ANNEXURE U

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: 03 June 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 17/232: SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES REF NO: AGR 2019-22 (X2 POSTS)

SALARY: R470 040 per annum (Level 10)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate Honours degree or equivalent qualification with Agricultural Economics and or Agricultural Management as major subjects with a minimum of 3 years’ relevant experience; A valid code B driving license. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Provide advice to internal & external stakeholders on production economics activities and studies which include but not limited to Financial Record Keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

ENQUIRIES: Mr M Mjonono at (021) 808 5200/ 078 456 2973

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: 03 June 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 17/233

ASSISTANT DIRECTOR: LIBRARY SERVICES (CAPE WINELANDS) REF NO: CAS 2019-26

SALARY : R376 596 per annum (Level 09)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Library and Information Science or related field with a minimum of 3 years' relevant experience in General Management and/or Library Management experience (provincial or public); A valid code B driving license. Recommendations: B.Bibl/ B-Degree/ BTech (LIS) Degree in Library and Information Science or related. Competencies: Knowledge of the following: Library and information services legislations and policies; General and project management; Information technology; Human resources and related prescripts; Project management; Sound verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership skills; Ability to work in a team; Computer literacy, especially above average skills in MS Office package; Planning and organising skills.

DUTIES : Co-ordinate strategic and operational planning and execution in the control area; Manage the Cape Winelands budget and expenditure budget and expenditure; Manage, monitor and report on the Public Library building projects; Manage collection development in the control area; Responsible for human resource management in the division; Co-ordinate training programmes for public librarians in the control area; Liaise with municipal stakeholders and other local authorities to sustain and develop library services in the control area.

ENQUIRIES : Mr S Wehmeyer at (021) 483 2241

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 : 03 June 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 17/234

ASSISTANT DIRECTOR: CATALYTIC INFRASTRUCTURE REF NO: DEDAT 2019-19

SALARY : R376 596 per annum (Level 09)

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

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

**DUTIES**

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

**ENQUIRIES**

Ms B Mpahlaza-Schiff on (021) 483 9001

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS**

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

**CLOSING DATE**

03 June 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 17/235**

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EADP 2019-16

**SALARY**

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

**CENTRE**

Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years' management level experience within Supply Chain Management. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain Management; Excellent report writing skills; Strategic planning skills; Must be able to meet strict deadlines; Able to render advice and guidance in an objective yet dedicated manner; Ability to multi-task under changing circumstances; Ability to lead and direct teams; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.

**ENQUIRIES**

Mr J Fritz at (021) 483 2759

**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 17/236: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU/ HIGH CARE AND RENAL UNIT)
Chief Directorate: Rural Health Services

SALARY:
Grade 1: R383 226 (PN-B1) per annum
Grade 2 R471 333 (PN-B2) per annum

CENTRE:
George Hospital

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

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

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

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

FOR ATTENTION:
Mr BH Cassim

NOTE:
No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE:
07 June 2019

POST 17/237: QUALITY ASSURANCE MANAGER
Directorate: Health Impact Assessment

SALARY:
R376 596 per annum

CENTRE:
Head Office, Norton Rose, Cape Town
REQUIREMENTS
Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in health science practice and health services management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Norms and Standards Regulations Applicable to Different Categories of Health Establishments. Knowledge of the Ideal Health Facility Maintenance and Realisation Programme that include Clinics, Community Health Centres and Hospitals. Good communication and interpersonal skills. Ability to analyse and interpret data and write reports. Computer Literacy: Microsoft Office Package. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be expected to write competency test. This post does not form part of the OSD.

DUTIES
Assist with overseeing the implementations of the Regulated Norms and Standards Regulations Applicable to Different Categories of Health Establishments. Assist facilities and monitor progress with the Implementation of the Ideal Health Facility Realization and Maintenance Programme. Provide technical support to all institutions, districts and head office components with regard to improving the patient experience, technical quality and quality improvement. Analyse and interpret quality assurance data and compile reports. Provide a support service to the Deputy Director: Quality Assurance.

ENQUIRIES
Ms A van den Berg
Tel No: (021) 483-3115

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. Short-listed candidates will be expected to write competency test. This post does not form part of the OSD.

CLOSING DATE
07 June 2019

POST 17/238
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY
R376 596 per annum

CENTRE
Supply Chain Management Governance, Head Office, Cape Town

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

NOTE
A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

CLOSING DATE
07 June 2019

POST 17/239
ASSISTANT DIRECTOR: FINANCE
(Overberg District)

SALARY
R376 596 per annum

CENTRE
Swellendam Hospital
### REQUIREMENTS

- Appropriate three-year National Diploma or Degree. Experience. Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Experience in budget and expenditure control. Experience in the management of Asset and Liability Accounts. Proven Supervisory experience. Inherent requirement of the job: Valid driver’s (code EB/B) license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognise and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.

