

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

CLOSING DATE : 15 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. 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 23/248 : **LECTURER: AGRONOMY (SMALL GRAINS), REF NO. AGR 2019-26**

SALARY : R 316 791 per annum (Salary level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year B.Agric-degree or equivalent qualification in Agronomy or related agricultural field with specialisation in grain production; A minimum of 3 years appropriate experience. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Grain production practices; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Leadership, planning and organising skills; High level of assertiveness and professionalism; Formal training and presentation skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessments of students; Student consultation and support; Non-curricular activities.

ENQUIRIES : Ms B Abrahams Tel no: (021) 808 5480
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>

POST 23/249 : **INFORMATION DEVELOPER: RESEARCH INFORMATION SERVICES, REF NO. AGR 2019-25**

SALARY : R 257 508 per annum (Salary level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year post school qualification (National Diploma or higher qualification) in Communication/ Media Studies/ Journalism or related; A minimum of 3 years relevant experience in an agricultural environment; A valid code B driving licence. Recommendation: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.

DUTIES : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians, etc.)

ENQUIRIES : Dr. I Trautmann Tel no: (021) 808 5012
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>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 15 July 2019
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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 23/250 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT: KNOWLEDGE AND INFORMATION MANAGEMENT, REF NO. DEDAT 2019-21**

SALARY : R 376 596 per annum (Salary level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendation: Records Management Course. Competencies: Specialist knowledge of Records Management as well as HR Records Management practices; Knowledge of the following: Government Environment Information Management; Records Management Systems; Electronic Content Management; Policy and prescripts related to records and knowledge management; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving; Excellent planning and organising skills; People Management skills; Leading and supervising skills; Applying expertise and technology; Delivering results and meeting customer expectations; Ability to cope with setbacks and pressure; Proven computer literacy in MS Office packages.

DUTIES : Develop and maintain Departmental physical records systems; Provide a registry service; Develop and maintain Electronic Content Management Systems; People Management; Implementation of systematic disposal programmes to reduce storage cost after written disposal authority was obtained from Western Cape Archives and Record Services; Training of creators of records to allocate file reference numbers; Ensure that sound records management practices are followed and ensure safe-keeping of all departmental records; Manage the electronic data stored on ECM/MyContent or approved departmental system.

ENQUIRIES : Ms C Julies Kayembe Wakayembe Tel no: (021) 483 9000
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>

POST 23/251 : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL), REF NO. DEDAT 2019-23**

SALARY : R 316 791 per annum (Salary level 8)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification) in Internal Auditing; A minimum of 2 years' relevant experience in an internal audit environment. Recommendation: Working knowledge of National Treasury Regulations and Provincial Treasury instructions; Auditing and Accounting Standards. Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Risk management systems; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Communication (written, verbal and report writing) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide inputs into policies, procedures and processes pertaining to the internal control unit; Compliance monitoring and testing; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, Internal Audit and Auditor General; Conduct investigations into losses and non-compliance; Report on any control deficiencies or non-compliance within financial management; Render advice on policy development in terms of compliance and control; Provide support with the management of fraud prevention, detection and correction in the department.

ENQUIRIES : Ms B Mott Tel no: (021) 483 9088
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>

POST 23/252 : **ADMINISTRATIVE SUPPORT OFFICER: MONITORING AND EVALUATION REF NO. DEDAT 2019-22 (24-MONTH CONTRACT POSITION),**

SALARY : R 257 508 per annum (Salary level 7) plus 37% in lieu of service benefits.
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 1 – 2 year post-school qualification with a minimum of 3 years' experience in coordination and administration of projects. Recommendation: Experience in Monitoring and Evaluation Systems (performance information, evaluation, monitoring, data reviews, indicators and socio-economic goals); Experience in working with large data sets using MS Excel or similar data analysis tools. Competencies: Working knowledge and experience in the following: Setting up/ maintaining records – keeping, records management (electronic/ manual); Awareness of current affairs / social-economic issues in SA / importance of measuring government's performance; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Ability to use advanced computer skills to analyse quantitative data sets; Ability to be analytical and details- orientated; Analytical skills; Research skills; Report-writing skills; Ability to be systematic, structured, organised.

DUTIES : Render line administrative support services; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide Supply Chain Management support services; Render advice and liaise with regards to administrative matters.

