ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE : 23 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 13/104 : STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION
REF NO: AGR 2019-17

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendation: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases. The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word, Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

ENQUIRIES : Dr M Seutloali at (021) 887 0324

POST 13/105 : GROUNDS SUPERVISOR: GROUNDS MAINTENANCE
REF NO: AGR 2019-19

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in a garden and grounds maintenance environment; A valid driving licence. Recommendation: An appropriate qualification in horticulture or agriculture (plant production); Supervisory experience in a garden and grounds maintenance environment; Ability to drive a vehicle with a trailer. Competencies: Proven computer literacy; Problem solving and decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership abilities and assertiveness.
DUTIES: Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescripts; Perform administrative and related functions in the unit; Manage the workshop and storage of tools and equipment; Render assistance with the provisioning of clean drinking water and the moving of offices and furniture; Render standby duties and overtime.

ENQUIRIES: Mr P Michau at (021) 808 5140

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: 23 April 2019

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OTHER POST

POST 13/106: INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2019-10

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 1-year relevant investigation or related experience. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

DUTIES: Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.

ENQUIRIES: Ms N Arabi at (021) 483 0663

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: 23 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


SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate Postgraduate Diploma in Library and Information Science/Social Sciences (or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Recommendation: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques. Competencies: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques; Scientific report writing; Proven computer literacy (MS Office); Management and information; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Conducting scientific research: Identify research projects and undertake commissioned research for the library services; Management of information and knowledge: Collate and analyse data and information from public libraries and other sections of the library services; Management of library statistics and databases; Proofreading and translations of outputs produced by the section.

ENQUIRIES : Mr N Adonis at (021) 483 2145

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 23 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 13/108 : ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES
REF NO: EADP 2019-11
(12-Month Contract Position)

SALARY : R376 596 per annum plus 37% in lieu of benefits (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 4 year tertiary qualification (LLB, B.Juris or B.Proc degree or higher); A minimum of 3 years’ post qualification litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Experience and working knowledge of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Computer literacy (MS Office).

DUTIES : Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support; Comments on national and provincial draft legislation which impacts on the Department.

ENQUIRIES : Adv C Maré at (021) 483 0502
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

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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
23 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 13/109
DEPUTY DIRECTOR: CONNECTED BUSINESS REF NO: DEDAT 2019-15

SALARY
R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE
Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Business, Commerce, Information and Communications Technology or related qualifications; A minimum of 3 years’ management level experience; A valid code B driving licence. Recommendation: Experience in the following: Project management in an economic development environment; Multi-organisational stakeholder co-ordination; Information/digital society environment; Post-graduate qualification in a relevant field. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management processes; Labour relations; Financial management; Public Finance Management Act (PFMA); Strategic Thinking and Planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Service delivery innovation; Problem Solving skills; Team work & self-management skills; Computer Literacy.

DUTIES
Develop, coordinate and manage strategies relevant to the sub-directorate; Develop, coordinate and implement unit's projects and programmes aligned to the overall strategy of the theme/enabler/driver; Manage and coordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibility; 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 O Dyers at (021) 483 9918

POST 13/110
ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DEDAT 2019-16

SALARY
R376 596 per annum (Level 09)

CENTRE
Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS
A 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences /Humanities/Economics /Management Science/Commerce/Information Management/Education/ Public Policy/ Public Management/ Development Policy/ Health/Project management/Science; A minimum of 3 years' experience in administering, coordinating or managing projects or systems; A valid Code B driving licence. Recommendation: Post-graduate degree which involved the writing of a research paper/research report/mini-thesis in fulfilment of the degree requirements; any formalised training or qualifications in Evaluation/M&E/auditing/information management. Previous exposure to evaluation or ‘M&E’ through short courses or on the job training; Experience in: Working with data sets, from designing data systems to data analysis and reporting findings; Implementing or assisting with running projects/M&E/performance auditing/research/information systems/planning/reporting environments. Competencies: Knowledge and experience of the following: Monitoring and
evaluation concepts, practices, tools, uses in an organisation; Quantitative data analysis using MS Excel; Managing projects/systems; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

Assist in designing and maintaining M&E frameworks; Develop a departmental indicator system to ensure that indicators track outputs, outcomes and impact to the department’s strategic objectives; Assist in managing the department’s non-financial performance information and reporting system; Draft reports to analytically measure the results of departmental projects, programs in relation to the department’s strategic interventions and goals; Draft and manage the delivery of analytical reports, internal or external evaluation research reports; Support the executive management on special projects; Assist in managing the units operations.

