

**PRONVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- CLOSING DATE** : 27 May 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 16/280** : **FARM AID: FARM SERVICES (NORTIER) REF NO: AGR 2019-21 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2 or higher) Recommendation: A valid Code B driving licence. Competencies: A good understanding of the following: Activities small grain production; Handling of livestock (e.g. sheep, cattle and ostriches); Handling of machinery and power tools regarding maintenance of infrastructure; Communication skills in at least two of the three official languages of the Western Cape; Ability to work independently, as well as part of a team.
- DUTIES** : Perform the following tasks: Routine activities in respect of crop production and livestock; General routine farm activities in respect of infrastructure.
- ENQUIRIES** : Mr C Rheeder at (021) 808 7789
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 27 May 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 16/281** : **DEPUTY DIRECTOR: PROVINCIAL SECURITY OPERATIONS (ELECTRONIC AND ACCESS CONTROL SYSTEMS) REF NO: CS 2019-12**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Community Safety, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' Management experience. Recommendation: Understanding Business Process Improvement; Working knowledge of: Electronic access control and CCTV system environment and Contract Management. Competencies: Knowledge of the following: Public Service Act, 1994; The control of access to public premises and vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 84 of 1993; PSIRA; Criminal Procedure Act; Protection of Information Act, Act 84 of 1982; Electronic access control system; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Creative thinking skills.
- DUTIES** : Design security risk methodologies and tools associated with technology within the security risk management environment; Facilitate the development and integration of security related ICT infrastructure aligned with business intelligence and SRM user requirements; Manage the WCG access control and Auxiliary Services: New Works: Framework Agreement; Manage the maintenance and overall implementation of the WCG access control and CCTV systems; Maintain security information management systems and provide data analysis services.
- ENQUIRIES** : Mr F Watkins at (021) 483 8461

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 NOTE** : 27 May 2019
: 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 16/282** : **DEPUTY DIRECTOR: WESTERN CAPE MUSEUM SERVICES REF NO: CAS 2019-23**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate B-Degree/Advance Diploma in History or related discipline; A minimum of 5 years' appropriate museum experience in development of museum exhibitions, research and educational programmes; A minimum of 3 years middle management experience; A valid Code B driving licence. Recommendation: A Post-graduate qualification; Experience in the museums and heritage sector. Competencies: Knowledge of the following: History, functions and purpose and functions of museums in society, including their potential for national building and tourism development; Current primary, secondary and field history research techniques and practices; Techniques of selection evaluation and exhibition of objects of material, culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Strategic management and museum governance; Perform research and exhibitions; Deliver public and education programmes; Collection management; Promotion and marketing of museums and their activities.
- ENQUIRIES** : Dr M Dlamuka at (021) 483 5959

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 16/283** : **OPERATIONAL MANAGER (SPECIALTY AREA: OPHTHALMOLOGY)**

- SALARY** : R562 800 (PN-B3) per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: 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. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in an Ophthalmology ward. 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. To maintain ethical standards and promote professional growth and self-development.

- ENQUIRIES** : Mrs F Marthinus Tel No: (021) 938-4055
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, 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** : 24 May 2019

- POST 16/284** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**
(Chief Directorate: Metro Health Services)

- SALARY** : R562 800 (PN-B3) per annum
- CENTRE** : Delft Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 in Advance Midwifery and Neonatal

Nursing Science accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Power Point, Outlook and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty 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.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate 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 : Mr JC Van Heerden Tel No: (021) 954-2237

APPLICATIONS : The Human Resources Manager: Metro District Health Services, Northern/Tygerberg Sub-structure Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms P Louw

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

CLOSING DATE : 24 May 2019

POST 16/285 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate: Rural Health Services

SALARY : R562 800 (PN-B3) 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. 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. Work night-duty on a planned schedule to relieve the Night Manager. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and conflict management skills. Manage and support education, in-service training, orientation and practice development initiatives. Experience in the use of clinical equipment and control of budget levels. Knowledge and understanding of nursing legislation and legislative framework within Public Service.

