

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 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 25/165** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES),
REF NO: AGR 2019-29**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Knowledge of the following: Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Proven Communication (written and verbal) skills in at least two of the official languages of the Western Province; Good organisation skills; Good administrative skills; Analytical skills; Proven interpersonal skills Tactful, but firm Creative Thinking; Relating and networking skills; Complex writing and reporting skills; Analysing; applying expertise and technology skills; Learning and researching skills.
- DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.
- ENQUIRIES** : DR V Henwood at Tel No: (021) 808 5377/ 7607

- POST 25/166** : **AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS,
REF NO: AGR 2019-33**

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honours degree (or equivalent qualification) with Agricultural Economics and/or Economics as major subjects; A valid (Code B) driving licence. Recommendation: Working knowledge of economic and financial (advanced) analytical techniques; Experience in the application of research techniques. Competencies: Knowledge of the following: Agricultural sector and macro-economic factors influencing it; Application of resource economics; Ability to analyse datasets and trends using stata (or related) statistical software; Communication (written and verbal) in at least two of the official languages of the Western Cape and presentation skills; Proven computer literacy skills (MS Office).

- DUTIES** : Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment; Analyse/identification analysis, adapt and/or develop models in order to reflect the current situation and/or forecast/project possible scenarios; Compilation of final output (e.g., reports, position papers, populated databases); Provide advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment; Develop and evaluate business plans; Establish and maintain a network for liaison with economic/agricultural analysis institutions; Perform administrative and related functions.
- ENQUIRIES** : Mr T Morokong at Tel No: (021) 808 5195
- POST 25/167** : **ACCOUNTING CLERK: REPORTING AND DEBT MANAGEMENT REF NO: AGR 2019-30**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as a passed subject. Competencies: A good understanding of the following: BAS and PASTEL, legislation, directions and procedures with regard to personal administration and more specifically of: PFMA, NTR'S, PTI'S, Division of revenue act (DORA), MTEF, SCOA; Record keeping procedures; Computer literacy; Problem solving; Interpersonal relationships; Ability to work under pressure; Team player; Planning and organising skills.
- DUTIES** : Generate invoices on Pastel system for services rendered on credit; Managing municipal accounts of private and official tenants; Ensure invoices are generated for all private and official tenants for municipal services rendered by the department; Creating new debtors files for first time clients of the department; Follow up on all returned mail and obtain correct postal addresses from clients of whom post has been returned as undeliverable.
- ENQUIRIES** : Mrs M Fryer at Tel No: (021) 808 5393

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 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 POST

- POST 25/168** : **LIBRARIAN: TECHNICAL SERVICES REF NO: CAS 2019-32**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (National Diploma or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Library Information Management System cataloguing experience. Competencies: Knowledge of the following: Anglo-American Cataloguing Rules (AACR2); Resource Description and Access (RDA); Dewey Decimal Classification System (DDC); Library of Congress Subject Headings (LCSH); MARC 21; WorldCat; Library of Congress online catalogue; SLIMS; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work within teams and perform under pressure; Interpersonal skills and information interpretation skills.
- DUTIES** : Cataloguing of books, periodicals and audio-visual materials; Classification of books, periodicals and audio-visual materials; Quality control of the SLIMS

database; Assisting with answering cataloguing queries from provincial and public library staff; General office administration; Keeping accurate statistics of work performed.

ENQUIRIES : Mr B Meyer at Tel No: (021) 483 2309

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 29 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 POST

POST 25/169 : **ACCOUNTING CLERK: INTERNAL CONTROL REF NO: DEDAT 2019-25**

SALARY CENTRE : R173 703 per annum (Level 05)
Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Working knowledge and experience in financial functions; Relevant experience. Competencies: A good understanding of the following: Financial functions practices as well as the ability to capture data; Collate financial statistics; Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PPPFA, Financial Manual); Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organising and planning skills; Ability to work in a team.

DUTIES : Render clerical support services with regards to governance, assurance services and fraud and losses management; Perform post auditing; Perform inspections; Maintain financial information and knowledge management; Provide general administrative support; Voucher control.