### DUTIES


### ENQUIRIES

- Dr JP Du Toit Tel No: (028) 514-1142

### APPLICATIONS

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

### FOR ATTENTION

- Ms A Brits

### NOTE

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

### CLOSING DATE

- 07 June 2019

#### POST 17/240

**AUDIOLOGIST GRADE 1 TO 3**

(3 Years’ Contract Post)

### SALARY

- Grade 1: R317 976 per annum
- Grade 2: R372 810 per annum
- Grade 3: R439 164 per annum
  (Plus 37% in lieu of service benefits)

### CENTRE

- Tygerberg Hospital, Parow Valley

### REQUIREMENTS

- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Registration with a professional council: Current registration with the HPCSA as an Audiologist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Audiology (where applicable) in respect of RSA qualified employees who perform Community Services, as required in South Africa. 1-year relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in Audiology in respect of SA qualified employees. A Minimum of 11 years’ relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. A Minimum of 21 years’ relevant experience after registration with the HPCSA in Audiology in respect of SA qualified employees. A Minimum of 22 years’ relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Competency in diagnostic audiology and hearing aid fitting. Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team. Proof of continuing professional development.

### DUTIES

- Render audiological services (assessment and treatment) to children and adults in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment
both within and outside hospital. Participate and present In-service training and Continuing Education. Perform administrative tasks related to the audiology service within the hospital.

ENQUIRIES
Ms J Birkensiekto Tel No: (021) 938-4825/4/17
APPLICATIONS
The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION
Ms V Meyer
NOTE
No payment of any kind is required when applying for this post.
CLOSING DATE
07 June 2019

POST 17/241
INDUSTRIAL TECHNICIAN PRODUCTION
(Health Technology)

SALARY
R257 508 per annum
CENTRE
( Clinical Engineering, Goodwood) Electronics Unit
REQUIREMENTS
Minimum educational qualification: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience with repair and maintenance to electronic circuits, systems and related medical equipment or demonstrate an aptitude for this type work. Inherent requirements of the job: Valid driver’s (Code B/EB) license and competent to drive. Willingness to work overtime, stay overnight and travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of electronic equipment. Computer literate. Good written and verbal communication skills.
DUTIES
Complete tasks within deadlines. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of maintenance management and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.
ENQUIRIES
Mr K Lutchman/ Mr G Lee Tel No: 021 591 7126
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 the post. Candidates will be required to undertake a practical test.
CLOSING DATE
07 June 2019

POST 17/242
ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
West Coast District

SALARY
Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE
Clanwilliam Hospital
REQUIREMENTS
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 
Grade A: No experience required. 
Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. 
Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel long distances. Physically fit to perform duties. Valid Wireman’s licence. Willingness to work irregular hours (i.e. day, night, overtime, after-hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw
specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience in the electrical field, refrigeration systems and oxygen bank.

**DUTIES**

Day-to-day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Responsible for the maintenance of health facilities and clinics, Contract Management, People Management and Financial Management that falls under the management and control of Cederberg Sub-district. 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. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop and assist with the execution of projects by the aforementioned workshops. Assist with mechanical, electrical and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs.

**ENQUIRIES**

Ms N Smit Tel No: (022) 921-2153

**APPLICATIONS**

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

**FOR ATTENTION**

Ms NW Smit

**NOTE**

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

**CLOSING DATE**

07 June 2019

**POST 17/243**

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

West Coast District

**SALARY**

Grade A: R190 653 per annum

Grade B: R224 574 per annum

Grade C: R262 176 per annum

**CENTRE**

Matzikama PHC Support and Outreach

**REQUIREMENTS**

Minimum educational qualification: Appropriate Trade Test Certificate. Experience:

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

**DUTIES**

Mechanical/Electrical Repairs, Maintenance and Fault finding of plant equipment, laundry machinery, autoclaves, standby generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Administrative Officer with administration, planning and schedules. Planning, compile specifications and manage projects. Assist with procurement of spares and control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES**

Mr A Rossouw Tel No: (027) 213-2039

**APPLICATIONS**

The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**

Ms M Tangayi

**NOTE**

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

**CLOSING DATE**

07 June 2019
POST 17/244 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (LOGIS SUPPORT- DEVELOPMENT AND IMPLEMENTATION PROJECT OF NEW ASSET STRUCTURE [X10 POSTS])
(6-Year Contract)
Directorate: Supply Chain Management Governance

SALARY : R173 703 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA’S) of the post. Experience: Experience in Supply Chain Management system Logis and practices or systems management/implementation. Competencies (knowledge/skills): Computer literacy particularly in Word and Excel. Data analysis & reporting organising skills knowledge of procurement systems – LOGIS. Knowledge of LOGIS asset application. Conversant with the Department’s procurement prescripts. Ability to communicate effectively (written and verbal) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Team work and project management. Excellent human relations abilities and telephone skills. Driver’s licence will be an advantage.