ENQUIRIES : Ms L Colli Tel no: (021) 483 2624
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>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 15 July 2019
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OTHER POST

POST 23/253 : **OFFICE MANAGER: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT, REF NO. LG 2019-12**

SALARY : R 376 596 per annum (Salary level 9)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years' experience in managing administration functions and rendering an executive support service to senior management. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

DUTIES : Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and under spending.

ENQUIRIES : Ms E Barnard Tel no: (021) 483 6126
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>

PROVINCIAL TREASURY

CLOSING DATE : 15 July 2019
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OTHER POSTS

POST 23/254 : **LOCAL GOVERNMENT PUBLIC FINANCIAL MANAGEMENT COORDINATOR: REF NO. PT 2019-28 - (2 POSTS AVAILABLE)**
Chief Directorate: Local Government Finance

SALARY : All-inclusive salary package of R 733 257 per annum (Salary level 11).
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Public Finance/Business Management or Economics (or related); Proven financial management experience of 5 years of which 3 years must be at management level; Experience in municipal budgeting, In-Year Monitoring analysis, reviews and co-ordination; A valid Code B driving licence. Recommendation: Strong financial background specifically in Local Government. Competencies: Knowledge of applicable financial legislation, procedures and processes on a managerial level; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Proven computer literacy; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Ability to write submissions, Presentation skills; People Management and conflict resolution skills.

DUTIES : Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES : Mr B Damons Tel no: (021) 483 6127
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>

POST 23/255 : **ASSISTANT DIRECTOR: CLIENT INTERFACE, REF NO. PT 2019-29**

SALARY : R 376 596 per annum (Salary level 9)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma or higher qualification in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years' relevant experience in assisting with the co-ordination of budgetary processes; A valid driver's licence. Recommendation: Strong financial background; Working knowledge of budget processes and procedures; Working knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.

DUTIES : Monitor and coordinate the Provincial and Local Government medium term expenditure committee (MTEC) Processes; Coordinate the process of assessment of performance (Provincial and Municipal); The Management of budgetary information; Assist with the process of date information management.

ENQUIRIES : Mrs T Bosser Tel no: (021) 483 6422
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>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 15 July 2019
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OTHER POSTS

POST 23/256 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (VREDELUS), REF NO. DSD 2019-61**

SALARY : Grade 1: R 256 905 - R 297,825 per annum;
Grade 2: R 315 963 - R 362 865 per annum;
Grade 3: R 383 226 - R 485 475 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid code B driving licence; previous experience in youth facility based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with multi-disciplinary team members and other stakeholders; Utilise human, financial and physical resources efficiently and effectively.

ENQUIRIES : Mr M Benting Tel no: (021) 931 0236
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>

POST 23/257 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES, REF NO. DSD 2019-62**

SALARY : R 257 508 per annum (Salary level 7)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); a minimum of 1 year relevant administrative experience. Competencies: Knowledge of the following: Occupational Health and Safety Act; Provincial and national strategies to address Sector Development; Micro Economic Development Strategy; Relevant software packages and sound application of relevant computer programmes; Relevant legislation/policies/prescripts and procedures; Basic financial administration; Draft documentation like submissions and letters; Properly record minutes and decisions at meetings; Run and maintain a Records Management System; Procure goods and services; Do basic research; Sound organising, planning and time management skills; Ability to work under pressure; Project Management skills; Knowledge Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render line administrative support services for the following operational areas: Employee Health and Wellness, Injury on duty and Occupational Health and Safety; Co-ordinate Monitoring and evaluation activities and maintain the relevant systems;

Update and maintain the Monitoring and Evaluation Systems related to Occupational Health and Safety and Employee Health and Wellness; Provide support to the component for supply chain management; Coordinate evidence/supporting documents for the unit; Render advice and liaise with regard to Occupational Health and Safety, Injury on duty and Employee Health and Wellness matters; Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms T Mtheku Tel no (021) 483 5763
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>

POST 23/258 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (BONNYTOUN), REF NO. DSD 2019-60**

SALARY : R 199 188 per annum, Grade 1 (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

ENQUIRIES : Mr E Buys Tel no: (021) 986 9100
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>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 15 July 2019, unless indicated otherwise.
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OTHER POSTS

POST 23/259 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT, REF NO. TPW 2019-86**

SALARY : All-inclusive salary package of R 733 257 per annum (Salary Level 11)
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 management experience in a records management or similar environment. Recommendation: A post-graduate qualification; completed the following courses: Registry clerk's course, Records Management Course, Records Audit Course and Electronic Records Management Course. Competencies: Specialist knowledge of the following: Records Management practice; Applicable legislative and regulatory requirements, policies and standards; Applicable Information Management Systems; Excellent communication (written, verbal, presentation) and report writing skills in at least two of the three official languages of the Western Cape; Planning and organising skills.