ENQUIRIES : Ms B Mott at Tel no: (021) 483 9800

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 25/170 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Registration with a professional Council: Registration with the Health Professions Council of South Africa as Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after

		<p>registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Comprehensive administrative responsibilities of all Clinical related therapy protocols. Ability to work well within a group.</p>
<u>DUTIES</u>	:	<p>Render a comprehensive and skilled clinical service at Specialist level in Radiation Oncology. Coordinate inter-disciplinary clinics. Service clinical needs of newly referred patients. Coordinate clinical follow-up clinics. Responsible for chemotherapeutic needs of patients. Compilation of Ethics and Research therapy protocols. Maintaining effective communication with all referring Specialists/General Practitioner/Day Hospitals/ Clinics. Supervision of all administrative needs of under and post-graduates. Teaching and training programmes/responsibilities.</p>
<u>ENQUIRIES</u>	:	Professor J Parkes Tel No: (021) 404-4263/404-4265
<u>APPLICATIONS</u>	:	The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms B Alexander
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. '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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)'
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/171</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	<p>Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum (Plus a non-pensionable rural allowance of 18% of the basic salary). (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).</p>
<u>CENTRE</u>	:	Ladysmith Hospital
<u>REQUIREMENTS</u>	:	<p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the</p>

		job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word and Outlook). Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and teamwork skills.
<u>DUTIES</u>	:	Provide quality in-patient care to patients in the Kannaland Sub-district (Alan Blyth Hospital). Provide an Outreach and Support service in the Kannaland Sub-district to PHC clinics. Actively participate in skills transfer training relevant to the post. Participate in Commuted Overtime duties: 16 hours per week required. Active involvement in the clinical governance, operational management and quality assurance processes of the Sub-district.
<u>ENQUIRIES</u>	:	Dr JF Denkema Tel No: (028) 551-1062
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/172</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)</u>
<u>SALARY</u>	:	R614 991 (PN-B4) per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in a specialty area after obtaining the 1-year post-basic qualification in one the R212 qualifications mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	:	Manage and co-ordinate clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment on night duty. Support or deputise for the Head of Nursing, and support the Nursing department and the institution.
<u>ENQUIRIES</u>	:	Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.

CLOSING DATE : 26 July 2019

POST 24/173 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OUTPATIENTS OPHTHALMOLOGY)**

SALARY : R562 800 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in an Ophthalmology ward. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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 : 26 July 2019

POST 24/174 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Elsie's River Community Health Centre
REQUIREMENTS : Minimum requirement: 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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to

ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Willingness to perform standby duties/relief duties for Facility Manager.

DUTIES : Management, coordination and Provision of quality comprehensive health care within the facility. Management, planning and evaluation of Primary Health Care services. Effective Personnel Development and Management. Effective Finance Management and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services. Render support to the Facility Manager. Involvement in community outreach projects to achieve targets and health education of patients and public staff.

ENQUIRIES : Ms LT Beukes Tel No: (021) 931-0213

APPLICATIONS : The People Management manager: Northern/Tygerberg Substructure office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Parker

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

CLOSING DATE : 26 July 2019

POST 24/175 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden–Mars Tel No: (021) 918-1224

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers

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

CLOSING DATE : 26 July 2019

<u>POST 24/176</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u>
<u>SALARY</u>	:	R444 276 (PNA-5) per annum, (Plus a non-pensionable rural allowance of 8 % of basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital West Coast District 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 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. Inherent requirements of the job: Willingness to work overtime, shifts, weekends and public holidays on day/night duty depending the operational requirements, as well as perform standby duties. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of health care standards. Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good organisational, Interpersonal, leadership, decision-making, analytical, problem solving and conflict resolution skills. Ability to facilitate and promote training.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Effective utilise human, financial and physical resources (equipment and consumables). Render support to Nursing Services Manager and colleagues i.e. relief and standby duties. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE</u>	:	Ms CH Oosthuizen Tel No: (022) 709-5099 The Manager: Medical Services, Private Bag X3, Vredenburg, 7380. Mr MZ Emandien No payment of any kind is required when applying for this post. 26 July 2019
<u>POST 24/177</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (INTERNAL MEDICINE: SURGERY AND BURNS UNIT)</u> Chief Directorate; Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 (PN A5) per annum George Hospital 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 experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, weekends and night duty when required. 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. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Plan, manage, coordinate and maintain an optimal quality Nursing Service as an Operational Manager in a Medical, Surgical and Burns setting. Participative management and utilisation of physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation

and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing and other stakeholders (multi-disciplinary team work). Deliver a support service to the Nursing Service and the institution. Maintain and promote ethical standards and the core values of the department.

ENQUIRIES : Ms GE Sellars Tel No: (044) 802-4536/7
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

POST 24/178 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 (PN-A5) per annum
CENTRE : Metro TB Hospital Complex (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum requirement: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Recognised certificate in IPC. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Appropriate experience in IPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Ability to facilitate and promote training.

