

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

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 27/332 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 2019-38 (X2 POSTS)**

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Science degree BSc Hons or a 4-year degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence. Recommendation: Member of SASAS. Competencies: Working knowledge of the following: Small stock and/or dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; to perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>

CLOSING DATE : 12 August 2019

POST 27/333 : **TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUDTSHOORN REF NO: AGR 2019-37**

SALARY : R145 281 per annum (Level 04)
CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 1-year relevant experience; a valid Code C1 driving licence. Competencies: Knowledge of general farm work/activities regarding working with different ages of ostriches and research; Operate a tractor with various implements; Perform tractor maintenance and related support activities; Ability to work well within a team and individually; Communication skills.

DUTIES : Operate a tractor with various implements; Perform vehicle maintenance and administration support; Operate specialised machinery; Perform general farm activities.

ENQUIRIES APPLICATIONS : Mr S Engelbrecht at Tel No: (044) 203 9408
: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14,

1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

CLOSING DATE : 19 August 2019

POST 27/334 : **FARM AID: FARM SERVICES, OUDTSHOORN REF NO: AGR 2019-36**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : ABET level 2 certificate or equivalent. Recommendation: Proven experience of general farm work. Competencies: Knowledge of Infrastructure; Advanced working experience doing farm work pertaining to ostriches; General farm work; Irrigation of Lucerne on land; Proven skills of working with farm animals, farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems; Ability to work well within a team and individually; Communication skills.

DUTIES : General farm work will entail: planting, harvesting, irrigation, loading and off-loading; General routine farm aid activities with regards to infrastructure, animal science, plant sciences and research.

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408

APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

CLOSING DATE : 19 August 2019

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 12 August 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 27/335 : **CHIEF SECURITY ADVISOR: SECURITY INVESTIGATIONS AND COUNTER MEASURES REF NO: CS 2019-20 (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience. Recommendations: Report writing experience; Use of technology in analysing data; Working knowledge of Safety Management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Risk Management; Policy development; Planning and organising; Critical analysis skills; Problem solving and decision making skills; Communication (written and verbal) skills; Proven computer literacy; Facilitation and presentation skills; Innovation and creative thinking.

DUTIES : Facilitate implementation of safety and security SOP's and methodologies to ensure compliance to prescripts, standards and regulations; Conduct research, analyse data, develop and maintain databases; Embed a positive security and safety culture within facilities; Develop and conduct awareness programmes; Facilitate OHS programmes, investigations and interventions.

ENQUIRIES : Ms K Schumann at Tel No: (021) 483 4061

POST 27/336 : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2019-21**
(12-Month Contract Position)

SALARY : R316 791 per annum (Level 08), plus 37% in lieu of benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant investigation or related experience; A valid code B driving licence. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Communication (written and verbal) skills; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

DUTIES : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.

ENQUIRIES : Ms N Arabi at Tel No: (021) 483 0669

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 12 August 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 27/337 : **OFFICE MANAGER: CULTURAL AFFAIRS REF NO: CAS 2019-33**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years' experience in managing administration

functions and rendering an executive support service to senior management. Recommendations: Report writing and Human Resource Management. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

- DUTIES** : Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and under spending.
- ENQUIRIES** : Mr G Redman at Tel No: (021) 483 9507

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. 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
- CLOSING DATE** : 12 August 2019

MANAGEMENT ECHELON

- POST 27/338** : **DIRECTOR: TOURISM REF NO: DEDAT 2019-24**
- SALARY CENTRE** : R1 057 326 per annum (Level 13) (All-inclusive salary package)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate B degree (NQF 7) in tourism and/ or marketing; A minimum of 6 years middle management experience; and A valid driver's license, or reliable mode of transport for persons with disabilities. Recommendation: Experience in economic development will be an added advantage. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation;

- Problem solving and analysis; Client orientation and customer focus; and communication.
- DUTIES** : Manage the development of sector strategies and policies including the implementation thereof; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the sector; Develop, support and implement the market growth and the promotion of the sector; Identify sector specific blockages and participate in the unlocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Develop, support and implement an enabling environment for tourists; Strategic management; Human Resource management; Financial management.
- ENQUIRIES** : Ms C Julies Tel No: (021 483 9000)