DUTIES : To ensure that records management is an objective in the department's strategy and strategic plan; To determine what the current records keeping and records management situation is and to ensure that relevant information is available regarding the records keeping and records management practises of the department;

Ensure that information contained in records is managed effectively throughout the department by drafting and implementing a records management policy; Ensure that records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; To ensure that information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; Ensure that all records are kept in safe custody; Ensure that there is a systematic disposal programme in place; Ensure that all record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and Records Services, good governance and standards; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices.

ENQUIRIES : Mr L Barbier Tel no: (021) 483 4117
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>

POST 23/260 : **DEPUTY DIRECTOR: EMPOWERMENT IMPACT ASSESSMENT, REF NO. TPW 2019-110**

SALARY : All-inclusive salary package of R 733 257 per annum (Salary Level 11)
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 middle-management experience; A valid Code B driving licence. Recommendation: Labour Intensive Construction Qualification (NQF 5 and/or 7); Working experience in the built environment. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP; Programme or Project Management research and planning procedures; Supply Chain and Financial Management; Public service reporting procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analysing; Leading and supervising skills; Persuading and influencing skills; Planning and organising skills; Deciding and initiating action; Working with people; Delivering Results and meeting customer expectations; Relating and networking skills.

DUTIES : Compliance with Supply Chain Management prescripts and participate on EPWP SCM committees; Compliance with PFMA to ensure effective financial management and accurate cash flow projections; Conduct formal weekly staff meetings; Co-ordinate the completion and submission of performance agreements and reviews; Manage and support staff on all employee related matters; Manage the undertaking of Empowerment Impact Assessments (Empia) on capital infrastructure projects; Participate in stakeholder engagements with regard to the Departmental Community Participation Policy; Ensure incorporation of Empia targets into departmental capital infrastructure tender documents; Monitoring and evaluation of the Empowerment Impact Assessment Reports (Etir); Ensure the monitoring of progress of implementation of empowerment/CPG targets on projects where Empia's have been conducted; Ensure the completion of empowerment implementation plans on monitored projects and close-out reports; Participate in national, provincial and local structures and/or engagements; Strategic and operational support to the directorate and chief directorate; Reporting in-line with provincial requirements; Community engagements to explain CPG targets and EPWP.

ENQUIRIES : Ms P Jenniker Tel no: (021) 483 8551
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>

POST 23/261 : **PERSONAL ASSISTANT: LAND TRANSPORT CONTRACTS, REF NO. TPW 2019-85**

SALARY : R 257 508 per annum (Salary level 7)
CENTRE : Department of Transport and Public Works, 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. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Financial administration; Relevant legislation/policies/prescripts and procedures; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of reliability and trustworthiness; Ability to analyse documents and situations.

- DUTIES** : Render a secretarial/ receptionist support service to the Senior Manager; Render an administrative support services which includes asset and inventory management, filing and upkeep of various registers; Provide support to the manager regarding meetings and travel arrangements; 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 APPLICATIONS** : Mr R Collins Tel no: (021) 483 8940
: 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>
- POST 23/262** : **ADMINISTRATION OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO. TPW 2019-108**
- SALARY CENTRE REQUIREMENTS** : R 257 508 per annum (Salary level 7)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma or higher qualification) with a minimum of 1 year experience in rendering administrative support. Recommendation: Previous experience in a research, policy and strategy environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentation like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System.
- DUTIES** : Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.
- ENQUIRIES APPLICATIONS** : Ms G Gorrah Tel no: (021) 483 0993
: 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>
- POST 23/263** : **CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT), REF NO. TPW 2019-111**
- SALARY CENTRE REQUIREMENTS** : R 257 508 per annum (Salary level 7)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a fully passed subject; A minimum of 3 years' relevant experience in expenditure management or related field; A valid code B driving licence. Recommendation: Microsoft office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Planning and organisation skills; Proven computer literacy in Ms Word and Ms Excel; Numerical skills; Financial reporting skills; Problem solving skills; Analytical thinking; Ability to work under pressure and meet tight deadlines.
- DUTIES** : Human Resource Management for expenditure management section; Handle all payment and expenditure management related activities; Deal with subsistence, travel and cellular phone accounts; Responsible for the collective/re-imbursments of all petty cash related expenditure; Handle the financial aspects regarding the maintaining of the vehicle fleet account; Ensure effective document control function is maintained.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie Tel no: (021) 467 4792
: 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>
- POST 23/264** : **PROJECT SUPPORT CLERK/CALL CENTRE OPERATOR: EDUCATION INFRASTRUCTURE REF NO. TPW 2019-88(2 POSTS AVAILABLE).**
- SALARY CENTRE** : R173 703 per annum (Salary Level 5)
: Department of Transport and Public Works, Western Cape Government