DUTIES : Effective prevention, management and implementation of IPC practices. Participation in human resources management. Initiate and participate in training, development and research within the nursing department.

ENQUIRIES : Ms S Ntsabo Tel No: (021) 508-7406
APPLICATIONS : Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2 Ysterplaat 7405.

FOR ATTENTION : Ms C Walklet
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

POST 24/179 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 (PN-B1) per annum
 Grade 2: R471 333 PN-B2) per annum
CENTRE : Kensington Community Day Centre
REQUIREMENTS : Minimum requirement: 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 duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification as mentioned above. Inherent requirement of the job:

		Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Priem Tel No: (021) 593-1155/51/50
	:	The Director: Metro District Health Services: Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966
<u>FOR ATTENTION NOTE</u>	:	Mr F Le Roux
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post 26 July 2019
<u>POST 24/180</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)</u>
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum (Plus a non-pensionable rural allowance of 8% of the basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Kannaland Sub-district (Garden Route District)
	:	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 Professional Nurse. Post basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Computer skills with working knowledge of MS Office and ability to apply programs. Competencies (knowledge/skills): extensive knowledge of health service delivery systems with leadership and management skills. Excellent verbal and written communication skills, as well as interpersonal skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection Prevention Control (IPC) and Occupational Health and Safety. Teaching/presentation, training and assessment skills. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs.
<u>DUTIES</u>	:	Manage the Quality Assurance programme in the Kannaland Sub-district. Monitor and respond to consumer complaints and compliments. Analyse training needs, plan and coordinate clinical training, skills development and maintenance of competence interventions in the Kannaland Sub-district. Presentation, facilitation and coordination of clinical service training programs at Kannaland Sub-district. Monitor, evaluate and report clinical training and clinical skills development interventions at Kannaland Sub-district. Effective leadership, management and governance and promotion of Departmental values.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JF Denkema Tel No: (028) 551-1010
	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION NOTE</u>	:	Ms S Pienaar
	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be enquired to do a practical test (competency-based assessment).

CLOSING DATE : 26 July 2019

POST 24/181 : **COMPLIANCE ADVISOR (X2 POSTS)**
Directorate: Financial Accounting

SALARY CENTRE : R376 596 per annum
Head Office, Cape Town: (successful candidate will be based on the premises of Stikland hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate 3 -year National Diploma/Degree in Finance, Accounting or Auditing. Experience: Appropriate experience and knowledge in Finance, Supply Chain Management and Auditing. Experience in effective assessment and monitoring of processes of compliance and risk. Experience in analysing data and drawing conclusions. Experience in performing process mapping on internal controls. Experience in assessing transactions in line with irregular expenditure prescripts. Experience in effective management of staff with experience in the key performance areas of the job.

DUTIES : Execute interventions at Health institutions to ensure credibility and correctness of AFS Disclosure Notes. Develop and implement processes of internal controls, capacity interventions and interventions with regard to performance management. Presentation of findings at various management meetings. Perform ad hoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identify risks and implement of appropriate internal controls. Identify irregular, fruitless and wasteful expenditure. Evaluate expenditure against laws and regulations to ensure compliance. Draft Standard Operating Processes with regards to Finance and Supply Chain Management best practices. Develop, facilitate and conduct finance related training. Manager staff.

ENQUIRIES APPLICATIONS NOTE : Mr DM Pick Tel No: (021) 940-8725
: www.westerncape.gov.za/health-jobs (click "online applications").
: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post

CLOSING DATE : 26 July 2019

POST 24/182 : **ASSISTANT DIRECTOR: FINANCE**

SALARY CENTRE : R376 596 per annum
Caledon Hospital (Overberg District)

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

DUTIES : Strategic and Operational Management of Finance and Supply Chain Management. Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management. Ensure effective Revenue Management. Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

ENQUIRIES APPLICATIONS : Dr MS Rambiyana Tel No: (028) 212-1070
: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 26 July 2019

POST 24/183 : **COMMUNITY LIAISON OFFICER**

SALARY : R316 791 per annum

CENTRE : Overberg District Office (Overberg District)

REQUIREMENTS : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills. Good coordination skills, project management skills and training skills. Computer literacy. Ability to work both independently and as part of a team.

DUTIES : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realise community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Overberg District in order to build healthy communities. Assist and support with the establishment and implementation of clinic committees. Consolidate and prepare all relevant reports.

