ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 08 July 2019
NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 21/223: TRACTOR DRIVER: FARM SERVICES, OUTENIQUA REF NO: AGR 2019-23

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Working knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.
DUTIES: Operate a tractor with various implements; Assist with projects; General farm work/activities; Adjust, repair, and service tractor and notify supervisor when tractor malfunctions; General farm infrastructure development and maintenance activities.
ENQUIRIES: Mr H.S. Gerber at (044) 803 3727/ 083 642 7293
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: 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.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/224: ARCHIVIST: CLIENT INFORMATION SERVICES REF NO: CAS 2019-27

SALARY: R257 508 per annum (Level 07)
CENTRE: Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Archival studies or History/Cultural History as major subjects; A valid driving licence. Recommendations: Working experience in the
archives environment; Knowledge of retrieval and automated storage systems. Competencies: Knowledge of current archival policies and legislation; Presentation and public speaking skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills; Leadership and effective delegation.

**DUTIES**

Research and source guidance will entail the following: Provide references to customers by providing access, interpreting, finding aids, giving instruction on the proper handling of materials and providing knowledge of the records relevant to the individual researcher's needs; Respond to written/telephonic enquiries and maintain records and control sheets; Digitization of archival records and avail them for research purposes; Planning and Administration will entail the following: Ensure that work is completed according to work plan by overseeing, monitoring and evaluating work progress of subordinates; Compile monthly, quarterly and annual reports; People Management will entail the following: Ensure the effective utilisation and development of human capital by mentoring, coaching and training staff to master necessary skills; Compile in-service training programmes, job descriptions, performance and development plan agreements.

**ENQUIRIES**

Ms A Kupe at (021) 483 0411

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**

01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 21/225**

**DEPUTY DIRECTOR: ENERGY**

**REF NO:** DEDAT 2019-20

**SALARY**

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

**CENTRE**

Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Chemical, Mechanical, Electrical or other Engineering, Finance, Economics, Sustainability or Environmental Science; A minimum of 5 years project management experience of which 3 years must be relevant management experience. Recommendations: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; Relationship Management; Knowledge of HRM processes, labour relations, financial Management and public service procedures; Extensive stakeholder engagement experience particularly across multiple spheres of government, the private sector and academia; Managing a program of work. Competencies: Applied Strategic Thinking, Creative Thinking, Decision making; Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.

**DUTIES**

Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit’s projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibility; Management of the human
resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES
Mr A Trikam at (021) 483 9117

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only; via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE
01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/226
CHIEF TOWN AND REGIONAL PLANNER: DEVELOPMENT FACILITATION SERVICES REF NO: EADP 2019-25

SALARY
R898 569 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE
Western Cape Government

REQUIREMENTS
B Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years' post qualification town and regional/urban planning or development planning or spatial planning or land use management or in a related field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment; A valid code B driving licence.

Competencies: Working knowledge of the following: Spatial planning and land use management legal and operational compliance; Spatial planning and land use management systems, principles and best practice; Spatial planning and land use management processes and procedures; Ability to communicate (verbally and in writing) at all levels and build and maintain working partnerships; Ability to solve problems and resolve conflict (must be a solutions oriented person); Ability to organize, analyze, and interpret information and then make decisions based on the information; Ability to think and operate strategically and lead staff and diverse teams of professionals, service providers and stakeholders; Plan, organize and execute, self-manage and work under extreme pressure.

DUTIES
To support the Director: Development Facilitation with the provision of an all-encompassing development facilitation service; Support the Director: Development Facilitation with the provision of a coordinated spatial planning and land use management capacity building service; Support the Director: Development Facilitation with special project management services as and when required; Support the Chief Directorate: Development Planning through the Director: Development Facilitation with the provision of Development Planning Intelligence; Management and Research services, Development Management services and Spatial Planning services as and when required; Support the Director: Development Facilitation with strategic and operational management and administrative tasks as and when required.