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| <u>REQUIREMENTS</u> | : | Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems (e.g. Source Link, LOGIS); Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Record keeping, problem solving, organising and negotiation skills. |
| <u>DUTIES</u> | : | Provide a reception service; Diary management; Facilitate appointments; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Distribution and tracking of documents; Binding and laminating of documents; Coordination of training and liaison with service providers; Provide logistical support; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and purchases of the stock and stationery; Preparation of DITCOM applications; Provide support to the Project Support Administrator; Timeous and accurate registration of all project information (including financial) on the Project Management Information System (EPM/RPM); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents. |
| <u>ENQUIRIES</u> | : | Ms M Bowie Tel no: (021) 483 4087 |
| <u>APPLICATIONS</u> | : | 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 |
| <u>POST 23/265</u> | : | <u>ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION (EDUCATION), REF NO. TPW 2019-89</u> |
| <u>SALARY</u> | : | R173 703 per annum (Salary Level 5) |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an Infrastructure environment. Competencies: A good understanding in the following: Application of relevant legislation; Relevant systems (e.g. Source Link, LOGIS); Proven computer literacy (MS Office); Record keeping, problem solving, organising and negotiation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. |
| <u>DUTIES</u> | : | Provide a reception service; Diary management; Facilitate appointments; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Distribution and tracking of documents; Binding and laminating of documents; Coordination of training and liaison with service providers; Provide logistical support; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and purchases of the stock and stationery; Preparation of DITCOM applications; Provide support to the Project Support Administrator; Timeous and accurate registration of all project information (including financial) on the Project Management Information System (EPM/RPM); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents. |
| <u>ENQUIRIES</u> | : | Ms M Bowie Tel no: (021) 483 4087 |
| <u>APPLICATIONS</u> | : | 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 |
| <u>POST 23/266</u> | : | <u>ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL, REF NO. TPW 2019-93</u> |
| <u>SALARY</u> | : | R173 703 per annum (Salary Level 5) |
| <u>CENTRE</u> | : | Department of Transport and Public Works, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: A valid Code B driving licence. Competencies: A good understanding of the following: WCG Loss Control system; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organising, planning, analytical and problem solving skills; Ability to assess evidence with regard to losses and claims. |
| <u>DUTIES</u> | : | Register and record losses for the department; Investigate, monitor and follow up and settle loss cases; Obtain all relevant documents pertaining to cases; Compile various |

submissions and journals for the appropriate ledger accounts; Timeously finalise cases without delay.

ENQUIRIES : Ms LD Atkins Tel no: (021) 483 3743
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>

POST 23/267 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (OUDTSHOORN), REF NO. TPW 2019-106**

SALARY : R173 703 per annum (Salary Level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject; A valid code B driving licence. Recommendation: Relevant experience within the Finance sphere; A Further qualification or courses in Financial Management. Competencies: A good understanding of the following: BAS Financial System or similar systems; Public Finance Management Act, National/ Provincial; Treasury Instructions and prescripts; Strong computer skills (proficiency in Word/ Excel/ Outlook); Excellent verbal and written communication in skills in at least two of the three official languages of the Western Cape to ensure effective report writing; Ability to work under pressure and meet deadlines; Able to work independently and apply own initiative at times.

DUTIES : Processing and capturing of all payment transactions on Basic; Accounting System (BAS); Reconciliation between BAS and LOGIS of all payments; Process transactions where clearance and follow-up of asset and liability accounts and income and expenditure objectives with faulty balances are involved; Act as relieve cashier and assist in the absence of Costing Clerk as need be; Request all BAS reports monthly and per request; Administrate the financial administrative functions for the Section: Expense management with respect to processing of payments, clarifying of Ledger and Suspense Accounts; Pre – audit of transactions in addition to aspects concerning the Public Finance Management Act (PFMA); Other functions in support of the Finance Component as or when needed.