**ENQUIRIES**

Ms G Smith at (021) 483 9511

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**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 13/111**

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**

Directorate: Supply Chain Management

**SALARY**

R697 011 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**


**DUTIES**

To provide an integrated demand, acquisition and contract management service of clinical commodities through the development, implementation and maintenance of a transformative approach to sourcing by means of: Commodity-based lifecycle costing; End-to-end management of the sourcing process; Supplier relationship and performance management; Internal stakeholder management and delivery of optimal commercial benefits to the Department; Managing and delivering multiple procurement projects in a commercial environment; Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; Leading a team of procurement specialists to deliver the organisation’s long-term procurement strategy; Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services.

**ENQUIRIES**

Ms S du Toit Tel No: (021) 483-6093 or Santie.dutoit-white@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

23 April 2019
POST 13/112: OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE, THEATRE AND CSSD)
Cape Winelands Health District

SALARY: R532 449 (PN-B3) per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE: Ceres 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work after-hours, shifts, weekends and public holidays when required. Willingness to be on standby for theatre call if required. Valid (code B/EB) driver’s license. Willingness to relief Assistant Manager and other Operational Manager. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Supervise, plan and implement the provision of effective and efficient, specialized nursing service in the Emergency Centre and theatre. Provide effective leadership and management of human and financial resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide support to supervisor and management. Maintain and participate in inter-professional and multi-disciplinary teamwork. Effective management of information to enhance service delivery.

ENQUIRIES:
Mr. R Neethling
Tel No: (023) 316 9600

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE:
23 April 2019

POST 13/113: CHIEF AUDIOLOGIST GRADE 1

SALARY: R440 982 per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist and Speech Therapist or Audiologist. Registration with a professional council: Registration with the HPCSA as either an Audiologist/Speech Therapist or an Audiologist. Experience: Grade 1: A minimum of 3 years’ experience as an Audiologist after registration with the HPCSA as a Speech Therapy and/or Audiologist. Inherent requirements of the job: HPCSA accredited Additional Training in Cochlear Implants, or willingness to obtain additional licensing once appointed. Preference will be given to a person who has obtained the certification. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Competency in the assessment and management of patients with a hearing loss, in particular severe to profound sensorineural hearing loss. Good management, administrative and supervisory,
problem-solving, conflict resolution, interpersonal, organisational and communication skills in at least two of the three official languages of the Western Cape. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing or cooperating in research projects within the Cochlear Implant Unit.

**DUTIES**
- Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

**ENQUIRIES**: Ms J Perold Tel No: (021) 938-4824 / 5086
**APPLICATIONS**: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
**NOTE**: No payment of any kind is required when applying for this post.
**CLOSING DATE**: 23 April 2019

**POST 13/114**

**CLINICAL PROGRAMME CO-ORDINATOR: UNIT FOR INFECTION PREVENTION AND CONTROL**

**SALARY**: R420 318 (PN-A5) per annum
**CENTRE**: Tygerberg Hospital, Parow Valley
**REQUIREMENTS**: Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to communicate in at least two of the three official languages of the Western Cape. Basic Computer literacy.

**DUTIES**: Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**: Ms FC Marthinus Tel No: (021) 938-4055
**APPLICATIONS**: The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
**NOTE**: No payments of any kind are required when applying for this post.
**CLOSING DATE**: 23 April 2019

**POST 13/115**

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL 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 license. 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 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 Medical 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 J M Hardine Tel No: (021) 860-2504
**APPLICATIONS**: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
**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**: 23 April 2019
**POST 13/116**: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)
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 with midwife that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work overtime, weekends and night duty when required. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages of the Western Cape. Computer literacy.