ENQUIRIES
Mr G Gerber at (021) 483 2787

POST 21/227
CONTROL ENVIRONMENTAL OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 2019-26

SALARY
Grade A: R495 219 per annum (OSD as prescribed)

CENTRE
Western Cape Government

REQUIREMENTS
An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Management or Engineering Sciences; A minimum
of 6 years’ relevant post-qualification experience; A valid (Code B) driving licence. Recommendations: A wide ranging knowledge of and experience in working with environmental legislation, policies and regulations that includes waste management; Supervising and monitoring; Project Management; Conducting research; Waste minimisation and Policy Development.

Competencies: Working knowledge of the following: Technical aspects related to integrated waste management and resource efficiency; Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Strategic planning and project/time management skills; Ability to research, synthesise and present information in a scientific manner.

DUTIES:
- Manage and facilitate the effective and efficient development and implementation of policies; legislation, guidelines, norms and standards w.r.t integrated waste management;
- Be responsible for the overall management of the projects and personnel in the Waste Policy component that comprises human resource development and management, budgeting, project management and administration;
- Provide technical advice on government policies and legislation, and technical reports, including environmental impact assessment reports;
- Administer, manage, implement and monitor compliance and support enforcement w.r.t environmental legislation.

ENQUIRIES:
- Ms B Langenhoven at (021) 483 2971

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.

ERRATUM:
- Kindly note that the post of Assistant Manager Nursing (Primary Health Care) with Ref No: 20/128 advertised in Public Vacancy Circular 20 dated 07 June 2019; Applications is been amended as follows: it must be submitted online via www.westerncape.gov.za/health-jobs (click “online applications”) and also the post of Senior Personnel Practitioner (Recruitment and Selection) with Ref No: 20/137 Applications is been amended as follows: it must be submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

OTHER POSTS

POST 21/228:
- QUANTITY SURVEYOR PRODUCTION GRADE A TO C
  - Directorate: Engineering & Technical Support
  - SALARY:
    - Grade A: R618 732 per annum
    - Grade B: R707 451 per annum
    - Grade C: R797 670 per annum
    - (A portion of the package can be structured according to the Individual’s personal need).
  - CENTRE:
    - Based at: Bellville
  - REQUIREMENTS:
    - Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Experience: **Grade A:** At least 3 years’ appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years’ appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years’ appropriate/recognizable experience in this profession after registration with the SACQSP as a professional. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies.
Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**

Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES**

Mr C Badenhorst Tel No. (021) 830-3752

**APPLICATIONS**

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

**CLOSING DATE**

28 June 2019

**POST 21/229**

**OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: ARV)**

Chief Directorate: Metro Health Services

**SALARY**

R444 276 (PN-A5) per annum

**CENTRE**

Elsies River Community Health Centre

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (skills/knowledge): Good managerial, supervisory and decision making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting.

**DUTIES**

Supervise the unit and ensure proper utilisation of physical, human and financial resource in accordance with legislation and policies. Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary team work and other relevant stakeholders. Participate in health promotion initiatives, HAST audits and contribute to their evaluation and improvement plans. Effective operational management at clinic level. Professional development, i.e. assessing, in service training needs, planning implementation of training programmes.

**ENQUIRIES**

Mr AE Patientia Tel No: (021) 815-8894

**APPLICATIONS**

The Manager: Northern/Tygerberg Sub-structure, Bellville Health Park inside the Green Building, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

**FOR ATTENTION**

Ms A Kader

**CLOSING DATE**

28 June 2019

**POST 21/230**

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**

**SALARY**

R444 276 (PN-A5) per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualifications: Registration with the South African Nursing Council as Professional Nurse, 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. 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 a Professional Nurse with SANC in General Nursing. 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. Valid driver’s licence. 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 nursing 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 quality Nursing Service as an Operational Manager in The Outpatients department. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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**

Ms F Marthinus Tel No: (021) 938-4000

**APPLICATIONS**

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

**FOR ATTENTION**

Ms V Meyer

**NOTE**

Shortlisted candidates could be subjected to a competency test on day of interview.