OTHER POSTS

- POST 27/339** : **DEPUTY DIRECTOR: COORDINATION OF INDUSTRIAL DEVELOPMENT REF NO: DEDAT 2019-28**

- SALARY CENTRE** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3 year qualification (National Diploma or higher qualification); A minimum of 3 years relevant management experience; Project Management experience. Recommendations: Experience in the following: Economic development; Stakeholder and Relationship Management; Financial Management. Competencies: Knowledge of the following: Economic Development; Stakeholder Management and Coordination; Project Management; Excellent communication (written and verbal) skills; Proven computer literacy; Problem solving and analysis; Client orientated and customer focus; Applied strategic thinking.

- DUTIES** : Effective resolution and responsiveness to Premier, Ministerial, HOD and DDG enquiries and priorities; Effective stakeholder coordination regarding Industrial Development areas and projects; Facilitation of economic opportunities through management and involvement in initiatives such as the catalytic projects, the Whole of Society Approach and municipal support; Overall management of Finance, HR, Risk.

- ENQUIRIES NOTE** : Mr H Jonker at Tel No: (021) 483 9883
: 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

- POST 27/340** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 2019-29**

- SALARY CENTRE** : R316 791 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) in Accounting; A minimum of 1 year relevant experience in a financial accounting environment. Recommendation: Relevant BAS experience. Competencies: Knowledge of the following: Public Finance Management Act, National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills; Proven computer literacy; Excellent leadership skills; Financial Management skills; Ability to work under pressure; Problem-solving skills; Ability to work in a team and independently.

- DUTIES** : Control and Management over payments; Ensure collection and handling of state money; Verification of batch control.

- ENQUIRIES NOTE** : Mr T. Johnson at (021) 483 9137
: 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

<u>POST 27/341</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 2019-26 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject. Recommendation: Working knowledge of financial legislation. Competencies: A good understanding of Financial Systems; Communication (verbal and written) skills; Proven computer literacy; Numeracy skills; Planning and organising; Ability to work under pressure.
<u>DUTIES</u>	:	Capturing of payments on BAS and LOGIS; Registration and maintenance of Entities on BAS; Handling of State money / verification of receipts and deposits; Clearing of accounts; Handling of Petty Cash.
<u>ENQUIRIES</u>	:	Ms L Williams at Tel No: (021) 483 0810
<u>NOTE</u>	:	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

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.

<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. ERRATUM: Kindly note that the post of Medical Specialist Grade 1 to 3 (Radiation Oncology) with the Ref No: 25/170 advertised in Public Vacancy Circular 25 dated 12 July 2019, the Duties and Competencies are amended as follows: Competencies (knowledge/skills): Appropriate clinical experience in Radiation Oncology. An academic background and an active research interest. Experience in general Radiation Oncology, brachytherapy, teaching and training and research is desirable. Good administrative ability and communication skills. Knowledge of advanced radiotherapy techniques. Research experience. Duties: Render a comprehensive and skilled clinical service at Specialist level in Radiation Oncology. Responsible for radiotherapy planning and treatment Responsible for chemotherapeutic needs of patients. Compilation of protocols. Administration of brachytherapy. Responsible for chemotherapeutic needs of patients. Academic roles of teaching and training and Clinical research. Supervision of all under and post graduates.
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OTHER POSTS

<u>POST 27/342</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATAL UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	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 Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional

Nurse with the proof of current registration i.e. annual licensing receipt for 2019. 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 the specific speciality after obtaining the one year post basic qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Competencies (knowledge/skills): Excellent interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Good interpersonal and communication skills.

DUTIES : Provide holistic Perinatal care and education according to individual needs of patient's family and communities. Participate in training and research. Effective utilisation of resources. Provide support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms KE Moore Tel. No: (021) 659-5550

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 16 August 2019

POST 27/343 : **CLINICAL CODING TRAINER AND CAPACITY BUILDING**
(12 Months Contract)
Chief Directorate: Rural Health Services

SALARY : R316 791 per annum (Level 08) plus 37% in lieu of service benefits.