**DUTIES**
Supervise and ensure the provision of effective, efficient patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of all staff. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth, ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display the core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**: Mr S Bruiners Tel No: (021) 860-2522

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APPLICATIONS: The Chief Executive Officer, Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION: Mr K Cornelissen
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 April 2019

POST 13/117: RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)

SALARY:
- Grade 1: R374 364 per annum
- Grade 2: R440 982 per annum
- Grade 3: R519 456 per annum

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimal educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Competencies (knowledge/skills): Clinical experience in obstetric and gynaecological and abdominal ultrasound. Computer literacy in word processing for accurate report writing. Good interpersonal skills for teamwork, competency building and training. Ability to serve patients in at least two of the three official languages of the Western Cape. Completion of supplementary courses in diagnostic ultrasound. Computer literacy and data management analysis skills. Experience and interest in teaching in Obstetrics and Gynaecology Ultrasound.

DUTIES:
Provide a comprehensive Diagnostic Ultrasound service at an advanced level to patients with Obstetric and Gynaecological problems. Effective administration within the Ultrasound unit regarding patient service as well as equipment. Supervise, train and assess junior colleagues and O&G/Radiology Registrars as well as Radiographers actively take part in CDP programme, as learner as well as teacher.

ENQUIRIES:
Prof L Geerts Tel No: (021) 938-4702

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: 23 April 2019

POST 13/118: ASSISTANT DIRECTOR: DIAGNOSIS RELATED GROUPS

Directorate: Clinical Coding Services and Diagnosis Related Groups (DRGs)

SALARY: R356 289 per annum

CENTRE:
Head Office, Cape Town based at Tygerberg Hospital Office

REQUIREMENTS:
Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Current registration with the HPCSA or SANC. Experience: Appropriate experience and knowledge of Diagnosis Related Groups. Appropriate experience and knowledge with regards to UPFS and/or Activity Based Costing and/or Other costing models. Appropriate leading organisational knowledge and experience level of Clinical Coding (Diagnostic and Procedural coding). Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s license. Willingness to travel on
a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

**DUTIES**

Provide supervision and guidance with regards to Diagnosis Related Groups (DRGs) to ensure all audited data are allocated to a DRG utilising the DRG encoder and that the required analysis is performed. Assist with DRG Encoder adjustment and Maintenance and Development. Manage/participate in strategic relationships, interactions and transactions with external stakeholders with regards to Diagnosis Related Groups (DRGs). Perform effective and efficient supervision, planning and co-ordination of activities in the Diagnosis Related Groups (DRGs) component. Support sub-projects linked to eCCR and DRG implementation. Professional communication both telephonically and in writing with all role players. Accurate record keeping and analysis of eCCR and DRG Clinical Coding data. General office and ad-hoc duties.

**ENQUIRIES**

Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

23 April 2019

**POST 13/119**

**ASSISTANT DIRECTOR: FINANCE**

Cape Winelands Health District

**SALARY**

R356 289 per annum

**CENTRE**

Ceres hospital & Sub District, Witzenberg Sub district

**REQUIREMENTS**

Minimum educational qualification: Appropriate three year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers’ license. Willingness to work after hours when required. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and to recognize and respond to problematic matters. Ability to work independently and part of a team. The ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS and CLINICOM/PHCIS. Good written and verbal communication skills.

**DUTIES**

Strategic and Operational Management of Finance and/ Supply chain management. Strategic and Operational Management of Revenue & Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services. Manage contracts administration related to hospitality services, estate management including gardening services, security, registries, staff accommodation.

**ENQUIRIES**

Dr ED Titus Tel No: (023) 316-9600

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Candidates will have to complete a skills competency test.

**CLOSING DATE**

23 April 2019
POST 13/120: SECURITY AND RISK MANAGER

SALARY: R356 419 per annum
CENTRE: Tygerberg Hospital, Parow Valley

DUTIES: Ensure that all security officers and security guards maintain a sense of responsibility. Good human relations integrity, zeal/dedication and image of Tygerberg Hospital. Maintain discipline of all uniforms staff. Draft policies, manage and instructions as required. Ensure at that all security staff members know, understand and implement security instructions policies and manuals. Ensure proper shift changes and shift leaders are fully briefed. Ensure handover certificates complete. Ensure effective key control. Conduct security training need assessment. Ensure security staff registrations and that all security staff has clearance. Conduct performance assessment and evaluation of all staff and conduct security awareness initiatives and programmes. Ensure effective contract assessment. Investigate security incidents, trends including behaviour trends. Interact with all agencies and HET’s on site and with law enforcements agencies.