ENQUIRIES : Ms P Robertson Tel No: (028) 214-5800

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

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 26 July 2019

POST 24/184 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum

CENTRE : Northern/Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: appropriate experience in facilitating community participation. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. Understanding of communications to community and skills to deal with local media. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good coordination, project management and training skills. Good problem-solving skills. Computer literacy (Ms Word, PowerPoint and Excel). Good communication skills in at least two of three official languages of the Western Cape.

DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, coordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

ENQUIRIES : Mr JW Lucas Tel No: (021) 815-8879

APPLICATIONS : The Director: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Green Building, Karl Bremer Hospital Precinct, Frans Conradie Road, Bellville.

FOR ATTENTION : Ms FG Malan

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

CLOSING DATE : 02 August 2019

<u>POST 24/185</u>	:	<u>SENIOR ADMIN OFFICER: INFRASTRUCTURE SOURCING (X4 POSTS)</u> Directorate: Supply Chain Sourcing, Sub-directorate: Infrastructure Sourcing
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies in particular. Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, including cost drivers, supply and demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on. Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.
<u>ENQUIRIES</u>	:	Ms S van Breda Tel No: (021) 483-7810
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted applicants will be required to undergo competency assessments/proficiency tests.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 24/186</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRICAL/MECHANICAL)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Bellville Mobile Workshop
<u>REQUIREMENTS</u>	:	Minimum educational requirement: National Diploma (T- or N- or S- Stream) in Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate post qualification experience. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Knowledge of the Occupational Health and Safety Act of 1993, the Health Act and Regulations, Act 61 of 2003 and the Engineering Profession Act of 2000. A good knowledge of computer programs such as MS Office and Auto Cad. Ability to draft specifications. Good written and verbal communication.
<u>DUTIES</u>	:	Assist the Engineering component with technical activities in line with statutory and regulatory requirements. Produce technical designs with specifications. Assist the Engineering component to maintain a maintenance strategy through the provision of appropriate structures, maintenance standards, specifications and contract- and project management. Maintain the system to collect credible data on the use of utilities by Health facilities. Assist to control, monitor and

report on all resources to ensure sound risk practices. Provide management information into the operations of the professional services component. Liaising with clients, stake holders and relevant councils.

ENQUIRIES FOR ATTENTION : Mr C Badenhorst Tel No: (021) 918-1569
 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. A practical/competency test may form part of the shortlisting and/or interview process.

CLOSING DATE : 26 July 2018

POST 24/187 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT PRACTICES)**
 (12 Month Contract Post)
 Directorate: People Practices and Administration

SALARY CENTRE REQUIREMENTS : R173 703 per annum, plus 37% in lieu of service benefits.
 Head Office, Cape Town
 Minimum requirement: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word, Excel). Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on UMEHLUKO. Process various allowances and deductions including standby, acting, fuel, normal overtime and commuted overtime, subsidised vehicles, relocation costs, parking and travel concessions. Deal with telephonic and written enquiries. Process applications for foreign travel and sabbatical leave.

ENQUIRIES APPLICATIONS : Mr D Kannemeyer Tel No: (021) 483-3174
 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 : 26 July 2019

POST 24/188 : **ADMINISTRATION CLERK: SUPPORT**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
 Grabouw Community Health Centre (Overberg District) (24 hours service)
 Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (weekends and overtime) when required. Competencies (knowledge/skills): A working knowledge of PHCIS, Sinjani and LOGIS. Computer literacy (MS Word, Excel, and Power-Point) and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of Health Information Management processes.

DUTIES : Effective communication, i.e. answer telephones, arrange appointments, manage and post calendar notification for meetings, take down messages and distribute thereof timeously, receive telephone accounts for the staff and distribute, do payment follow ups. Refer visitors to the correct office/staff member. Render administrative support service to the Operational Manager (ordering, control and distribution of stock and complete the ordering forms and trip authorities for GG vehicles). Provide a secretarial support service to the Operational Manager with administration duties (ad hoc assistance with photocopying, leave administration, arrange venues for training and meetings, prepare agendas record minutes of meetings, typing and compiling reports, and ad hoc assistance with SAPS reports). Responsible for personal and professional development of self. Perform relief duties in other departments, i.e. Registry, SCM, etc. Ad-hoc assistance with helpdesk, patient admission functions and Health Information management, complete maintenance requisitions).

ENQUIRIES : Ms N Peton Tel No: (028) 212-1070

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/189 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e. Clinicom. Knowledge of LOGIS, Staff information system e.g. NIMS and the Mental Health Act; 17 of 2007.

