability to perform basic maths calculations.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Operate and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction activities of roads, premises and buildings; Repair equipment in buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of Health and Safety Act; Discipline subordinates and apply proper labour relations.

ENQUIRIES : Mr. D Plaatjies at (044) 272 3699 or Ms A Matthews at (044) 272 6071

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

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the
Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE**  
15 April 2019

**POST 11/218**  
**CLEANER: TRAFFIC SUPPORT SERVICES (VREDENDAL) REF NO:** TPW 2019-38

**SALARY**  
R96 549 per annum (Level 02)

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

**REQUIREMENTS**  
Basic literacy and numeracy (ABET). Recommendations: Appropriate cleaning experience; Experience with the use of cleaning equipment, materials and detergents. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Ability to work independently and part of a team.

**DUTIES**  
Execute cleaning tasks in order to ensure a clean, hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

**ENQUIRIES**  
Ms J Dirkse at (027) 213 1269

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

**NOTE**  
To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE**  
15 April 2019

**POST 11/219**  
**CLEANER: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO:** TPW 2019-39

**SALARY**  
R96 549 per annum (Level 02)

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

**REQUIREMENTS**  
Basic literacy and numeracy (ABET). Recommendations: Appropriate cleaning experience; Experience with the use of cleaning equipment, materials and detergents. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Ability to work independently and part of a team.

**DUTIES**  
Execute cleaning tasks in order to ensure a clean, hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

**ENQUIRIES**  
Mr ME Giba at (023) 342 2357/ (023) 342 2358

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

**CLOSING DATE**  
15 April 2019

**NOTE**  
To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.