**CLOSING DATE**

28 June 2019

**POST 21/231**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)

Garden Route District Office

**SALARY**

Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**

Riversdale 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 one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency: Medical and Surgical Nursing Science or Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse (i.e. annual licensing receipt of 2019). 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 the specific specialty after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirements of the job: Willingness to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Extensive experience in an Emergency unit and theatre environment.

**DUTIES**

Management of the Emergency unit and Theatre service. Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective management and utilisation of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

**ENQUIRIES**

Mr P Moolman Tel No: (028) 713-8643
APPLICATIONS: The 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. "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: 28 June 2019

POST 21/232: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)

Chief Directorate: Metro Health Services

SALARY: Grade 1: R383 226 (PN-B1) per annum

Grade 2: R471 333 (PNB2) per annum

CENTRE: Hope Street Dental CDC

REQUIREMENTS: Minimum educational qualifications: 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 the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC (2019/2020). 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 an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) drivers licence. 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 realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.

DUTIES: Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Ensure that prescribed records and logs with regards to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Support to the supervisor. Compliance with the Occupational Health and Safety Act.

ENQUIRIES: Ms C Windt Tel No: (021) 465-4017

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

FOR ATTENTION: Mr F Le Roux

NOTE: No payment of any kind is required when applying for this post. 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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: 28 June 2019

POST 21/233: ASSISTANT DIRECTOR: SUPPORT SERVICES

SALARY: R376 596 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

DUTIES: Responsible for effective and efficient management of all Support Services (i.e. Food Services, Linen Services, Switchboard Services, Residence Management, Transport Services, Registry Services, Porter Services, Cleaning Services, Waste Management, Medical Records, Crèche and Ward Clerks). Effective and efficient management of service contracts. Manage Human Resources and Management of Financial Resources.

ENQUIRIES: Ms N Mali Tel No: (021) 658-5390
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms N Nqola
NOTE: Shortlisted candidates may be subjected to a competency test.
CLOSING DATE: 28 June 2019

POST 21/234: SENIOR ADMINISTRATIVE OFFICER: FINANCE
Garden Route District

SALARY: R316 791 per annum
CENTRE: Oudshoorn Hospital

DUTIES: Manage and ensure compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, logistics, assets, demand, disposal and the institutionalisation of proper SCM practices. Manage and ensure compliance within the Finance Department (expenditure control, revenue control, verify and authorise and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Assess and improve SCM performance and risk management, including establishing and adhering to internal controls. Responsible for timely and accurate reporting of financial statements,
Disclosure of assets, inventories and Financial and SCM related indicators. Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDF. Manage, control and monitor progress on multiple projects aimed at improving SCM, Finance efficiency and Expenditure Control Vetting. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.

Enquiries: Mr MGJ Oosthuizen Tel No: (044) 203-7247
Applications: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
For Attention: Ms S Pienaar
Note: Shortlisted candidates may be subjected to a competency test.
Closing Date: 28 June 2019

Post 21/235: CASE MANAGER
Salary: R316 791 per annum
Centre: Vredendal Hospital
Requirements: Minimum required qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products with excellent time management and training skills. Ability to link patient diagnoses with procedure codes and the ability to analyse and implement policies and knowledge of UPFS, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).

Duties:
Key result areas/outputs: Coordinate the workflow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

Enquiries: Mr RJ Meyer Tel No: (027) 213-2039
Applications: The Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.
For Attention: Ms ME Tangayi
Note: This post will not be linked to any of the Occupational Specific Dispensations. Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
Closing Date: 05 July 2019

Post 21/236: ADMINISTRATION CLERK: SUPPORT (X2 POSTS)
Salary: R173 703 per annum
Centre: Hornlee Community Clinic
Requirements: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. 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).