DUTIES : Effective and efficient patient administration through liaison with clients, record keeping, documentation, faxing, filing, correspondence and telephone enquiries; keeping notice boards tidy. Effective and efficient patient administration, including checking that all patients are admitted, discharged and transferred on Clinicom/information system and that prescription charts are sent to pharmacy. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for admission. Management of material resources, assets and ordering ward stock via LOGIS/procurement system. Information management – data collection, capturing thereof and ensure timeous submission of statistics. Support to supervisor and colleagues with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-5099
APPLICATIONS : The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr MZ Emandien
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 26 July 2019

POST 24/190 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R173 703 per annum
CENTRE : Riversdale Hospital (Garden Route District)
REQUIREMENTS : Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate Transport and Support services experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook) Programmes. Knowledge of policies and administrative practices. Ability to effectively multi-task, function independently and under pressure.

DUTIES : Manage and coordinate Transport Services in respect of Government Vehicles. Assistance to Support Services Staff (Workshop, Laundry and Main Kitchen) in managing the components. Relief of Registry Clerk duties as needed. Effective control over stock and equipment and the ordering of stock and equipment. Support and assistance to Supervisor with administrative tasks in respect of minute taking, arranging of meetings, attending site meetings, etc.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 02 August 2019

POST 24/191 : **STERILISATION OPERATOR PRODUCTION (X2 POSTS) (1X FULL TIME AND 1 X 5/8TH POST)**

SALARY CENTRE REQUIREMENTS : Full Time: R122 595 per annum, 5/8th Post: R76 623 per annum
: Caledon Hospital (Overberg District)
: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9(std. 7). Experience: Appropriate experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Collection of used and soiled equipment from all departments daily. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Perform standard testing on equipment, machines and power tools. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES APPLICATIONS : Ms R Darvel Tel No: (028) 212-1070
: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION NOTE : Ms A Brits
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a competency test.

CLOSING DATE : 02 August 2019

POST 24/192 : **GENERAL WORKER**

SALARY CENTRE REQUIREMENTS : R102 534 per annum
: Hermanus Hospital (Overberg District)
: Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Ability to work in a physically demanding environment.

DUTIES : Deliver stock to wards and other departments on the hospital premises and Clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist Clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical disposal of items. Assist Supply Chain staff with stock-take, general office duties and keep the store neat and tidy in order to comply with safety regulations.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms CE Langley Tel. No: (028) 313-5220
: The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
: Ms A Brits
: No payment of any kind is required when applying for this post.

CLOSING DATE : 26 July 2019

POST 24/193 : **MESSENGER**
: Chief Directorate: Metro Health Services

SALARY CENTRE : R102 534 per annum
: Oral Health Centre, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability to pick up heavy bags filled with post/goods. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Sound interpersonal skills. Ability to work in a team and under pressure. Ability to maintain a high standard of confidentiality.

DUTIES : Daily collection and delivery of all post within and outside of the Institution. Sorting of post in registry. Collect blood samples from Dental Clinics and deliver to Tygerberg Hospital. Assist with driving duties on and off the Institution premises. Relieve at Reprographic and Switchboard department on request.

ENQUIRIES : Mr Z Karoodien Tel No: (021) 937-3015

APPLICATIONS : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.

FOR ATTENTION : Ms N Jooste

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

CLOSING DATE : 26 July 2019

POST 24/194 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R102 534 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for collection of waste or medical waste from the different wards/theatres, any other area, as well as the external pick up points. Responsible to effectively operate equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

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

FOR ATTENTION : Ms VG De Jager

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may undergo competency assessments/proficiency tests.

CLOSING DATE : 26 July 2019

POST 24/195 : **GROUNDSMAN**

SALARY : R102 534 per annum

CENTRE : Riversdale Hospital (Garden Route District)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning and gardening of large institutions. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills): Good interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to effectively multi-task, function independently and under pressure.

DUTIES : Maintain the Hospital grounds and gardens. Removal of all types of rubble, medical waste and general waste. Cleaning of work areas. Assistance to supervisor. Handle and maintain gardening and cleaning equipment.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 02 August 2019

POST 24/196 : **FOOD SERVICES AID**

SALARY : R102 534 per annum

CENTRE : Prince Albert Hospital (Garden Route District)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job:

Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three languages of the Western Cape. Good organising and communication skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Ms H Bothma Tel. No: (023) 541-1300
APPLICATIONS : The District Manager: Garden Route District, Private Bag X6592, George, 6850.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/197 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience within a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work. Willingness to undergo formal and Informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape. Ability to operate machines or equipment in a cost effective manner.