ENQUIRIES: Mr P Wolfaardt Tel No: (021) 938 4138
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 April 2019

POST 13/121: INDUSTRIAL TECHNICIAN CONTROL
Directorate: Engineering and Technical Support

SALARY: R356 289 per annum
CENTRE: Bellville Mobile Workshop
REQUIREMENTS: Minimum educational qualification: National Technical Diploma Mechanical or Electrical (T- or N- or S- Stream), or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990 in a relevant discipline. Experience: Appropriate post qualification experience in the management of a multi-disciplinary engineering and/or maintenance workshop. Appropriate experience in the repair, maintenance and installation of electrical or mechanical equipment, systems and plant. Relevant experience in the healthcare sector. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to manage staff. Competent with hands-on practical work. General technical proficiency with regard to electrical and mechanical systems. Ability to draft technical specifications. Liaise on all levels with clients and other components. Computer literate, proficient in Excel, Word, Outlook and Web-based applications. Good written and verbal communication in at least two of the three official languages.

DUTIES: Manage and supervise a multi-disciplinary workshop including the budget and personnel. Ensure that repairs and installations are carried out. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Write reports, specifications and call for tenders. Ensure the maintenance, repairs to, and installation of hospital electrical and mechanical equipment, systems and plant. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES: Mr S Reicher Tel No: (021) 830 3768
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 April 2019
| POST 13/122 | DIAGNOSIS RELATED GROUPS COSTING SPECIALIST  
(24 Months Contract Post)  
Directorate: Coding and Diagnosis |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 per annum plus 37% in lieu of service benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office, Cape Town based at Tygerberg Hospital Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s license. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To ensure all audited data are allocated to a DRG utilising the DRG encoder. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. Accurate record keeping and general office and ad-hoc duties.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr F Vorster Tel No: (021) 938-4362 or E-mail: <a href="mailto:frans.vorster@westerncape.gov.za">frans.vorster@westerncape.gov.za</a></td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a></td>
</tr>
<tr>
<td>NOTE</td>
<td>No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.</td>
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<tr>
<td>CLOSING DATE</td>
<td>23 April 2019</td>
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| POST 13/123 | ARTISAN FOREMAN GRADE A (PLUMBING)  
Directorate: Engineering and Technical Support Services |
<table>
<thead>
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<tbody>
<tr>
<td>SALARY</td>
<td>R286 500 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Metro West, Zwaanswyk Mobile Workshop</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr B Lesch Tel No: (021) 715 5921</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a></td>
</tr>
</tbody>
</table>
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 23 April 2019

POST 13/124 : ARTISAN FOREMAN GRADE A
Directorate: Engineering and Technical Support

SALARY : R286 500 per annum
CENTRE : Bellville Mobile Workshop, Electrical Workshop
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate.
Experience: Five years post qualification experience working predominately in a medical build environment. Experience in management of a workshop or a team of technically staff. Inherent requirements of the job: Valid (Code E/EB) driver’s license. Willingness to travel long distances. Willingness to work away from home for extended periods. A Valid Wireman’s license. Competencies (knowledge/skills): Good verbal and written communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Basic computer literacy in Excel, Word, and Internet Explorer (Internet). Basic knowledge of procurement and supply chain function principles and regulations (PFMA).

DUTIES : Day to day planning, delegation and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Continuous self-development and development of staff to keep abreast with new technologies and procedures.

ENQUIRIES : Mr LS Semono Tel No: (021) 830-3770
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 April 2019

POST 13/125 : ADMINISTRATION CLERK: FINANCE/ADMIN
Cape Winelands District

SALARY : R163 563 per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Financial Management and Supply Chain Management procurement processes. Practical experience of BAS, LOGiS and Integrated Procurement Systems (IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook: e-mail). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