CENTRE : Chief Directorate: Rural Health Services, Mossel Bay

REQUIREMENTS : Minimum requirement: A health-related three-year National Diploma or Degree registerable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC) with experience/competencies. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material in Diagnostic and Procedural coding in South Africa (ICD-10 Basic and Intermediate). Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills and abilities. Ability to work independently and within a team.

DUTIES : Develop (research training material), Maintain and revise training manuals/presentations/user guides/LMS, deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions, system enhancements, etc.). Assist Assistant Manager/Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. Professional communication

both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of training material. General office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362, E-mail: Frans.Vorster@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 16 August 2019

POST 27/344 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R299 709 per annum

CENTRE : Lenteguur Hospital

REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Knowledge of Labour Relations and Human Resource Development and Training Policies and procedures. Ability to analyse data in order to compile management reports, detailing relevant trend Analysis. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Ms Office and Internet.

DUTIES : Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Co-ordinate induction training. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions.

ENQUIRIES : Mr I Green Tel No: (021) 370-1414

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 16 August 2019

POST 27/345 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: REPRODUCTIVE HEALTH AND TERMINATION OF PREGNANCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : 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 a Professional nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional nurse in General Nursing. Inherent requirements of the job: Willingness to perform termination of pregnancy. Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Computer literacy (MS Word, Outlook and Excel). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Leadership and sound interpersonal and motivational skills. Sound knowledge and understanding of Nursing and health service related Acts, legislation and Policies. Completion of prescribed training in terms of the Pregnancy Act, 1996.

DUTIES : Effective utilisation of resources (Human, Financial and Physical equipment and consumables). Liaise, advise and effectively communicate with the relevant internal and external stake-holders for continuity of client care and provide management with monthly statistics. Maintain professional

growth/self-development and ethical standards: compliance to professional, legal and ethical regulations, governing nursing practice by providing patient and family education according to individual needs. Provide counselling, Ultra sound services, family planning and assistance with uncomplicated uterine evacuations under conscious sedation. Provide optimal, holistic specialised nursing care within set standards and professional/legal framework with regards to management and supervision of patient care activities in the Termination of Pregnancy Clinic.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6430
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" Successful candidates who have not undergone the prescribed training in terms of the Pregnancy Act, 1996, will be required to do so.

CLOSING DATE : 16 August 2019

POST 27/346 : **ADMINISTRATION CLERK: SUPPORT**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate experience on basic Clinicom. Experience in Office Management. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape (both verbally and in writing). Computer literacy in MS Word, Excel, Powerpoint, Outlook, Basic Clinicom. Excellent interpersonal skills and ability to interact with different supervisors and a broad range of users. Ability to work co-operatively with colleagues of all levels of authority but also to work independently and unsupervised

DUTIES : Arrange the department's meeting, events and workshops. Collect and monitor receipt of data/ information for the compilation of reports. Information support to Nursing Department and maintenance of a database to collect, store and manipulate data to strengthen implementation and monitoring systems (staff work allocation lists, night duty hours, Sunday and public holiday's hours, overtime hours, courses attended, etc). Provide administrative support to, and undertake additional tasks assigned by the department head. Effective minute taking and making, receiving, screening and diverting calls as required. Assist with the completion of all statistics; assist with recruitment and selection process, co-ordination and administrative duties with regard to Training and Development (HRD) Nurse Training. Record keeping/maintain filing system regarding all competence.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Please submit your application 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 : 16 August 2019

POST 27/347 : **HOUSEHOLD AID**
 Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients.