DUTIES : Provide a clean, hygienic environment within the institution. Effective and safe handling and storage of equipment. Cost effective utilisation of consumables or resources. Promotion of Quality assurance, Infection Control and Occupational Health and Safety within the Department. Effective waste and linen management.

ENQUIRIES : Ms S Capes Tel No: (021) 799-1210
APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

FOR ATTENTION : Ms Z Peter
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/198 : **HOUSEHOLD AID**

SALARY : R102 534 per annum
CENTRE : West Coast TB Centre (Based at Sonstraal Hospital) (West Coast District)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Hospital/Clinic or other Health Facility cleaning experience. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : s MM Andrews Tel No: (021) 862-3176
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 29 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 POST

POST 25/199 : **DEPUTY DIRECTOR (INFORMAL SETTLEMENTS INTEGRATION):**
MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-43
(12-Month Contract Position)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Appropriate tertiary qualification (National Diploma or higher) in any of the following or related field of study: Geography, Development Planning or Town and Regional Planning; A minimum of 5-years management level experience in the built environment; A valid driving licence. Recommendation: Working experience and knowledge of: National housing code, planning environment; Procurement and tendering processes; Human Settlement and Stakeholder Management; Programme and Project Management; willing to travel for work as required. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate Provincial /Municipal and general stakeholder management support to ensure transversal alignment on Informal Settlement Support Framework; Provide provincial and municipal support through coordination and capacity building initiatives on policy and data collection matters for upgrading of Informal Settlements; Manage partnerships and framework agreements with intermediaries and private sector in support of the ISSF; Oversee implementation of the M&E Framework; Strategic Support to Chief Town and Regional Planner and Director; Strategic, Human Resource and Financial Management.

ENQUIRIES : Ms E Jansen van Rensburg at Tel No: (021) 483 4151

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 29 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 25/200 : **ASSISTANT DIRECTOR: DISASTER MITIGATION, DEVELOPMENT AND EDUCATION REF NO: LG 2019-11**
(12 Month Contract Position)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: An appropriate 3-year qualification (National Diploma or higher qualification) in Disaster Management / Risk Management / Emergency Service Fields / Geography / Geographical Information Systems; A minimum of 3 years' relevant experience. Recommendation: Working knowledge of the following: Development Planning processes; Training and education skills. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management skills; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Ability to work independently under pressure; Project Management skills.

DUTIES : Assist with the development and maintenance of a Drought Mitigation Strategy; Ensure integration with other identified hazards which may have a secondary effect; Assist with the implementation of the Provincial Drought Communication Strategic Plan; Assist with the assessments and maintenance of the Disaster Management Development Planning processes in the province; Assist with the development and implementation of drought education and training; Assist with the building of community resilience.

ENQUIRIES : Mr J.F Daams at Tel No: (021) 937 6330

POST 25/201 : **ASSISTANT DIRECTOR: DISASTER RISK REDUCTION PLANNING REF NO: LG 2019-13**
(12 Month Contract Position)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma or higher) in Disaster Management / Risk Management / Emergency Service Fields / Geography / Geographical Information Systems with a minimum of 3 years' relevant experience. Recommendation: Knowledge of Geographical Information System (GIS). Competencies: Knowledge of the following: Disaster Management Act (Act of 57 of 2002, as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of the government with the focus on disaster risk reduction; Human Resource Management; Financial management; Strategic planning; Disaster risk reduction skills; Crisis management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Project Management skills.

DUTIES : Assist and support in implementation of an early warning system for the drought and secondary hazards; Assist in the implementation of special intervention programmes for the drought and secondary hazards; Assist in the management of Human Resources, Performance Management and finances in the sub-directorate; Support and provide input into the DLG process.

ENQUIRIES : Mr N Rylands at Tel No: (021) 937 6353

POST 25/202 : **ADMINISTRATIVE OFFICER: DISASTER RISK REDUCTION PLANNING, REF NO: LG 2019-10(X2 POSTS)**
(12 Month Contract Period)

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience. Recommendation: Working knowledge of Geographical Information Systems (GIS); Experience in the following: Disaster Management; Project Management; Project Administration. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as

- amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management; Strategic planning; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure.
- DUTIES** : Provide administrative support in the following areas: Risk reduction planning component; The management of a comprehensive disaster risk and vulnerability assessments; The establishment and maintenance of a Spatial Information System; The implementation of an early warning system; The implementation of special intervention programmes.
- ENQUIRIES** : Mr N Rylands at Tel No: (021) 937 6353

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 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 25/203** : **ICT SERVICES MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-70**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 6 years' technical experience in ICT Service management. Competencies: Knowledge of the following: Public Service Act, policies and procedures; ICT training; ICT infrastructure; ICT security; Business and systems analysis; Technical standards and procedures; Project Management; Financial Management; Policy formulation; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Decision making skills; Conflict management skills.