DUTIES : Check Supplier statements, capture and finalise payments within 30 days of receipt of invoice and perform reconciliations. Control, verify and capture journals, maintain accurate Batch Control, control, verify, capture and follow up on Inter Response and Debt account. Responsible for monthly financial reporting and provision of inputs to the Annual and Interim Financial Statements as well as assisting to ensure audit compliance. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system and maintain the Demand Management Plan and the database of contracts. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee and perform tasks related to procurement processes, i.e.
ENQUIRIES: Ms T September Tel No: (021) 808-6112
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: Shortlisted candidates may be subjected to a competency test.
CLOSING DATE: 26 April 2019

POST 13/126: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Cape Winelands District

SALARY: R163 563 per annum
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience of Asset Management in a LOGIS environment. Practical experience on LOGIS and Integrated Procurement system. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook: e-mail). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

DUTIES: Responsible for demand management and acquisition management: demand management plan, needs analysis, procurement activities for goods and services in Stellenbosch sub-district. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system, Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform tasks related to procurement processes, i.e. capturing on LOGIS system, assistance with specification compilation, and maintain 0-9 files and follow-up with suppliers on outstanding goods. Assisting with effective Asset Management: Maintain a credible and effective asset register, manage asset movement, counting and bar-coding, Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses; Ensure disposals of assets in line with SCM policies and procedures.

ENQUIRIES: Ms T September Tel No: (021) 808-6112
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: Shortlisted candidates may be subjected to a competency test.
CLOSING DATE: 26 April 2019

POST 13/127: ADMINISTRATION CLERK: FINANCE (X2 POSTS)
Directorate: Management Accounting

SALARY: R163 563 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Hospital or general patient fees or any health related claims environment. Appropriate experience in HIS (Health Information system)/Delta 9 or other health billing systems. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver’s license (persons with a valid learner’s license may also apply). Competencies (knowledge/skills): Knowledge of UPFS (Uniformed Patient Fee Schedule) or Hospital Memorandum Chapter 18 or general patient fee billing tariffs. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy (MS Word and Excel).
DUTIES:

Ensure accurate billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist the hospital fees departments at various institutions with monthly drawing of relevant reports for account write-offs and follow up of outstanding patient accounts and invoices in terms of Hospital Fees Policy. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors. Ensure submissions of EDI (Electronic Data Interchange), paper claims and assist with EDI (Electronic Data Interchange) rejections and resubmissions. Capture payments and journals on BAS (Basic accounting System) and AR (Accounts Receivable Systems). Liaise with debtors, private companies (Medical Aids, etc.) and other relevant stakeholders telephonically, in person or in writing regarding outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear State Department backlogs in terms of outstanding invoices.

ENQUIRIES:

Ms L Ismail Tel No: (072) 601-6586

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. The nature of the duties is such that it is part of his/her core function to travel, for the performance of their official duties, to various hospitals which shall be regarded as their normal place of work.

CLOSING DATE:

26 April 2019

DEPARTMENT OF THE PREMIER

APPLICATIONS:

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

CLOSING DATE:

23 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 13/128:

APPLICATION DEVELOPMENT MANAGER: ECONOMIC/GOVERNANCE AND ADMINISTRATION REF NO: DOTP 2019-31

SALARY:

R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE:

Department of the Premier, Western Cape Government

REQUIREMENTS:

An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years’ experience in a ICT environment of which 3 years must be middle management experience; A valid driving code B licence. Recommendation: Proven experience in the full System Development Life Cycle of Enterprise scale applications, managing developer team(s) and systems analysis at management level; Contract Management of software development services in the ICT sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined.

DUTIES:

Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy,
strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component’s management team.

ENQUIRIES: Ms E De Bruyn at (021) 483 6634/3816


SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years’ technical experience in an ICT enabled environment of which 3 years must be on management level; A valid code B driving licence. Competencies: Knowledge of the following: Network, voice, compute and storage infrastructure and operations, including VOIP architecture and systems and corporate IPT solutions; Cisco products as well as Windows and Linux environments; Network ICT training, security, LAN, MAN and WAN architecture, infrastructure, technical standards and procedures; Project management; Business and systems analysis; Financial, Basic Supply Chain, procurement and asset management; Team leadership and project leadership; Analytical skills pertaining to area of responsibility; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leading & Supervising; Applying expertise & Technology; Planning & Organising
DUTIES: Manage a team of professionals and service providers, directly or indirectly; Develop, maintain network infrastructure and design advanced network solutions and advanced technologies inclusive of Wide Area Network, Metropolitan Area Network and Local Area Network services domains; Ensure that effective programme and projects documentation and reporting takes place in the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to network infrastructure and ICT compute and storage services; Provide implementation and operational plans regarding ICT network, ICT security and to develop, co-ordinate and manage departmental ICT infrastructure and security policy in accordance with the approved ICT strategies, network architectures, standards and processes and implementation plans; Liaising with client departments in accordance with service needs, ICT operations and projects.