DUTIES : Verification of assets against institutions LOGIS asset register. Redesign Institutions cost centre and asset structure according to projects guidelines. Capturing new asset structure on LOGIS portal. Transfer assets to new structure and verify documentation for sign off by management. Provide training and guiding staff on new application and scanning hardware. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration. On-going reporting on Projects. Willingness to travel and sleep out for long periods to implement new system at institution.

ENQUIRIES : Mr J Coetzee Tel No: 021 483 4302
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
CLOSING DATE : 07 June 2019

POST 17/245 : ADMINISTRATION CLERK: SUPPORT
Chief Directorate: Garden Route

SALARY : R173 703 per annum
CENTRE : Calitzdorp Clinic, Kannaland Sub-District
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Appropriate experience in capturing and managing of data on PHCIS; Sinjani; tIER.net. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies: (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

ENQUIRIES : Ms Labuschagne Tel No: (028) 551-1010
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. A practical competency test will be part of the interview process.
CLOSING DATE : 07 June 2019
POST 17/246 : DRIVER (LIGHT DUTY VEHICLE)
(Cape Winelands Health District)

SALARY : R102 534 per annum
CENTRE : Montagu Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

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

ENQUIRIES : Mr P Kleintjies Tel No: (023) 626-8551
APPLICATIONS : The Manager: Medical Services, Langeberg Sub District, Private Bag X617, Robertson, 6705.
FOR ATTENTION : Ms T Padiachay
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 07 June 2019

POST 17/247 : CLEANER
(Cape Winelands Health District)

SALARY : R102 534 per annum
CENTRE : TC Newman CDC, Paarl
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean environment to prevent the spread of infection. Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Effective support to supervisor.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
APPLICATIONS : Primary Health Care Manager, Drakenstein Sub District, Private Bag X3043, Paarl, 7646.
FOR ATTENTION : Mr R Williams
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 June 2019

POST 17/248 : GROUNDSMAN
(West Coast District)

SALARY : R102 534 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate gardening and maintenance of terrain experience. Inherent requirements of the job: Willingness to be on call and work overtime for the institution when required. Valid (Code B/EB) driver’s license. Ability to work with heavy duty gardening and workshop equipment. Competencies (knowledge/skills): Knowledge of gardening
and minor maintenance of gardening equipment and Health and Safety Regulations. Knowledge of infection control and safety procedures of waste management. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Render an effective, efficient maintenance of gardening and terrain service. Cost-effective usage of gardening equipment. Correct handling and disposal of waste and medical waste. Assist Handyman with minor maintenance and repair of equipment, terrain and buildings. Render a support service to supervisor.

**ENQUIRIES**

Ms NW Smit Tel No: (022) 921-2153

**APPLICATIONS**

The Assistant Director: Administration and Support Service, Cederberg Sub-district, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION**

Ms NW Smit

**NOTE**

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

**CLOSING DATE**

07 June 2019

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**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**

03 June 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

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**MANAGEMENT ECHELON**

**POST 17/249**

**DIRECTOR: ORGANISATION BEHAVIOUR REF NO:** (DOTP 2019-46)

**SALARY**

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

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

Master’s degree in Human Resource Management or Industrial Psychology and professional registration as an Industrial Psychologist with the HPCSA; A minimum of 6 years’ management experience within a people management environment. Recommendation: Deep knowledge and exposure to the broader Organisation Development domain (Organisation and Process Design). Competencies: Knowledge of the following: latest developments in people management theory and practice; advanced knowledge of Organisational Behaviour practices and processes (organization culture processes/ models/ assessment, leadership development, values definition and embedding, team development processes); Organisation Development practices and processes (organizational diagnostic models, client engagement techniques, issue identification processes, solution design etc.); Advanced knowledge of Employee Health and Wellness models, practices and processes; complex supply chain procurement practices; advanced knowledge of assessment practices and tools. Strong conceptual and formulation skills; advisory and consulting 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 (including project management) and people management skills; presentation skills at senior management level and advanced facilitation skills. 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; the ability to render advice and guidance in an objective manner.
**DUTIES**: Manage the Directorate Organisation Behaviour as strategic, financial and people manager; Ensure the effective delivery of recruitment and developmental assessment services aligned to prescripts; Responsible for Employee Health and Wellness strategy and program management; Responsible for the provision of culture assessment and development services consisting of team development interventions, culture journey support, leadership development program coordination; As management team member of the Organisation Development Chief Directorate, you are responsible for cross-functional deliveries and integration.