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DUTIES: Effective management of communication and administration support. Maintain 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 L Ziervogel Tel No: (044) 302-8400
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION NOTE: Ms S Pienaar when applying for this post. A practical competency test will be part of the interview process.
CLOSING DATE: 05 July 2019
POST 21/237: SECRETARY
Garden Route District
SALARY: R173 703 per annum
CENTRE: Mossel Bay Hospital
REQUIREMENTS: Minimum educational qualification: Grade 12 plus Computyping and Computer applications. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Good telephone etiquette and interpersonal skills to deal with the public and staff members. Ability to work independently and in team environment. Ability to handle information in a confidential manner. Professional attitude. Proven ability to be innovative and creative. Typing skills and computer literacy (MS Office, Word, Excel, Power Point and E-mail).
DUTIES: key result areas/outputs): Provide comprehensive clerical support functions to the Medical Manager. Provide administrative support to the Clinical Manager and team. Support the hospital staff with general administrative duties. Effectively manage the legal processes for the managers.
ENQUIRIES: Dr P Ruschenbaum Tel No: (044) 604-6101
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 05 July 2019
POST 21/238: ADMINISTRATION CLERK: SUPPORT (X2 POSTS)
Garden Route District
SALARY: R173 703 per annum
CENTRE: Post 1: Still Bay/Melkhoutfontein CC, Hessequa Sub-district
Post 2: Heidelberg CC (Stationed at Slangrivier CC), Hessequa Sub-district
DUTIES: Effective and efficient management of Reception services. Effective and efficient management of the Registry functions according to DoH policy. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective cooperation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOP’s to optimise Client service and Support.
ENQUIRIES: Ms E Visser Tel No: (028) 713-8644
APPLICATIONS: The Director: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: Shortlisted candidates may be subject to competency testing.
CLOSING DATE: 05 July 2019
POST 21/239: ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)
Garden Route District Office

SALARY: R173 703 per annum
CENTRE: Toekomsrus Community Clinic
REQUIREMENTS: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Administrative experience in a Health Facility. Experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and record-keeping skills. Ability to work independently and in a multi-disciplinary team. Computer literacy and data capturing.

DUTIES: Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Register documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders, manage general administration and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring and stock control. Act responsible with regard to service ethics, norms and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES: Ms LM Muller Tel No: (044) 272-7686/2
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 05 July 2019
POST 21/240: ADMINISTRATION CLERK: SUPPORT
Garden Route District Office

SALARY: R173 703 per annum
CENTRE: Knysna/Bitou Sub-district
REQUIREMENTS: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience of 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. Maintain effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validate data and support to end-user.

ENQUIRIES: Ms L Ziervogel Tel No: (044) 302-8400
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: Shortlisted candidates will be subjected to a practical competency test will be part of the interview process.
CLOSING DATE: 05 July 2019
POST 21/241: STUDENT CLINICAL TECHNOLOGIST (PULMONOLOGY)
(2 Year Contract)

SALARY: R122 595 per annum plus 37% in lieu of service benefits
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a
professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**
Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Pulmonology. Training in this post involves practical training during routine patient care. Perform clinical service in pulmonology by providing technologist support under supervision to all components of the pulmonology service including: All work in the Pulmonology laboratory, Respiratory ICU and Bronchoscopy Theatre. Spirometry. Plethysmography/Lung Volumes. Bloodgas Analysis. Diffusion Capacity. Broncho Provocation. Exercise Studies for VO2Max. Equipment maintenance. Participate in research projects.

**ENQUIRIES:**
Mr F Swart Tel No: (021) 938-5789

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

**FOR ATTENTION:**
Ms V Meyer

**CLOSING DATE:**
28 June 2019

**POST 21/242:**
**DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

**SALARY:**
R102 534 per annum

**CENTRE:**
Mitchell’s Plain District Hospital

**REQUIREMENTS:**
Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver’s license with PDP. Sober habits. Prepared to work irregular hours and standby duties. Competencies (knowledge/skills): Good written and verbal communications skills in at least two of the three official languages of the Western Cape. Knowledge of transport regulations. Responsible for vehicles and maintenance.