ENQUIRIES : Mr B Tyutu, Tel. No. (021) 782-1121 ext 134

APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978

FOR ATTENTION : Ms L Shoosmith

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

CLOSING DATE : 16 August 2019

POST 27/348 : **LINEN STORES ASSISTANT (LINEN BANK) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Prepared to work weekends and public holidays. Ability to work shifts and to overtime when operationally required. Physically able to hear and speak clearly. Ability to lift heavy objects and stand long hours. Competencies (knowledge/skills): Ability to sort and count linen and to sluice the linen. Ability to operate equipment and machinery. Ability to read and communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Provide effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of dirty linen from departments for the linen bank and return of clean linen from the linen bank to the wards/departments. Daily sorting and counting of dirty linen prior to transfer of linen to laundry. Daily sluice of dirty linen. Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, example, pushing heavy linen trolleys to and from the linen bank and wards/departments.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918-1976

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 : 16 August 2019

POST 27/349 : **CLEANER (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Post A: Gugulethu Community Health Centre (X3 posts)
Post B: Hanover Park Community Health Centre (X2 posts)
Post C: Dr Abdurahman Community Day Centre (X1 post)

REQUIREMENTS : Minimum requirement. Basic literacy and numeracy. Inherent requirements of the job: Willingness to work shifts (24-hour facility/s only). Must be physically fit to lift heavy objects.

DUTIES : Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provide cleaning support services to nursing management.

ENQUIRIES : Post A: Mr M October Tel No: (021) 637-1280/6371305
Post B: Ms M James Tel No: (021) 692-1240,
Post C: Ms M Boonzaaier Tel No: (021) 363-7907

APPLICATIONS : Post A: Mr M October to the Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn and Hanover Park Avenue, Hanover Park, 7764.
Post B: Ms M James to the Facility Manager, Gugulethu Community Health Centre, NY3 Cnr NY77 and NY78 Gugulethu, 7750
Post C: Ms M Boonzaaier to the Facility Manager: Dr Abdurahman Community Day Centre, Ebbehout Street, Kewtown, Athlone, 7764.

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

CLOSING DATE : 16 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 12 August 2019

MANAGEMENT ECHELON

POST 27/350 : **DIRECTOR: LAND AND ASSET MANAGEMENT REF NO: HS 2019-51**

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management experience; A valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Proven communication (written and verbal) and report writing skills; Proven leadership skills; Proven strategic planning, organising and people management skills; Proven problem-solving and dispute resolution/conflict management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, guidelines, acts and legislation; Be innovative, pragmatic, creative, self-motivated, committed, assertive and diplomatic; Have a passion for service delivery excellence; Good knowledge and understanding of State owned assets and properties; Settlement control and the Rural Areas Act 9 of 1987; Public Finance Management Act (PFMA) and applicable Treasury Regulations; The current human settlement environment, with specific reference to the Western Cape.

DUTIES : Manage the implementation of the Western Cape Title Restoration Project; Administer assets of the Department (e.g. rentals, maintenance, normalisation of tenure, transfers, leases, cancellation of bonds); Manage settlement control and administer the Rural Areas Act 9 of 1987; Acquire and release land for human settlement purposes, manage land use applications, sell properties via tenders and consider pre-emptive right application; Implement and manage dispute resolution in respect of ownership of state subsidy houses; Strategic management of the Directorate; People and Financial Management.

ENQUIRIES : Mr TC Mguli Tel No: (021-483 4956)

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. 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 27/351 : **CONSTRUCTION PROJECT MANAGER: PEOPLE'S HOUSING PROCESS, REF NO: HS 2019-38**

SALARY : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R829 107 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescripts).

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a

minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving licence. Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, Planning and Environmental regulatory requirements; Latest building legislation, building contracts and contract administration; Engineering, legal and operational compliance; Project management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements projects; Procurement and tendering processes; Occupational Health and Safety Act (OCHSA); Ability to interpret relevant legislation/policies/prescripts and procedures; Proven programme and project management skills; Research and development skills; Problem solving, conflict management and people management skills; Written and verbal communication skills; Proven computer literacy skills in MS Office packages; Technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Planning and organising skills that involves keeping projects on target; Implementation and monitoring skills.

DUTIES : Plan, manage and coordinate all aspects of subsidised human settlement development implementation within the region under the supervision of the Chief Engineer; Project Accounting and Financial Management; Office Administration; Research and Development.