ENQUIRIES : Ms. M Barnard Tel no: (044) 272 6071
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>

POST 23/268 : **ROAD WORKER SUPERVISOR: MALMESBURY AND HOPEFIELD, REF NO. TPW 2019-101 (2 POSTS AVAILABLE)**

SALARY : R 145 281per annum (Salary level 4)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/ EC driver's license with a professional drivers permit (PDP) is required. Recommendation: Experience in the operating of the minor construction machines. Competencies: A good understanding of the following: Building, maintenance and reparation of roads; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team.

DUTIES : Supervise train and inspect work of a team of road workers; Carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; Repair of the bitumen road surface; Repair/erection of road signs; Perform general duties to support road specialists with respect to maintenance, reparation and building, and cleaning of roads as well as related activities.

ENQUIRIES : Mr M Erasmus Tel no: (023) 814 2646
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

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

- POST 23/269** : **TRADE WORKER: WORKSHOP OPERATIONS (BELLVILLE), REF NO. TPW 2019-100**
- SALARY** : R 122 595 per annum (Salary level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification; A minimum of 3 years' relevant experience in a similar environment. Recommendation: External spray painting course. Competencies: A good understanding on how to read plans; Safe use of power tools and equipment; Ability to work with minimal supervision; Ability to do physically strenuous labour; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills.
- DUTIES** : Spray paint boards and frames; Prepare the boards before spray painting; Mixing paints; Responsible for the maintenance of the spray room; Writing the daily logs; Writing requisition and collecting stock from the stores; Assist the artisan when required-cutting and bending of signs and other tasks; Putting material and letters on signs when required; Assembling of signs when required.
- ENQUIRIES** : Ms S van der Merwe at (021) 959 7700
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
- POST 23/270** : **ROAD WORKER: ROAD MAINTENANCE (OUDTSHOORN), REF NO. TPW 2019-98 (4 POSTS AVAILABLE)**
- SALARY** : R 102 534 per annum (Salary Level 2)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET – Ability to read and write (Basic literacy). Recommendation: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team; Ability to carry out written instructions; Operate equipment in all kinds of weather, climb ladders and push heavy weights.
- DUTIES** : Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
- POST 23/271** : **ROAD WORKER: LADISMITH, REF NO. TPW 2019-99**
- SALARY** : R 102 534 per annum (Salary Level 2)
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : ABET – Ability to read and write (Basic literacy). Recommendation: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team; Ability to carry out written instructions; Operate equipment in all kinds of weather, climb ladders and push heavy weights.
- DUTIES** : Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071
- APPLICATIONS** : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
- POST 23/272** : **CAMP MAINTENANCE WORKER: SPECIAL TASK TEAM (OUDTSHOORN), REF NO. TPW 2019-102**
- SALARY** : R 102 534 per annum (Salary Level 2)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : ABET – Ability to read and write (Basic literacy). Competencies: Working knowledge of the following: Bricklaying, carpentry, plumbing and paint works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; Operating equipment and construction machinery; Safety standards and road safety Communication skills; Ability to work under pressure and meet deadlines; Ability to work independently without constant supervision; Self-motivated; Able to work in a team and relate well with others.
- DUTIES** : Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road traffic signs; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the Oudtshoorn Road Camp is kept neat and tidy; Be aware and make necessary changes to hazards found on camp grounds.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071
- APPLICATIONS** : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
- POST 23/273** : **TRADE WORKER AID: WORKSHOP (OUDTSHOORN), REF NO. TPW 2019-103**
- SALARY** : R 102 534 per annum (Salary Level 2)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : ABET – Ability to read and write (Basic literacy). Recommendations: Grade 10; previous experience in a similar environment. Competencies: Knowledge of the following: Vehicles; Construction machines and small plant; Control over stock; Communication skills; Ability and be a team player.