**DUTIES:**
Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Ensure that prescribed records and logs with regards to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Support to the supervisor. Compliance with the Occupational Health and Safety Act.

**ENQUIRIES:**
Mr J Roberts Tel No: (021) 377-4327

**APPLICATIONS:**
The Chief Executive Officer: Mitchells Plain District Hospital, Department of Health, Private Bag X 9, Mitchell’s Plain, 7789.

**FOR ATTENTION:**
Ms CG Johnson

**CLOSING DATE:**
05 July 2019

**POST 21/243:**
**CLEANER**
Cape Winelands District

**SALARY:**
R102 534 per annum

**CENTRE:**
Windmeul Clinic

**REQUIREMENTS:**
Minimum requirement: Basic numeracy and literacy. 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: The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.
FOR ATTENTION: Mr R Willliams
CLOSING DATE: 05 July 2019

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/244: WEB-CONTENT MANAGER: LOCAL GOVERNMENT COMMUNICATION
REF NO: LG 2019-9
(12-Month Contract)

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3-years’ experience in online publishing environment and multimedia production environments; A valid Code B driving licence. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software. Competencies: Knowledge of the following: Digital marketing, particularly audience research, content modelling and online public relations; Content production processes and life cycles; Information gathering process; Ability to use multimedia equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to interpret the Search Engine Optimisation (SEO).

DUTIES: Assess content briefs, conduct in-depth research and aggregate content for production; Research and identify citizen needs, challenges and content trends; Write and publish content according to standards, guidelines and briefs for online publishing and implement international best practices, including journalist functions such as interviews; Proofread and fact check to ensure content quality is in line with the Western Cape Governments online policy and writing guidelines and towards achieving public information dissemination and content plan goals; Prepare images, video, infographics and other related multimedia; Assist with content planning.

ENQUIRIES: Ms P Dlikilili at (021) 483 2661
contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/245 : STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES (GOVERNANCE AND ECONOMICS) REF NO: DOTP 2019-58

SALARY : R763 212 per annum, LP 7 (All-inclusive salary package)
          R899 016 per annum, LP 8 (All-inclusive salary package) (OSD as prescribed).

CENTRE : Western Cape Government

REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years’ appropriate practical post qualification legal experience; LP 8: A minimum of 9 years’ appropriate practical post qualification legal experience. Recommendations: Proven experience of a role in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector; Exceptional written and verbal communication skills in English and at least one other official language predominantly used in the Western Cape; Well-developed legal research and legal writing skills; Innovative problem solving skills and analytic skills; Presentation skills.

DUTIES : Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues; Drafting, drafting and editing contracts; Provide legal advice and legal opinions to Ministers, Heads of Departments and other departments on procedural and substantive legal issues; Drafting of legal technical correspondence and replies.

ENQUIRIES : Adv. G. Reed at (021) 483 3402

POST 21/246 : DEPUTY DIRECTOR: ACQUISITIONS AND CONTRACT MANAGEMENT, REF NO: DOTP 2019-49

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

CENTRE : Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); Minimum of 3 year's management level experience in Public Administration, Finance or Procurement; Valid code B driving license. Recommendations: In depth knowledge of Supply Chain Management prescripts. Competencies: Knowledge of SCM processes and procedures (PFMA, NTR's and PTI's); SCM system knowledge; Knowledge of effective functioning of the Bid Committees and acquisition management; Supervisory skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Develop, review and implement departmental Supply Chain Management (SCM) policy together with the role of SCM advisor on Acquisition Management and SCM processes; Ensure an effective and efficient functioning of the Departmental Bid Committees system and overall Acquisition Management system through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure accurate commitments for inclusion in the annual financial statements; Ensure the facilitation of adequate Contract Management including leases for the department; Staff Supervision.