ENQUIRIES : Ms H. Mzamo at Tel No: (021) 483 2512

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

POST 27/352 : **CANDIDATE ENGINEER: ENGINEERING SERVICES REF NO. HS 2019-47 (X4 POSTS)**
(Contract Positions for 3-Years)

SALARY : R618 732 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Civil Engineering Degree (B Eng/BSC (Eng)) or relevant qualification (Attach your academic record); Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety; Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr GI de Villiers at Tel No: (021) 483 8145

- 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
- POST 27/353** : **CANDIDATE ENGINEERING TECHNICIAN: PEOPLE'S HOUSING REF NO: HS 2019-42 PROCESS (X2 POSTS)**
(3 Year Contract Period)
- SALARY** : R268 713 per annum (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : National Diploma in Engineering or relevant qualification (attach your academic record); Registration with ECSA as a Candidate Engineering Technician is compulsory upon appointment; A valid driving licence. Competencies: Knowledge of the following: Legal compliance; Building practices and interpretation of building plans; Ability to interpret the National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines as well as the National Building Regulations; Project management skills; Technical design and analysis skills; Technical report writing skills; Written, verbal and report writing Communication skills.
- DUTIES** : Render technical services under supervision: Assist Engineers, Technologist and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Adherence to existing technical manuals, standard drawings and procedures to incorporate new technology; Produce technical designs with specifications and submit for evaluation and approval by the applicable authority; Perform administrative and related functions: Compile and submit technical reports as required; Provide inputs to the technical/engineering operational plans; Develop, implement and maintain technical databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
- ENQUIRIES** : Ms R Tiry Tel No: (021) 483 4858
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
- POST 27/354** : **CHIEF WORKS INSPECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT (EDEN AND CENTRAL KAROO DISTRICT) REF NO: HS 2019-46 (X2 POSTS)**
Contract Period of 12 Months)
- SALARY** : R316 791 per annum (Level 08), plus 37% in lieu of service benefits.
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (T/N/S streams) or an N 3 Certificate and a passed Trade Test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' experience in a building environment; A valid code B driving licence. Recommendations: Experience in the following: Costing of housing projects; Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. Competencies: Working knowledge and practical application of the following: National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety Act

(OCHSA); Excellent communication (written and verbal) and report writing skills; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.

DUTIES : Rendering support with regard to the management of housing projects and implementation of Occupational Health and Safety Act; Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.

ENQUIRIES : Mr K Hendricks at Tel No: (044) 805 8757
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

POST 27/355 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: HS 2019-44**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as passed subjects. Recommendation: Experience in financial accounting. Competencies: A good understanding of the following: National Debtor System (NDS); BAS and LOGIS Systems; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Communication (verbal and written) skills; Proven computer literacy; Numeracy skills.

DUTIES : Capturing of payments and journals; Administration of property accounts; Posting of sold property accounts to registered owners; Attend to daily enquiries from the public and municipalities; Capturing entities on BAS and National Debtor System (NDS); Batch documents control; Instate claims against other departments and handle payables from other departments; Maintaining and reconciling debtors on the National Debtor System (NDS).

ENQUIRIES : Mr L Mabaso at Tel No: (021) 483 8900
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

POST 27/356 : **ADMINISTRATION CLERK: RATES AND TAXES REF NO: HS 2019-45**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as passed subjects. Recommendation: Experience in a financial accounting working environment. Competencies: A good understanding in the following: National Debtor System (NDS); BAS and LOGIS Systems; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Proven computer literacy; Communication (verbal and written) skills.

DUTIES : Capturing of payments and journals; Administration of property accounts; Posting of sold property accounts to registered owners; Attend to daily enquiries from the public and municipalities; Capturing entities on BAS and National Debtor System (NDS); Batch documents control; Instate claims against other departments and handle payables from other departments; Maintaining and reconciling debtors on the National Debtor System (NDS).