- DUTIES** : A good bill of health and ability to perform physical labour; General tasks in support of Artisans in the Mechanical workshop; Perform basic mechanical tasks; Responsible for the cleaning of the mechanical workshop, parts and tools.
- ENQUIRIES** : Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071
- APPLICATIONS** : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

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 23/274** : **PHARMACY SUPERVISOR GRADE 1**
Chief Directorate: Metro Health Services
- SALARY** : R 821 205 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Khayelitsha Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to register as tutor. Valid (Code B/EB) driver's licence. Willingness to do after hours work and be on call. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.
- DUTIES** : (key result areas/outputs): Overall responsibility for pharmaceutical service delivery at Khayelitsha Community Health Centre in line with statutory requirements, Western Cape Government regulations and circulars. Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility. Effective management of human resource functions for the pharmacy. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Overall responsibility for pharmaceuticals supplies management at Khayelitsha Community Health Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Overall responsibility for the submission of pharmaceutical data for the hospital and ensure representation of pharmacy services at all relevant meetings.
- ENQUIRIES** : Mr D Binza, tel. no. (021) 360-5207
- APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha/ Sub-structure Office Building, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha 7784.
- FOR ATTENTION** : Ms Z Willie
- NOTE** : No payment of any kind is required when applying for this post Shortlisted candidates will be subjected to competency assessment.
- CLOSING DATE** : 12 July 2019

POST 23/275 : **ASSISTANT MANAGER NURSING**
Chief Directorate: Metro Health Services

SALARY : R 562 800 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification Basic R425 qualification (i.e. degree/diploma 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 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence Competencies (knowledge/skills): -Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practises, standards and procedures.

ENQUIRIES : Ms L Saville, tel. no. (021) 370-2314
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 July 2019

POST 23/276 : **OPERATIONAL MANAGER NURSING (General)**
West Coast District

SALARY : R 444 276 per annum
CENTRE : West Coast TB Centre (ID Hospital)
REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: -Registration with the SANC as Professional Nurse and midwife and proof of current registration (i.e. annual licensing receipt of 2019). Experience: -A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Inherent requirement of the job: Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. E.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key results areas/outputs: Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation there-of. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations

ENQUIRIES : Ms M Sedeman tel. no: 022-487 3294
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 12 July 2019

POST 23/277 : **BED MANAGER**
 Chief Directorate: Metro Health Services

SALARY : R 376 596 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree registrable with an appropriate Health Professionals Council. Experience: Appropriate experience in a hospital environment. Competencies (knowledge/skills): Computer literacy (MS Office and GroupWise). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently. Proven knowledge of and exposure of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Leadership, organisational, decision making and problem solving skills.

DUTIES : (key result areas/outputs): Develop, manage and implement Bed Manager Policies, protocols and procedures within the hospital. Manage patient's information and statistics in relation to bed management. Plan, coordinate and manage patient referrals to other health facilities. Reduction in Length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage the transit discharge lounge (coordinate discharge plan for ambulatory patients; ensure discharge medication, OPD bookings and transport) ensuring reduced congestion within Emergency units which include the monitoring of disposition times.

ENQUIRIES : Dr K Moodley, tel. no. (021) 360-4777
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION : Dr K Moodley
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 12 July 2019

POST 23/278 : **ASSISTANT DIRECTOR: STATUTORY BODIES (CONTRACT LINKED TO THE TERMS OF THE MEC: HEALTH)**

Directorate: Office of the Head of Department (rendering a service to the Office of the MEC)

SALARY : R 376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Bachelor's Degree or equivalent (NQF 6) and appropriate experience. Inherent requirement of the job: Valid (Code B/EB) Driver's licence. Willingness to work abnormal working hours. Security clearance. Competencies (knowledge/skills): Excellent Time management skills. Knowledge of Cabinet and parliamentary processes in South Africa. Excellent Inter-personal, Negotiation, Networking and Decision making skills. Ability to interpret, implement and review policies. Excellent verbal and written Communication skills in at least two of the three official languages within the Western Cape. Computer Proficiency in Ms Word, Excel, Power Point and Outlook. Ability to work under pressure.

DUTIES : (key result areas/outputs): Facilitating the appointments to the various statutory bodies (Provincial Health Council, District health Councils, Facility Boards, and Clinic Committees) in accordance to the relevant legislation. Monitor the effective functioning of statutory bodies. Set up and manage meetings with the Minister and the relevant statutory bodies as needed and directed by the Minister. Correspondence and recordkeeping. Liaise with heads of components in the Department, external and internal clients, service providers, other governments, and other Departments to co-ordinate the functioning of statutory bodies

ENQUIRIES : Dr D Newman-Valentine tel.no. (021) 483 -3236
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