**ENQUIRIES**: Mr Johan Nel (+27 21 466 9701)

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**OTHER POST**

**POST 17/250**: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 2019-47 (X2 POSTS)

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations into economic crime; A valid code B driving licence. Recommendation: Experience in investigations within the public sector; Qualification of B. Com Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Knowledge of relevant legislation in the field of forensic investigation in governance; Good interviewing skills and ability to take statements during investigations; Project management skills; Forensic report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Planning and execution of forensic investigations and managing multiple investigations at the same time; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES**: Mr R Janse van Rensburg at (021) 483 0901

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**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**: 03 June 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 17/251**: ADMINISTRATION CLERK: DISABILITY REF NO: DSD 2019-50

**SALARY** : R173 703 per annum (Level 05)

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

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical Knowledge; Data capturing; Knowledge of the working environment; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy
in MS Office (MS Word, MS Excel, MS Outlook, MS Power Point); Interpersonal relations skills; Ability to work independently and within a team; Planning and organising; Flexibility.

**DUTIES**: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES**: Ms P Momoza at (021) 483 2197

**POST 17/252**: CHILD AND YOUTH CARE TEAM LEADER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2019-51

**SALARY**: Grade 1: R157 245 per annum (OSD as prescribed)

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

**REQUIREMENTS**: A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving license. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.

**DUTIES**: Serve as a team leader for child and youth care workers during a shift; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.

**ENQUIRIES**: Ms M Benting at (021) 931 0236

**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](https://westerncapegov.erecruit.co.za)

**CLOSING DATE**: 03 June 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 17/253**: OFFICE MANAGER: TRANSPORT OPERATIONS REF NO: TPW 2019-71

**SALARY**: R376 596 per annum (Level 09)

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

**REQUIREMENTS**: An appropriate tertiary qualification (3-year National Diploma/B-Degree); Minimum of 3 years’ experience in managing administration functions and rendering an executive support service to senior management. Recommendations: A valid code B driving licence; Supervisory experience. Competencies: Knowledge of Financial Administration; Ability to analyse documents and situations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational and planning skills.

**DUTIES**: Render high level support service to senior management and administrative services: Asset and inventory management, filing and upkeep of registers; Management of meetings and travel arrangements; Manage the administration of the budget; Analyse relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood and applied properly.

**ENQUIRIES**: Ms D Ribbonaar at (021) 483 3946
POST 17/254: ASSISTANT DIRECTOR: COMPLIANCE MONITORING COORDINATION

REF NO: TPW 2019-70

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 or higher qualification); A minimum of 3 years’ relevant experience; A valid code B driving license

Recommendations: Working knowledge of web-based reporting systems.

Competencies: Knowledge of the following: National, Provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer services; Compliance Monitoring and Reporting; Human Resource Management; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES: Manage the EPWP related work area: Provide feedback reports to management, sector coordinators and district forum chairpersons; Liaise with stakeholders in terms of compliance monitoring related matters; Ensure capacity building of stakeholder on compliance monitoring matters; Financial Management: Determine and communicate financial requirements to execute assigned deliverables; Ensure the timeous submission of transport application forms; Ensure the control of unit assets; Human Resource Management: Ensure all staff has performance agreements; Conduct quarterly performance reviews.

ENQUIRIES: Mr J Smit at (021) 483 8533

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.

CLOSING DATE: 31 May 2019

NOTE: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit.

Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 17/255: DIRECTOR: FINANCIAL ACCOUNTING REF NO: 119

Branch: Corporate Services

SALARY: R1 005 063 (Level 13) all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town

REQUIREMENTS: Qualifications and experience: An undergraduate qualification (NQF level 7) or equivalent qualification and 5 years of experience at middle management or senior management level, valid driver’s license. Competencies (Knowledge/Skills): Applicable legislative and regulatory framework. Principles and practice of financial accounting. Proven knowledge of financial statements. Tools and techniques for accounting and reporting. Government financial systems. Systems approach to solving problems. Change management and people skills. The ability to give clear direction in realising objectives and clear and concise communication. Leadership,
team-building and interpersonal skills. Computer literacy (Excel, Word and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**

Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor-General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

**ENQUIRIES**

Ms E Veldman Tel No: (021) 467-2544

**CLOSING DATE**

31 May 2019 by 12:00 midnight