ENQUIRIES : Mr L Mabaso at Tel No: (021) 483 8900
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

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 12 August 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 27/357 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A REF NO: DOTP 2019-76**

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

DUTIES : Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and subsequent tracking thereof; Project Management: Allocate and monitor investigations in order to

maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.
ENQUIRIES : Mr R Janse Van Rensburg at Tel No: (021) 483 0901

POST 27/358 : **CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-73**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification which is media related.); A minimum of 2 years' experience in an online publishing environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing; Experience with a large publication would be an advantage. Competencies: Knowledge of the following: Content production systems; Ability to research indecently; Ability to use multimedia equipment; Proven writing ability; Good understanding of Search Engine Optimisation (SEO); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Write and publish online content implementing international best practices, including functions such as interviews; Assess content brief, conduct research and aggregate content for production; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES : Ms H. Baron at Tel No: (021) 483 2923

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 12 August 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 27/359 : **MANAGER: DISABILITY DESK REF NO: DSD 2019-71**
(12-Month Contract)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years management experience in a disability environment. Competencies: Extensive knowledge of the following: Government processes and systems; Disability legislation, strategies and policies relating to this portfolio; Disability sector; International best practices in terms of disability; Policy development; Excellent communication (written, verbal, presentation) skills; Facilitation, planning and organising skills.

DUTIES : Development of disability strategy and policy for the Western Cape Government; Delivery of programmes and projects; Monitoring, evaluation and reporting; Human Resource Management and Financial Management.

ENQUIRIES : Mr C Jordan at (021) 483 4991

POST 27/360 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO EAST) REF NO: DSD 2019-70**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Mr G Laubscher at Tel No: (021) 483 3072

POST 27/361 : **ADMINISTRATION CLERK: SOCIAL WELFARE REF NO: DSD 2019-72**
(12-Month Contract Position)

SALARY : R173 703 per annum (Level 05), plus an additional 37% in lieu of service benefits

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Recommendation: Relevant experience in the area of disability. Competencies: A good understanding in the following: Client care and information management; Social Welfare services relating to disability; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Modern systems of governance and administration; Policies of the government of the day; Departmental operations; Proven computer literacy (MS Office); Conflict resolution skills; Organising skills; Communication (verbal and written) skills; Monitoring, evaluation and reporting skills.

DUTIES : Provide information to clients regarding disability services; Assisting clients at the coalface on how to access disability services; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Gather data; Notate client feedback; Maintain feedback register; Render general administrative surveys; Manage all telephone enquiries; Maintaining of filing system for the help desk; Maintain an electronic database(s) for the team; Manage logistical arrangements for the team; Keep and maintain the filing system for Non-Financial Data (NDF) in relation to disability matters for the disability helpdesk; Updating of registers and statistics; Distribute documents/packages to various stakeholders as required; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register for the disability desk; Provide administrative support in relation to special projects relating to disability.

ENQUIRIES : Mr C Jordan at Tel No :(021) 483 4991

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 12 August 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 27/362 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: TPW 2019-119**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: General Property Principal; Western Cape Land Administration Act No. 6 of 1998 and its Regulations; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Applied Strategic Thinking; Problem-solving & Decision-making; Ability to work under pressure and meet deadlines; Organisation and planning skills; Problem solving and negotiation skills; Ability to apply Project Management principals; Proven computer literacy (MS Office); Excellent communication (written and verbal) skills; Interpret self-management; Strong finance and analytical skills.

DUTIES : To acquire property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; Direct and control the acquisition processes with departmental procedures/policies for the property requirements of the client departments; Execute and implement the acquisition of immovable assets as per the approved acquisition plans; Execute and implement the acquisition of immovable assets as per ad-hoc approved requests; Execute the donation of immovable assets; Execute land exchanges; Execute the transfer of immovable assets in terms of the function asset follows function; To implement and execute the disposal of redundant properties of the department and public works as per the requirements of the WCLA Act No. 6 of 1998; To implement and execute the demolition of buildings / structures as per the requirements of the WCLA Act No. 6 of 1998; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES : Mr E Bath at Tel No: (021) 483 4297

POST 27/363 : **STATE ACCOUNTANT: INTERNAL CONTROL (GMT) REF NO: TPW 2019-120**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) in Internal Control; A minimum of 2 years relevant experience in an internal control environment; A valid code B driving licence. Recommendation: Proven working experience with Microsoft Office. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Ability to interpret relevant directives and policies; Communication (written and verbal) skills; Proven computer literacy; Organisational skills; Leadership; Systematic approach.