DUTIES : Efficient and effective management of service delivery in the Emergency Unit. Optimal management of human, financial and other resources. Quality Improvement. Coordinate training, orientation, practice development initiatives and research. Maintain ethical standards and professional growth. Provide support to Nursing Services. Infrastructure change, project management and change management skills.

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

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, 7620.

FOR ATTENTION : Mr K Cornelissen

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

CLOSING DATE : 24 May 2019

POST 16/286 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**
(Chief Directorate: Metro Health Services)

SALARY : R444 276 (PN-A5) per annum

CENTRE : Klipfontein/Mitchell's Plain Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). 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: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.

DUTIES : Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS; IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.

ENQUIRIES : Ms P van Niekerk Tel No: (021) 370-5072

APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Private Bag X7, Lenteguur, Mitchells Plain, 7789 or 103 Highlands Drive, Lenteguur Hospital, Mitchells Plain, 7785.

FOR ATTENTION : Mr RS Jonker

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

CLOSING DATE : 24 May 2019

POST 16/287 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PPP)**

SALARY : R257 508 per annum

CENTRE : Chief Directorate: Regional Hospital

REQUIREMENTS : Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in contract management, supervision, report-writing, monitoring and evaluation. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and SLA's of a Public Private Partnership. Knowledge

and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, Excel and emails). Excellent communication, interpersonal and conflict management skills.

DUTIES : Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by the Private Party Consortium. Train Department of Health staff in respect of stipulated procedures, policies and protocols of a PPP. Liaise between DOH staff and PPP Service Providers, Help Desk, Senior DOH Contract Supervisor and CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by the Private Party. Monitor, record keeping and analysis all calls logged with the Help Desk. Compile monthly, quarterly and annual summary reports for Contract Manager/ CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre.

ENQUIRIES : Ms C Faulmann Tel No: (021) 370-2420/2471

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

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

CLOSING DATE : 24 May 2019

POST 16/288 : **ARTISAN PRODUCTION GRADE A TO C (MEDICAL GAS)**

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical and medical gas field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of medical gas equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.

ENQUIRIES : Mr D Dryling Tel No: (021) 938-4241

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

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

CLOSING DATE : 24 May 2019

POST 16/289 : **HANDYMAN (ELECTRICAL/AIR CONDITIONING)**

SALARY : R145 281 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience and knowledge of electrical, air conditioning and refrigeration installations, lighting, mechanical, electrical plant and equipment, buildings and the

associated maintenance procedures. Inherent requirements of the job: Valid (Code B/EB) driver's license and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

- DUTIES** : Perform electrical, mechanical and general maintenance of plant, equipment and buildings (including after-hour repairs). Assist Artisans with repairs and installation projects. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain plant rooms, plant equipment and work areas in a clean and safe condition.
- ENQUIRIES** : Mr D Brindley Tel No: (021) 658-5124
- APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
- FOR ATTENTION** : Mr P Petersen
- NOTE** : Candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.
- CLOSING DATE** : 24 May 2019

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 27 May 2019
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OTHER POST

- POST 16/290** : **SENIOR PROPERTY INSPECTOR REF NO: HS 2019-26 (X3 POSTS)**
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years' administrative experience; A valid driving licence. Recommendation: Experience in/of informal settlements, report writing and facilitation. Competencies: Knowledge of the following: PIE Act of 1998; ESTA Act (No. 62 of 1997); Housing Act 107 of 1997; Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Planning and organising skills; Adhere to the Batho Pele Principles.
- DUTIES** : Responsible for the inspections and investigations of rental units of the department; Ensure that informal settlements do not expand; Monitor the removal of illegal structures; Liaison with external service providers, for example: Anti-land invasion unit, Law Enforcement and SAPS; Facilitation and interaction with regard to illegal land occupations; Responsible for document collection as required by various sections within the Department.
- ENQUIRIES** : Mr H Kotze at (021) 826 5710

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** : 27 May 2019

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MANAGEMENT ECHELON

POST 16/291 : **CHIEF DIRECTOR: STRATEGIC ICT SERVICES REF NO: DOTP 2019-13**
Job Purpose: To enable service excellence to the people of the Western Cape through the innovative use of Digital services and initiatives. As the Chief Director, you will be responsible for driving the WC Digital Government Strategy, ICT Governance Maturity, ICT Planning and Enterprise Architecture.