- CLOSING DATE** : 12 July 2019
- POST 23/279** : **CLINICAL CODING ASSESSOR**
Directorate: Clinical Coding Services and Diagnosis Related Groups (DRGs)
- SALARY** : R 316 791 per annum
CENTRE : Head Office, Cape Town (based at Tygerberg Hospital Office)
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience of clinical coding and Inherent leading organisational knowledge. Appropriate experience in auditing of diagnostic and Procedural coding in South Africa. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence (applicants with a learners licence can also apply). Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, Outlook).
- DUTIES** : (key result areas/outputs): Perform a compliance and improvement service for the WCG: Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timely distribution of compliance and improvement reports. General office and ad-hoc duties.
- ENQUIRIES** : Mr F Vorster, tel. no. (021) 938-4362, E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "[online applications](#)").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 12 July 2019
- POST 23/280** : **COMMUNICATION OFFICER**
Directorate: Communication Services
- SALARY** : R 316 791 per annum
CENTRE : Head Office (Stationed at Caledon)
REQUIREMENTS : Minimum educational qualification: An appropriate 3 year National Diploma or Degree in Journalism, Public Relations or Marketing. Experience: Minimum of two years in Communication experience in related working environment/field. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, analytical skills and problem-solving abilities. Well-developed writing and editing skills in English, Xhosa or Afrikaans. Reputation Management. Media Liaison. Brand Management. Ability to work independently and operational management capability.
- DUTIES** : (key result areas/outputs): Develop and execute awareness communication campaigns. Compile research, co-ordinate, edit and produce communication material. Handling of all queries from the general public through official platforms. Reputation Management including Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); above and below the line material and brand management. Communication with all staff involved when there is a special event. Identifying interesting and positive stories for the media.
- ENQUIRIES** : Ms M Lesch, tel. no. (021) 483-5454
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "[online applications](#)").
- NOTE** : No payment of any kind will be required when applying for this post.

CLOSING DATE : 19 July 2018

POST 23/281 : **SENIOR STATE ACCOUNTANT**
Directorate: Management Accounting

SALARY : R 316 791 per annum
CENTRE : Head Office (Stationed at Bellville Health Park, Bellville)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate xperience in a financial environment. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Ability to work under pressure, overtime and to travel if required. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem-solving and lateral thinking skills. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations. Ability to analyse information and work with figures.

DUTIES : Key result areas/outputs: Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g. Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g. BAS). Extensive experience in extracting information/reports from systems (e.g. BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.

ENQUIRIES : Mr E Pennings, tel. no. (021) 815-8604
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 19 July 2019

POST 23/282 : **ADMINISTRATION CLERK: SUPPORT (2 POSTS)**
Garden Route District

SALARY : R 173 703 per annum
CENTRE : Post A: Parkdene Community Clinic, Post B: Blanco Community Clinic
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate practical experience of Health Information Systems (PHCIS, Sinjani and Tier.Net). Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel) proof must be attached. Knowledge of record-keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani and Tier .net). Ability to accept accountability, responsibility, to work independently and unsupervised. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: Perform effective administrative role as a member of the Health Management Team. Record-keeping, filing and retrieving of folders, tracing of old folders, compiling of new folders and destruction of folders. Maintain of effective Registry functions. Completion registration and updating of Patient information. Effective data management and administer quality monitoring. Effective data capturing, interprets and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.

ENQUIRIES : Mr M Mdodeni, tel. no. (044) 814-1122
APPLICATIONS : The District Manager: Garden Route District, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 19 July 2019

POST 23/283 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R 102 534 per annum
CENTRE : Elsie's River Community Health Centre

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate hospital cleaning experience. Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene of the facility. Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions, infection control principles and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Supervisor, Housekeeper and colleagues.

ENQUIRIES : Ms LT Beukes, tel. no. (021) 931-6023
APPLICATIONS : The Northern/Tygerberg Substructure office, Bellville Health park, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Kader
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 July 2019

POST 23/284 : **GROUNDSMAN**

SALARY : R 102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in maintaining grounds and gardens. Inherent requirement of the job: Valid (Code E/EB) Driving licence (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the tare does not exceed 3500kg). Ability to operate and drive a tractor. Competencies (knowledge/skills): Knowledge of gardening, including landscaping and irrigation systems. Gardening skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good understanding and experience of general maintenance. Ability to operate and drive a tractor. Ability to operate machinery (lawnmovers and weed-eaters).

DUTIES : (key result areas/outputs): Responsible for maintenance of facility. Ensure that grounds and gardens are maintained (horticultural aspects).

ENQUIRIES : Ms CB Johnson, tel. no. (021) 938-5327
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 : 19 July 2019