DUTIES : Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.

ENQUIRIES : Ms G Hartley at Tel No: (021) 469 7604

POST 27/364 : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: TPW 2019-126 (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Journalism, Public Relations or Marketing; A minimum of 3-years appropriate experience in Communications or similar working environment/field. Recommendation: Supervisory experience. Competencies: Knowledge of the following: Reputation Management; Brand Management; Media Liaison; Well-developed writing and editing skills; Communication (written and verbal) skills; Proven computer literacy; Good planning; Strong interpersonal, analytical skills and problem solving abilities; Ability to work independently and operational management capability.

DUTIES : Developing and executing awareness communication campaigns; Identifying interesting and positive stories for the media; Compiling of research; Co-ordination, editing and producing communication material; Production of Internal and external newsletters; Handling of all queries from the general public through official platforms; Reputation management including media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); Above and below the line material and brand management; Assist internal clients with the production of marketing materials through Corporate Communication and transversal communications contract; Communication with all staff involved when there is a special event; Identifying interesting and positive stories for the media.

ENQUIRIES : Mr J Bakker at (021) 483 8513

POST 27/365 : **ARTISAN PRODUCTION LEVEL (MECHANIC): WINELANDS WORKSHOP REF NO: TPW 2019-129**

SALARY : Grade A: R190 653- R211 596 per annum
Grade B: R224 574- R249 246 per annum
Grade C: R262 176 - R324 708 per annum
(Salary will be determined as per OSD prescripts)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate in Diesel Mechanics; A valid code C1 (or higher) driving licence with a valid PDP. Recommendation: A valid code EC1 driving licence. Competencies: Technical skills including analysis, legal compliance, computer aid applications; Ability to diagnose and repair mechanical, hydraulic and electrical problems; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Communication (written and verbal) skills.

DUTIES : Responsible for the maintenance and repair of all road construction plant and vehicles; Supervise and train Artisan Apprentice; Maintain occupational health and safety standards; Perform administrative duties which include the completion of logs and time-sheets, initiate orders and writing of reports.

ENQUIRIES : Mr FJ Jones at (021) 863 2020

POST 27/366 : **ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: TPW 2019-118**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with accounting as a passed subject; A valid code B (or higher) driving licence; A minimum of 6 months experience in a banking or similar environment. Recommendation: Relevant experience in Generally Recognised Accounting Practices (GRAP). Competencies: A good understanding of the following: GAP Directives; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Trading entity; Financial procedures; Financial delegations; Financial instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Written and verbal Communication skills; Proven computer literacy (MS Office); Ability to work under pressure; Problem solving skills.

DUTIES : Handle all GMT (Government Motor Transport) cash management administration; Handle the financial aspects regarding the maintaining of the vehicle fleet; Handle the cashier function; Handle document control function.

ENQUIRIES : Ms K Proctor-Fourie at Tel No: (021) 467 4792

POST 27/367 : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT REF NO: TPW 2019-122**

SALARY CENTRE : R173 703 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: 1 Post Available In Knysna and 1 Post Available In Swellendam

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administration experience. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication (written and verbal) skills; Proven computer literacy; Planning and organising skills.

DUTIES : Assist with administrative and financial support services; Assist with procurement/Inventory Control; Data Capturing; Perform general administrative fun

ENQUIRIES : Mr N Arendse Tel No: (021) 483 0533

POST 27/368 : **ASSET CLERK: ASSET MANAGEMENT REF NO. TPW 2019-128 (X3 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: **REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A valid Code B (or higher) driving licence; Experience in accounting; Working knowledge of SCOA and Asset Management. Competencies: Good understanding of the following: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS; Communication (verbal and written) skills.

DUTIES : Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.

ENQUIRIES : Mr C Matthyse at Tel No: (021) 483 4636