ENQUIRIES: Mr J Manasse at (021) 483 3676

POST 13/130: DEPUTY DIRECTOR: PEOPLE ANALYTICS REF NO: DOTP 2019-37

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in People Management (HR)/ Statistics or Organisational Psychology; A minimum of 3 years People Management experience at a managerial level. Recommendation: Post Graduate qualification in People Management / Organisational Psychology / Statistics. Competencies: Knowledge of the following: Regulatory framework governing the PM function; Customer orientation and service delivery; Analytical and problem-solving ability; People Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced numeracy; Technical analysis and reporting; Interpretive and conceptualisation / formulation ability; The ability to persuade, advise and influence; Strong advocacy, liaison and engagement ability at operational and strategic level; Strong system and technology orientation.
DUTIES: Provide an assessment and reporting service; Facilitate and coordinate the establishment of standardised people management business intelligence systems; Provide people management data, information, trend analysis and research reports; Conduct people management related surveys, evaluations and management reports; Provide a province-wide People Management standard-setting and oversight role; Manage the People Analytics team; Conduct extensive stakeholder engagements to ensure change readiness.
ENQUIRIES : Mr J Morkel at 021 483 3081

POST 13/131 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND LOGISTICS
MANAGEMENT REF NO: DOTP 2019-30

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 2 years’ experience in Finance or Supply Chain Management. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury; Human Resource Management; Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement policies/procedures/contract management; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Problem solving; Planning, organizing and people management skills; Research skills.

DUTIES : Procurement planning and monitoring; Monitor and coordinate supplier performance; Quarterly verification and preparation of reports to the Accounting Officer and Provincial Treasury, Prepare inputs to AFS, PT requirements and management reporting; Invoice /order preparations and verification prior to payment process.

ENQUIRIES : Mr R Hassiem at (021) 483 6625

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 23 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 13/132 : EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE
(EXPENDITURE MANAGEMENT) REF NO: PT 2019-10

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree) in Public Finance/ Accounting/ Economics; A minimum of 3 years’ appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Research and econometric skills.

DUTIES : In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/ quarterly narrative reports; Evaluate inputs of rollover and revenue retention process; Assist with implementation and evaluate inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.
ENQUIRIES : Mr V Bester at (021) 483 3545

POST 13/133 : ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES
REF NO: PT 2019-11

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 3 years' appropriate experience in strategic management environment or related. Competencies: Knowledge of the following: Government's strategic planning, monitoring, reporting, MPAT and BizProject processes; Good planning and organising skills; Facilitation skills; People management skills; Proven computer literacy (MS Office packages and the Internet); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Manage and coordinate departmental performance planning, monitoring and reporting processes; Review and update the Monitoring and Evaluation/Performance Information Policy/ Framework and ensure that the department has standardized mechanisms and/or processes and procedures to collect, management and store data in place; Ensure that the department has a service charter, service standards and Service Delivery Improvement Plan (SDIP) and that it is monitored; Manage the departmental programme and project management system (BizProject); Facilitate organisational performance planning and multi-term annual planning cycle (Annual Performance Plan); Monitoring the Quarterly Performance Reporting (QPR) and Annual Report (AR) as per departmental strategic and annual performance plans; Supervise staff, manage workloads and day-to-day workflow; Mentor, coach and do staff appraisals.