ENQUIRIES : Mr R. Hassiem at (021) 483 6625

POST 21/247 : DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A REF NO: DOTP 2019-57

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

CENTRE : Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree in the field of Forensics/ Commerce/ Law/ Auditing (or equivalent qualification); A minimum of 6 years functional (forensic investigations) experience of which a minimum of 3 years
management experience in conducting forensic investigations in a forensic services/commercial crime environment; A valid code B driving licence. Recommendations: Experience in forensic investigations within the public sector; Qualification of B.Com./Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with legislature, law enforcement and judiciary personnel; Problem-solving, negotiation skills; Ability to work under pressure; Goal orientated and driven.

**DUTIES**
- Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and subsequent tracking thereof; Project Management: Allocate and monitor investigations in order to maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.

**ENQUIRIES**
- Mr R Janse Van Rensburg at (021) 483 0901

**POST 21/248**
- APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 2019-59

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

**CENTRE**
- Western Cape Government

**REQUIREMENTS**
- An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification) in Information Systems; A minimum of 5 years’ experience in an ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendations: Proven experience in the following: System Development Life Cycle of Enterprise scale applications and platforms; A DevOps environment; Managing developers and development operation teams; Managing Systems Analysis teams; Microsoft platforms; Contract Management of software development services in the ICT sector; Proven knowledge and experience in supporting the following Microsoft (including SharePoint, SQL, PowerBI, EPM) and OpenText platforms. Competencies: Knowledge of Systems Development Life Cycle and Business Systems Analysis; Knowledge of public sector and its operations; Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development; Understanding and knowledge of principles of DevOps; Contract and budget management; Skills in conflict and People Management; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Exceptional planning and organisation skills; Self-motivated and disciplined; Ability to lead and motivate people.

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

ENQUIRIES : Mr H Jacobs at (021) 483 8569

POST 21/249 : BUSINESS ANALYST: TRANSVERSAL ICT PROGRAMME MANAGEMENT REF NO: DOTP 2019-60

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Information Systems; A minimum of 5 years' experience in business and / or systems analysis of which 3 years must be on a middle-management level; A valid Code B driving licence. Recommendations: Experience in the following: Requirements Analysis and Documentation; Systems analysis. Competencies: Knowledge of the following: Process modelling tools and techniques; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Presentation and facilitation skills; Ability to work under pressure and meet deadlines; Exceptional planning and organization skills; Conflict and people management skills.

DUTIES : Development of Business Requirements Specification; Business Case development; Presentations and Workshop facilitation; Business Process Modelling and Mapping; Development of Functional designs; Link between business and developers; Compiling test plans and do systems testing.

ENQUIRIES : Ms S Begg at (021) 483 2417

POST 21/250 : CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 2019-56

SALARY : R376 596 per annum (Level 09)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience in network infrastructure management; A valid driving licence (Code B or higher). Recommendations: Training and applicable courses in network infrastructure. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and co-ordination skills; Decision making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Plans, organises and control activities of staff and contractors who are responsible for the development and maintenance of infrastructure; Quality control; Developing and maintenance of network infrastructure; Preparing documentation including training manuals; Liaising with client departments.

ENQUIRIES : Ms A Basha at (021) 467 2905

PROVINCIAL TREASURY

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

CLOSING DATE : 01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

151
POST 21/251: SUPPLY CHAIN MANAGER REF NO: PT 2019-26

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

CENTRE: Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years’ experience in Supply Chain Management of which 3 years’ experience must be on a management level. Competencies: Knowledge of the following: Supply Chain Management legislative environment; System of Supply Chain Management and Moveable Asset Management; Management skills; Presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Develop, communicate, implement and monitor supply chain management and asset management prescripts, delegations and standard operation procedures; Manage Demand and Contract Management, including the development of annual procurement plan; Manage the provision of an effective and efficient system of acquisition and logistics management, including providing secretarial duties to the Bid Adjudication Committee; Develop and implement a Supply Chain Risk and Performance plan/system; Ensuring that the department has an accurate asset register; Manage Auxiliary Services, including transport, accommodation and maintenance; Perform managerial tasks with regard to the sub-directorate.