- DUTIES** : Manage a team of professionals and service providers that perform and deliver services to clients; Manage client services; Provide inputs on to the development and planning of provincial ICT policy and strategy; Maintain department MSP; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the component; Financial Management: Active participation in the budgeting process at Centre for E-Innovation level and component level.

- ENQUIRIES** : Mr L Benting at Tel No: (021) 483 8941

- POST 25/204** : **CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-71**

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Planning and organising skills; Full spectrum of development skills;

DUTIES : Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills.
 Plans, organises and controls activities of staff and contractors who are responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr L Benting at Tel No: (021) 483 8941

POST 25/205 : **CHIEF NETWORK TECHNOLOGIST: HEALTH AND SOCIAL DEVELOPMENT REF NO. DOTP 2019-72 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience in information network infrastructure management. Recommendation: 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 support and maintenance of infrastructure; Quality control: Ensures technical and functional standards are observed; Support and maintenance of network infrastructure; Preparing documentation including training manuals; Liaising with client departments.IT service management.

ENQUIRIES : Mr L Benting at Tel No: (021) 483 8941

PROVINCIAL TREASURY

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

CLOSING DATE : 29 July 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. 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

MANAGEMENT ECHELON

POST 25/206 : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT REF NO: PT 2019-16**

SALARY : R1 446 378 per annum (Level 15) (All-inclusive salary package)

CENTRE REQUIREMENTS : Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree (NQF 8); A minimum of 8 years' relevant senior management experience; and A valid Code 8 driver's license (or alternative mode of transport for people with disabilities). Recommendation: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBEEE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; Supply and Asset management; and Financial management systems. Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.

DUTIES : Strategic, People and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these: Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; and Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.

ENQUIRIES : Mr. H Malila Tel No: (021 483 6673)

POST 25/207 : **CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 2019-34**

SALARY CENTRE REQUIREMENTS : R1 189 338 per annum (Level 14) (All-inclusive salary package)
 : Provincial Treasury, Western Cape Government
 : Honour's Degree in Economics/ Finance/ Business Administration/ Public Policy; 5 years' senior management experience; and A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Strong research based policy analysis and analytical ability; and Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: Human Resource Management function; Financial Management processes; and Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions. Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances.

DUTIES : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process; and co-ordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; and Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.

ENQUIRIES : Mr B Damons Tel No: (021 483 6127)

OTHER POSTS

POST 25/208 : **ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-35**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive salary package)
 : Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendation: An appropriate Masters Degree with relevant

experience. Competencies: Knowledge of economics/public policy/local government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills.

DUTIES : Coordinate and manage the Local Government budget assessment process with stakeholder departments to improve conformance, responsiveness, credibility and sustainability of municipal budgets; Assess, advice and monitor municipal Service Delivery Budget Implementation Plans (SDBIPs) in line with national guidelines; Conduct and publish economic and socio-economic analysis through the Municipal Economic Review Outlook (MERO) publication and Socio-economic profiles for Local Government (SEP -LG); Collaborate with relevant stakeholders on improving good governance and joint planning in municipalities. Project and financial management and coordination of various tasks in terms of Annual Performance plan.

ENQUIRIES : Mr M Booyesen at Tel No: (021) 483 3386

POST 25/209 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 2019-31**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Provincial Treasury, Western Cape Government
: 1-2 year post-Matric qualification in Information Management/Office Management or Secretarial/Office Administration Diploma/Certificate ; A minimum of 3 years' appropriate experience in technical editing, formatting of various publications, advanced/complex level typing and/or electronic databases or similar environment. Recommendation: Willingness to work irregular hours; Computer Application Technology and/or End User Computing as a passed subject; A valid Code EB driving licence; Experience in electronic filing and coping with extreme deadlines; Relevant experience in office administration and rendering support to senior management. Competencies: Ability to liaise with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office suite).

DUTIES : Collect/consolidate and edit technically/format the Provincial Budget and associated documentation. Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the Budget and Adjusted Estimates; Collect/consolidate and edit technically/format PT publications which include: Annual Financial Statements, Annual Performance Plans, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Collect/consolidate and technically edit/format municipal budget information and performance assessment reports and provide for data-warehouse capacity with respect to the municipal budget information; Information Management through database coordination and integration (Provincial and Local Government).