ENQUIRIES : Ms R Julie at (021) 483 5080

POST 13/134 : ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICES
RELATIONS MANAGEMENT REF NO: PT 2019-12

SALARY : R257 508 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Certificate/Diploma/NQF level 5 (1-2 years post school qualification); A minimum of 3 years relevant experience. Competencies: The following skills: Communication (written and verbal) in at least two of the three official languages of the Western Cape; Basic research; Proven computer literacy; Planning and organising; Problem solving.
DUTIES : Assist with employee relations matters; Assist with employee health and wellness matters; Assist with policy and planning matters with reference to Employment Equity and Diversity Management; Assist with Occupational Health and Safety matters; Responsible for logistical arrangements and attendance of the different committees pertaining to Employee Relations, Employment Equity, Health and Wellness and Occupational Health and Safety.

ENQUIRIES : Ms S Sixubane at (021) 483 3586

POST 13/135 : ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT
(FINANCIAL MANAGEMENT) REF NO: PT 2019-13

SALARY : R173 703 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an administration or related environment; a valid Code B driving licence. Competencies: A good understanding of Government Motor Vehicle Transport; Have the ability to work with diverse stakeholders; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Office etiquette.
DUTIES : Manage fleet services and ensure adherence to transport prescripts and recording of trips; Provide SCM (Supply Chain Management) Auxiliary services within the department; Manage and control departmental keys; Coordinating and managing building maintenance issues and recording maintenance faults.

ENQUIRIES : Ms NT Ndlazi at (021) 483 8915
POST 13/136: SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL MANAGEMENT: SCM
REF NO: PT 2019-14

SALARY: R173 703 per annum (Level 05)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in Supply Chain Management or a similar environment. Competencies: A good understanding of storage management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.

DUTIES: Manage, maintain and ensure that the stationery store is run conscientiously in terms of the relevant prescripts; Maintain the data used in the administration of LOGIS; Perform stock taking/physical inventory count of store items; Take responsibility of reporting losses/disposal on the store stock; Prepare orders for payment/issue vouchers.

ENQUIRIES: Ms T Ndlazi at (021) 483 8915

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: 23 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 13/137: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BEAUFORT WEST) REF NO: DSD 2019-38

SALARY: R384 228 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. Recommendation: 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 three 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: Ms M Hendricks at (044) 814 1650
POST 13/138: ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DSD 2019-40

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years’ supervisory experience; a valid driving licence.
Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Media liaison practices; Communication related software packages; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Manage and coordinate the department’s corporate identity and brand; Coordinate the development and implementation of brand awareness campaigns; Coordinate communication campaigns and products; Facilitate the development and implementation of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions, facilities, etc.); Coordinate the provision of a media liaison service: Develop proactive media events in collaboration with the Media Liaison Officer in the MEC’s office; Coordinate the provision of language and translation service: Facilitate and oversee the process of translating departmental strategic documents from English into Afrikaans and Xhosa; Staff supervision/management.

ENQUIRIES: Ms E Lewis at (021) 483 5445

POST 13/139: CUSTOMER CARE ASSISTANT: CUSTOMER CARE (BEAUFORT WEST) REF NO: DSD 2019-37

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 6 months’ clerical experience. Recommendation: A valid Code B driving licence.
Competencies: A good understanding of the following: Customer care, Office software applications; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.

DUTIES: Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile monthly report regarding enquiries; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.

ENQUIRIES: Ms F Reachable at (044) 801 4300

POST 13/140: ADMINISTRATION CLERK: LOGISTICAL SERVICES (GEORGE) REF NO: DSD 2019-39

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including transport in the public service; Excellent Communication (written and verbal) in at least two of the three official languages of the Western Cape; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES: Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with
regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES:
Mr M Skosana at (044) 814 1660

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE:
23 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 13/141:
ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES
REF NO: TPW 2019-47

SALARY:
R376 596 per annum (Level 09)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a management and planning environment; A valid code B driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Clarity and coherence in responding to policy/research questions.

DUTIES:
Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.

ENQUIRIES:
Mr C Joseph at (021) 483 3853

POST 13/142:
ASSISTANT DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT - GEORGE
REF NO: TPW 2019-52
(12 month contract position)

SALARY:
R376 596 per annum (Level 09), plus 37% in lieu of benefits

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

REQUIREMENTS:
3-year tertiary qualification (National Diploma/B-Degree) in Transport planning or Transport Economics; A minimum of 3 years' supervisory experience in a contract management or similar environment. Competencies: Knowledge of the following: Public Management and Administration; Project Management; Monitoring and
evaluation methods, tools and techniques; Applicable legislative and regulatory requirements policies and standards; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Assist in the provisioning of integrated public transport services and public transport infrastructure within non-metro municipalities; Assist in providing support and capacitation of non-metro local authorities with regard to the implementation of land transport services; Enable the implementation of non-motorised transport and special needs passenger plans and strategies; Facilitate, coordinate and provide project support in order to enable land transport integration; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, produce reports, enhance service delivery; Support transparency; Support integration and facilitate collaboration across departments and spheres of government; Determine and communicate financial requirements to execute assigned deliverables.