ENQUIRIES: Ms A Smit at (021) 483 3037

POST 21/252: FINANCIAL ANALYST REF NO: PT 2019-25

SALARY: R376 596 per annum (Level 09)

CENTRE: Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher); Minimum of 3 years’ proven relevant experience in internal audit; A valid code B driving licence. Recommendations: Proven experience in any of the following: Researching and/or research methodologies; Developing and updating enterprise internal audit norms and standards in respect of municipalities; Project management; providing administrative support in respect of strategic processes and engagements. Competencies: Knowledge of the following: Project Management; Process improvement; Administrative procedures relating to specific working environment; Working norms and standards; (Municipal Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Internal Audit Framework; Communication (verbal and written) and report writing skills in at least two of the official languages of the Western Cape Province; Proven computer literacy in MS Office; Project Management, leadership and presentation skills.

DUTIES: Research develop, update and facilitate the implementation of internal audit and audit committee norms and standards in respect of municipalities; Ensure ongoing maintenance of norms and standards by bench marking against international leading practices; Project management of related assurance assignments and providing related training to municipalities; Monitor the governance maturity and guide the progression of internal audit and audit committee.

ENQUIRIES: Mr A Thomas Tel No: (021) 483 4169


SALARY: R376 596 per annum (Level 09)

CENTRE: Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years’ experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an
advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**: Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES**: Mr B Damons at (021) 483 6127

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE**: 01 July 2019

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**OTHER POSTS**

**POST 21/254**: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS ATLANTIS AND BELLVILLE) REF NO: DSD 2019-58 (X2 POSTS)

**SALARY**: Grade 1: R384 228 per annum (OSD as prescribed)

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

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

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

**ENQUIRIES**: Ms S Abrahams at (021) 483 7672/ 7673

**POST 21/255**: SOCIAL WORKER: SOCIAL WORK SERVICES - BREEDE RIVER WINELANDS REF NO: DSD 2019-53

**SALARY**: Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

CENTRE: Western Cape Government
REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES:
Ms M Arendse at (023) 348 5300

POST 21/256:
SOCIAL WORKER: SOCIAL WORK SERVICES - BREEDE VALLEY REF NO: DSD 2019-54 (X2 POSTS)

CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural...
sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms M Arendse at (023) 348 5300

**POST 21/257**: SOCIAL WORKER: SOCIAL WORK SERVICES - THEEWATERSKLOOF REF NO: DSD 2019-55 (X2 POSTS)

**SALARY**:
- Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
- Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
- Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
- Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

**CENTRE**: Western Cape Government

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms M Arendse at (023) 348 5300

**POST 21/258**: CUSTOMER CARE ASSISTANT: CUSTOMER CARE (SWELLENDAM) REF NO: DSD 2019-57

**SALARY**: R173 703 per annum (Level 05)
CENTRE: 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; Conflict resolution skills; Ability to work under pressure and meet deadlines.

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

ENQUIRIES: Ms DJ de Bruyn at (023) 214 3000

POST 21/259:
REGISTRY CLERK: LOGISTICAL SERVICES
REF NO: DSD 2019-59

SALARY: R173 703 per annum (Level 05)
CENTRE: Western Cape Government
REQUIREMENTS:
Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES:
Opening, drawing and archiving of files; Search for urgent or outstanding files; Handling of incoming and outgoing files; Handling of enquiries; Handling of files; Disposal and archiving of files.

ENQUIRIES: Mr C Ceaser at (021) 483 3869/ (022) 713 2272

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE: 01 July 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/260:
OPERATOR LICENCE ADJUDICATOR: OPERATOR LICENCE ADJUDICATION
REF NO: TPW 2019-91

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma or higher qualification); a minimum of 3 years management experience in a public transport or related field; a valid driver’s licence. Recommendation: Experience with the stakeholders within a land transport environment. Competencies: Working knowledge of the following: Latest advances in Public Management (theory and practices); Transport legislation; Modern systems of governance and administration; Policies of the government of the
DUTIES: Decide and dispose of operating licence applications; Capacitation of Provincial Regulatory Entity staff; Research, investigations and quality control; Liaison with municipalities and other stakeholders; Verification of cases for public and committee hearings; Impose conditions on operating licences; Cancellation of operating licences in the case of misconduct; Appeal hearings.