SALARY : R1 189 338 per annum (Level 14) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

CENTRE : Department of the Premier, Western Cape Government

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

DUTIES : Line Management: Strategic management, guidance and advice in respect of policy and strategy, planning and development as well as Digital government. This includes the following broad areas of service delivery: Policy and Strategy: Develop appropriate Digital government policy, strategy and frameworks; Do research and development; Governance of Provincial ICT macro-processes; Monitor compliance to certification requirements. Planning and Development: Develop and maintain provincial and departmental ICT Plans; Provide ICT planning and business case development competency; Plan and develop

transversal Digital government/ICT projects and services; Perform data modelling against agreed norms and standards; Initiate and manage special projects; Ensure proper certification of planned ICT solutions. Digital Government for citizens: Develop and implement Digital government front office policies and strategies; Co-ordinate Digital government content and content management; Provide usability and design support; Render interactive front office channels; Provide strategic access to Digital government information and services; Render integrated Digital government information, communication service to business, civil servants and government. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Deputy Director-General: Centre for e-Innovation on a regular basis on the activities and important matters of the Chief Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound labour relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate; Report to the Programme Manager on all aspects of the Chief Directorate's finances; Perform diligently all duties assigned by the Programme Manager; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Clients and Liaisoning: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

ENQUIRIES

: Mr Hilton Arendse Tel No: (021) 483 2675

POST 16/292

: **DIRECTOR: POLICY AND PLANNING REF NO: DOTP 2019-41**

Job Purpose: To enable leading people management practices through the rendering of strategic people policy, planning and analytic services to departments within the Western Cape Government.

SALARY

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

CENTRE

: Department of the Premier, Western Cape Government

REQUIREMENTS

: Appropriate 3-year tertiary qualification (B-degree) in Human Resource Management or Industrial Psychology or Data Science; Minimum of 6 years' management experience within a people management environment. Recommendation: Post graduate qualification in Human Resource Management or Industrial Psychology or Data Science. Competencies: Knowledge of the following: latest development in people management theory and practice; public policy analysis and development processes; Constitutional, legal and institutional arrangements governing the South Africa public sector. Strong innovative mindset; conceptual and formulation skills; leadership skills with specific reference to the

- ability to display thought leadership in complex applications; Team building and inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Presentation skills at senior management level. Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals
- DUTIES** : Responsible for people management business intelligence and people analytics; Develop sound people management policies and provide a policy advisory service; Provide a comprehensive workforce planning service to ensure workforce plans are in place to address the current and future people capability needs of departments; Render diversity and inclusion advisory services (including employment equity and people transformation services); Manage the Directorate Policy and Planning as strategic, financial and people manager.
- ENQUIRIES** : Ms Louise Esterhuysen (+27 21 483 5856)

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 27 May 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 16/293** : **ECONOMIST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 2019-22**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Honours Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with a minimum of 3 years' relevant experience; A valid driving licence. Recommendation: Masters Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with Experience in economics/policy research. Competencies: Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Extensive experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Provide support to provincial departments on budget planning and performance related matters; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.
- ENQUIRIES** : Dr N Nleya at (021) 483 6707
- POST 16/294** : **RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 2019-21**
- SALARY** : R376 596 per annum (Level 09)

- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/ Public Finance/ Public Policy with a minimum of 3 years' appropriate experience. Recommendation: Experience in a fiscal policy/ public finance/ budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes; A valid driving licence. Competencies: Knowledge of government fiscal policy environment; Research and analytical skills; Proven computer literacy (MS Office); Aptitude for numbers; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist and support fiscal policy research and analysis; Analyse and report on provincial government revenue streams; Inputs into the various fiscal policy and budgetary processes; Support to economist on data analysis, database management, revenue assessments, report writing and presentations; Provide administrative support on the directorate's key deliverables.
- ENQUIRIES** : Dr N Nleya at (021) 483 6707

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** : 27 May 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 16/295** : **DEPUTY DIRECTOR: FACILITY MANAGEMENT (TENDERTEN) REF NO: DSD 2019-47**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 5 years experience in residential care for youth; A minimum of 5 years' management level experience; A valid (code B) driving licence. Recommendation: Experience in residential care for youth. Competencies: Knowledge of the following: National norms and standards related to secure residential care; Legislation related to secure residential care of children; Human Resource Management; Operational, Financial and budget management of residential care centres; Analytical, diagnostic, assessment tools, evaluation methods and processes (social worker); Personnel Management; Supervision framework for social workers; Social work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good administrative skills.
- DUTIES** : Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Operational management of the facility.
- ENQUIRIES** : Mr C Jordan at (021) 483 2197

- POST 16/296** : **PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: DSD 2019-49**

- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Department of Social Development, Western Cape Government

- REQUIREMENTS** : A Grade 12 or equivalent qualification plus an accredited Secretarial Certificate/ Diploma NQF 5 (6-12 months of study); A minimum of 3 years` relevant experience in office administration and rendering support service to a Manager. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Telephone etiquette; Planning and organising skills; Presentation skills; Time management skills.
- DUTIES** : Provide a secretarial/receptionist support service to the Chief Financial Officer; Render an administrative support services; Provides support to the Chief Financial Officer regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr J Smith at (021) 483 8679

POST 16/297 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE (LANGA) REF NO. DSD 2019-48**

- 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: Customer care/NGO experience. 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; Ability to resolve conflict; 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** : Mr D Smith at (021) 483 7678

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 27 May 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 16/298** : **GISC TECHNICIAN (PRODUCTION LEVEL): INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2019-75**
- 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 prescript.
- CENTRE** : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A minimum of 3 years post qualification technical (GISc) experience; A valid Code B driving licence. Recommendation: Experience in developing and maintaining GIS data and other GIS output products; Experience in analysing spatial data in a municipal environment; Producing appropriate GIS reports and thematic maps. Competencies: Knowledge and understanding of the following: GIS applications and spatial data queries; Theory, principles and practices of GIS standards; Capabilities of different GIS software; Technologies such as GPS, Photogrammetry and remote sensing; Map projections; Principles of cartography; Producing appropriate GIS reports and thematic maps; Modern component-based GIS tools and methodology for municipal and utility; GIS use cases; Communication and interpersonal (written and verbal) skills in at least two of the official languages of the Western Cape; Project Management advanced computer skills; Problem solving analysis; Decision making and team work.
<u>DUTIES</u>	:	Perform technical GISc activities: Source, capture and clean spatial data from various data custodians; Perform data manipulation according to application requirements; Apply coordinate systems and projections; Undertake spatial analysis with regards to GIS project; Keep up to date with developments in the geo-spatial industry and participate in relevant GIS forums; Responsible for the on-going spatial data maintenance and dissemination end-user support; Conduct programmatic and manual analysis and create reports and thematic maps on data within the GIS; Maintain GIS Unit effectiveness: Maintain and update GIS tools, software and renewal of licences; Functional requirement analysis: Document organisation GIS challenges, identify gaps (discrepancies) on available spatial information in the organisation; Document software capabilities and identify the required functionalities; Provide technical expertise related specifically to infrastructure; Responsible for the compiling and organising of GIS data from maps, databases and other sources; Direct the preparation of regular status reports, highlighting GIS issues requiring attention; Create document procedures and metadata definitions.
<u>ENQUIRIES</u>	:	Ms G Gorrah at (021) 483 0933
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 16/299</u>	:	<u>TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-67</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience; A valid Code B driving licence. Recommendation: Willingness to travel and work after hours. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination people; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.
<u>DUTIES</u>	:	Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the

		processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.
<u>ENQUIRIES</u>	:	Mr F Jacobs at (021) 483 8541
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 16/300</u>	:	<u>CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS REF NO: TPW 2019-74</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years' on-site experience in a building construction environment; A valid driving licence. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters; Quality control; Familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations: Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.
<u>DUTIES</u>	:	Plan and execute inspections for new and maintenance work on project sites and ensure that work is being done in compliance with relevant regulations and legislation; Identifying needs and requirements of new work and repairs through Facility Condition Assessments and the investigation of customer complaints and new services required; Analysing and compiling relevant project documentation for new and existing structures; Quality control of contractors activities on site; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
<u>ENQUIRIES</u>	:	Mr Y Jacob at (021) 483 8514
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 16/301</u>	:	<u>PROJECT ADMINISTRATOR: PROJECT OFFICE: CD TRANSPORT OPERATIONS REF NO: TPW 2019-72</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year administrative experience in a project environment. Recommendation: Proven experience on a project management system such as Resource and Planning Management or MS Projects; A Diploma in Project Management; Project Management experience. Competencies: Knowledge of Project Management; Technical proficiency; Problem analysis, solving and decision making; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Timeous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Office Manager fully up to date on all

- developments and track and report on overall project progress; Provide logistical support to the project office, including preparing minutes and agendas for project meetings; Assist with technical user support; Work closely with line, project and programme managers to provide project support throughout the project life cycle.
- ENQUIRIES** : Mr L Anthony at (021) 483 8226
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 16/302** : **ADMINISTRATION CLERK: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-66**
- 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: Relevant experience. Competencies: A good understanding of the following: Skills Development environment; National, provincial and departmental policies, prescripts and practices regarding EPWP; Administrative and clerical procedures and systems such as word processing, managing data, files and records, designing forms and other office procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy skills.
- DUTIES** : Render administrative assistance to the Assistant Director including but not limited to the following: Manage all official documents; Obtain inputs, collate information and compile complex documents, reports and presentations; Conduct research; Coordinate travel arrangements; Assist with general office administration functions; Liaison with beneficiaries, communities and private sector organisations on behalf of the assistant director which includes the following: Liaison with beneficiaries of programmes to obtain information needed to assess the programmes; Liaison with private sector organisations and training providers.
- ENQUIRIES** : Mr F Jacobs at (021) 483 8541
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 16/303** : **HANDYMAN: TECHNICAL SUPPORT SERVICES (CAPE TOWN) REF NO: TPW 2019-73**
- SALARY** : R122 595 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET Level 4 (or equivalent qualification); Experience in operating a diverse range of garden equipment. Recommendation: Ability to drive, operate and repair machines; Experience in tree felling with a chainsaw. Competencies: A good understanding of the following: Occupational Health and Safety Act; Ability to follow complex, multi-step written and oral instructions as well as written procedure and operating manuals; Methods used in caring for plants (shrubs, flowers, trees and lawns); Tools and operation of garden and grounds maintenance machines; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Work independently as well as in a team; Ability to perform routine tasks.
- DUTIES** : Perform a variety of other grounds maintenance duties; Operate a variety of light maintenance machines to neatly maintain Leeuwenhof gardens and grounds; Perform repairs on equipment to ensure equipment is in a proper working condition and report minor/major services or repair problems to supervisors; Inspect visible working parts to observe wear and replaces faulty parts to prevent breakdown; Comply to standard operating procedures and adhere to safety procedures at all times; Transport mowers and other heavy equipment to and from work sites to ensure their availability for use in completing work assignment.
- ENQUIRIES** : Ms Y Sihawula at (021) 422 1677
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za.

You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE

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