**ENQUIRIES**

Mr R Collins at (021) 483 8940

**POST 13/143**

CHIEF WORKS INSPECTOR: BUILDING: GARDEN ROUTE/OVERBERG REF NO: TPW 2019-55

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Competencies: Knowledge of the following: All facets of the construction industry and the National Building Regulations; Construction regulations within the Occupational Health & Safety Act, compilation of specifications and tender regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing, which include condition assessments and project management skills; Proven Computer literacy.

**DUTIES**

Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration principles are applied to each project; Liaison with external service providers for example contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development; Good time management and effective neat housekeeping; Ensure that the social-economic impact (job creation) is maintained; Ensure that facility condition assessments of facilities in terms of GIAMA are delivered consistently.

**ENQUIRIES**

Mr L Titus at (021) 483 5215

**POST 13/144**

INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (VREDENDAL) REF NO: TPW 2019-51

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 1 or 2-year post-school Certificate/Diploma qualification on NQF 5 as recognised by SAQA; A minimum of 6 years relevant administrative experience; A valid code B driving licence. Recommendations: Appropriate Road Traffic legislation experience; Relevant NaTIS experience; Experience in the analysis and processing of financial information. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Communication skills in at least two of the three official languages of the Western Cape; Planning, organising and research skills.

**DUTIES**

Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles;
Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.

ENQUIRIES : Mr ES Lotriet at (021) 483 8526


SALARY : Grade A: R311 859- R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

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

REQUIREMENTS : National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years’ post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr H Strydom at (021) 483 2130

POST 13/146 : ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS REF NO: TPW 2019-56

SALARY : Grade A: R311 859- R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Engineering or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience. A valid Code B driving licence. Recommendations: A valid code C driving licence (or higher). Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy; Planning and organising; Communication
DUTIES: Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES: Mr H Strydom at (021) 483 2130

POST 13/147: ADMINISTRATION CLERK: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: TPW 2019-49

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior certificate or equivalent qualification). Recommendation: Administrative experience. Competencies: A good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act 1999 (Act 1 of 1999); Basic Accounting System (BAS); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Reconciliation of registration, licence and other miscellaneous fees collected by Registering Authorities, Driving Licence Testing Centres and Vehicle Testing Stations on behalf of the Department, RTMC and RTIA; Verify reconciliations of motor vehicle licence fees, driving licence fees and vehicle testing fees collected by municipal agents; Verify and authorise reconciliations of fees received and paid over to the Department by the municipalities for DLCA (driving licence card account), RTMC, RTIA and SABS, as well as pay-overs of these fees to the relevant institutions; Identifying and addressing cases of over-and-under payments; Liaison and communication with various clients / stakeholders; Administer payments of the National Traffic Information System (eNaTIS) related and other accounts / invoices.

ENQUIRIES: Mr ES Lotriet at (021) 483 8526

POST 13/148: ADMINISTRATION CLERK: TRAFFIC LAW ADMINISTRATION (GEORGE) REF NO: TPW 2019-50

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES: Render secretarial and administrative support to the Assistant Director and Compliance Monitoring unit: Make travel arrangements; Compile and updating of databases/ spreadsheets with information of Compliance Monitoring Unit performance; Deal with internal and external client enquiries and correspondence; Document and information management.

ENQUIRIES: Mr ES Lotriet at (021) 483 8526

POST 13/149: ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (BRACKETFELL X1 POST, SOMERSET WEST X1 POST) REF NO: TPW 2019-53

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.
(written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

Assist with administrative and financial support service; Assist with procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

**ENQUIRIES**

Mr J Mostert at (021) 483 0131/ Ms N Sobekwa at (021) 936 9160