ENQUIRIES: Mr M Skriker at (021) 483 0258

POST 21/261: DEPUTY DIRECTOR: PLANNING AND COORDINATION REF NO: TPW 2019-97

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

CENTRE: Western Cape Government

REQUIREMENTS: An appropriate 3- year tertiary qualification (National Diploma or higher qualification) majoring in Strategy Management or Planning, Policy, Public Administration and/or Development studies; A minimum of 3 years relevant management experience in strategy development, policy and/or development studies. A valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on the activities of the directorate; Socio-economic development and transformation; Policy development; Programme or Project Management methodologies; Stakeholder interaction and/or public participation; Strategic planning methodologies; Research processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Programme and project management skills; Planning and organising skills.

DUTIES: Participate in the departments strategic planning processes; Manage the transversal planning and co-ordination system in the department; Coordinate the integrated local government planning and development processes of the department; Coordinate provincial programmes which the department support; Ensure the effective and efficient management of the sub-directorate.

ENQUIRIES: Mr K Booysen at (021) 483 2403

POST 21/262: CHIEF WORKS INSPECTOR: BUILDING REF NO: TPW 2019-90 (X3 POSTS)

SALARY: R316 791 per annum (Level 08)

CENTRE: Western Cape Government

REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience; A valid code B driving licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in at least two of the three official languages of the Western Cape Province; Good interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES: Mr M Mokgalabone (021) 483 8559

POST 21/263: CHIEF WORKS INSPECTOR: ELECTRICAL (METRO EAST/WEST) REF NO: TPW 2019-95

SALARY: R316 791 per annum (Level 08)

CENTRE: Western Cape Government
**REQUIREMENTS**

A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test or registration as an Engineering Technician. A minimum of 3 years’ experience in the built environment; a valid driving licence. Recommendations: Experience in the following: Preparation of specification, plans and working drawings; Interpreting Bills of Quantities (BOQ); Technical experience of building contracts and contracts administration; Technical experience of the Occupation Health and Safety Act and regulations. Competencies: Knowledge of the following: Facets of construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy.

**DUTIES**

Responsible for the delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development, good time management and effective neat housekeeping; Ensure that the socio-economic impact (job creation) is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007), are delivered consistently.

**ENQUIRIES**

Mr L Titus at (021) 483 5215

**POST 21/264**

CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2019-96

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Western Cape Government

**REQUIREMENTS**

A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test or registration as an Engineering Technician. A minimum of 3 years’ experience in the built environment; a valid driving licence. Recommendations: Experience in an electrical environment; Wiremans licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Communication skills (verbal and written) in at least two of the three official languages of the Western Cape; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

**DUTIES**

Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

**ENQUIRIES**

Mr M Mokgalabone Tel No: (021) 483 8559

**POST 21/265**

TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-81

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 1 year relevant experience; A valid code B manual driving licence. 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; 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.

**DUTIES**

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.

**ENQUIRIES**
Mr F Jacobs at (021) 483 8541

**POST 21/266**
PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION REF NO: TPW 2019-92

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Western Cape Government

**REQUIREMENTS**
Grade 12 or equivalent qualification plus an accredited Secretarial Certificate/Diploma NQF 5 (6 months to 1 year of study) with a minimum of 3 years relevant experience in office administration and rendering support services to Senior Management; A valid code B driving licence. Recommendations: Willingness to work irregular hours; Experience in the following: financial environment; Assist with monitoring and compliance of transport institutions and their members; Engage with stakeholders/role-players in the public transport industry. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

**DUTIES**
Provide a secretarial/receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**
Mr F Jacobs at (021) 483 8541