ENQUIRIES : Ms S van der Merwe at Tel No: (021) 483 4433

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 29 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 25/210 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 2019-63**

SALARY : Grade 1: R 384 228 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government:
Stellenbosch (X1 Post)
Breede River (X1 Post)

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 three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

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

ENQUIRIES : Mr D Eland at Tel No: (023) 348 5300

POST 25/211 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-66**

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 : Department of Social Development, Western Cape Government:
Drakenstein (X2 Posts)
Stellenbosch (X1 Post)

REQUIREMENTS : A formal tertiary qualification in Social Work (e.g. 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;

<u>DUTIES</u>	:	Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. 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.
<u>ENQUIRIES</u>	:	Mr T Orr at Tel No: (021) 872 3581
<u>POST 25/212</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-67</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Cederberg (X1 Post) Swartland (X1 Post)
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (e.g. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Nell at Tel No: (027) 213 2096
<u>POST 25/213</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-69</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Phillipi (X2 Posts) Retreat (X1 Post)
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (e.g. 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 : Mr K Brink at Tel No: (021) 001 2674

POST 25/214 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 2019-65**

SALARY : Grade 1: R148 215 – R166 830 per annum (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour,

relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

ENQUIRIES : Ms C Nell at Tel No: (027) 213 2096

POST 25/215 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-68**

SALARY : Grade 1: R148 215 – R166 830 per annum (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Breede River (X1 Post)
Theewaterskloof) (X2 Posts)

REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary

work; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- ENQUIRIES** : Ms DJ de Bruyn at Tel No: (023) 214 3000

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 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 25/216** : **PROGRAMME MANAGER: METRO EAST/WEST (CHIEF ENGINEER/QUANTITY SURVEYOR/ARCHITECT/CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-117**
- SALARY** : Chief Architect/Quantity Surveyor: Grade A (R898 569 per annum) OSD as prescribed. Chief Engineer/Construction Project Manager: Grade A (R1 042 827) OSD as prescribed
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
A relevant B-degree in the built environment (Quantity Surveying, Engineering or Architecture) with a minimum of 6 years post qualification experience; Or National Higher Diploma (or higher qualification) in the Built Environment field with a minimum of 6 years post registration experience as a Professional Construction Project Manager; Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP as a Professional Architect/Professional Engineer/Professional Quantity Surveyor or Professional Construction Project Manager; A valid code B driving licence. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.
- DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of

projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES :

Ms R Kok at Tel No: (021) 483 3056

POST 25/217 :

DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: TPW 2019-116

SALARY :
CENTRE :
REQUIREMENTS :

R733 257 per annum (Level 11) (All-inclusive salary package)
 Department of Transport and Public Works, Western Cape Government
 An appropriate 3-year tertiary qualification (Nation Diploma or higher qualification); A minimum of 3 years' management level experience in transport planning and/or transport logistics. Recommendation: Experience in project management. Competencies: Knowledge of the following: Applicable legislation, policies and procedures; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people resources; Communication (written and verbal) in at least two of the official languages of the Western Cape; Planning and organising skills; Problem solving and decision making skills.

DUTIES :

Responsible for the following: The management of the achievement of component goals in respect of Contract Management; Financial and tender management within the unit; Management of the sub-directorates to achieve pre-determined performance indicators and service delivery imperatives, motivated and competent staff and sound labour relations; Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making, produce reports, support integration and collaboration across government spheres.

ENQUIRIES :

Mr R Collins at Tel No: (021) 483 8940

POST 25/218 :

ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-125

SALARY :
CENTRE :
REQUIREMENTS :

Grade A: R363 894 - R392 283 per annum
 Grade B: R414 189 - R446 202 per annum
 Grade C: R473 574 - R557 856 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).
 Department of Transport and Public Works, Western Cape Government
 Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendation: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office

<u>DUTIES</u>	:	(Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.
<u>ENQUIRIES</u>	:	Mr J.C Prodehl at Tel No: (044) 272 6071
<u>POST 25/219</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENCE AND PERMITS (PROCESSING) REF NO: TPW 2019-115 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	A Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 years' relevant experience; A valid code B driving licence. Competencies: Knowledge in the following: Public transport and related matters; Land Transport Permit System (LTPS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.
<u>DUTIES</u>	:	Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
<u>ENQUIRIES</u>	:	Ms J Abrahams at Tel no: (021) 483 0240