ANNEXURE X

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

OTHER POSTS

POST 29/255 : HANDYMAN: FARM SERVICES (OUTENIEKWA) REF NO: AGR 2019-40

SALARY : R122 595 per annum (Level 03)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : ABET Level 4; a minimum of 6 months’ appropriate experience; A valid code B driving license. Recommendation: Trade Certificate/qualification Competencies: A good understanding of the following: General farm work/activities; General farm infrastructure maintenance activities; Communication skills.
DUTIES : Infrastructure maintenance; Conduct regular building inspections; General farm work/activities; Repair broken furniture and equipment; Report defects in terms of infrastructure and equipment; Safekeeping of maintenance tools and supplies; Attend to minor electrical, plumbing and carpentry problems.
ENQUIRIES : Mr H Gerber at Tel No: (044) 803 3727
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) sS-E-mail address: adresponsecpl@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.
CLOSING DATE : 02 September 2019

POST 29/256 : FOOD SERVICE AID: OFFICE SERVICES (ELSENBURG) REF NO: AGR 2019-41

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : ABET (Level 2 certificate or equivalent). Competencies: Ability to function in an executive environment; Neat and presentable; Communication skills.
DUTIES : Clean kitchen utensils and equipment; Provide catering support services; Keep stock of kitchen utensils and equipment; Apply hygiene and safety measures; Maintain quality control measures of all food provided; Removal of garbage disposal; Prepare food, snack and beverages; Setup and convey crockery, cutlery and equipment to dining areas; Serve food and beverages; Responsible for food supplies and report waste and losses; Maintain and keep control of stock levels of tea and meal utensils; Keep kitchen appliances safe, clean and in an efficient working condition; Report any kitchen appliances that need to be repaired; Report shortage and or faulty appliances; Prepare for workshops, meetings, interviews and special events/functions in terms of water, glasses and any other catering needs.
ENQUIRIES : MS C Louw at Tel No: (021) 808 5145
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: adresponsecpl@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.

**CLOSING DATE**

02 September 2019

**DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS**

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

**CLOSING DATE**

02 September 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 29/257**

**ADMINISTRATION CLERK: COMMUNICATION REF NO: CS 2019-23**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Community Safety, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in the following: Communications; Marketing or Public Relations. Competencies: A good understanding of the following: Clerical duties and practices; Ability to capture data; Collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Proven computer literacy (MS Office); Conflict resolution skills; Planning and organising skills; Communication (written and verbal) skills; Monitoring; Ability to work well within a team.

**DUTIES**

Render general clerical support services; Provide personnel administration clerical support services within the component; Provide communication support services in the component; Support with newsflashes, newsletters, article scripting and layout; Support with photography services for departmental engagements; Support with branding for departmental engagements and exhibitions.

**ENQUIRIES**

MR I Davids at Tel No: (021) 483 6689

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS**

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

**CLOSING DATE**

02 September 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 29/258: CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY REGULATORY SERVICES REF NO: EADP 2019-33

SALARY: Grade A; R495 219 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Management or Engineering Sciences; A minimum of 6 years' relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Experience in Human Resource and Financial Management. Competencies: Knowledge of the following: Air quality management, including air quality regulatory services; Integrated environmental management; Pollution management; Compliance monitoring and enforcement, with respect to statutory obligations; Regulatory processes/environmental legislation; Development and implementation of specific projects related to air quality management, specifically air quality regulatory services and capacity building; Project and business process planning; Human resource management; Supervisory skills; General office and administrative management; Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication skills.

DUTIES: Provide management support and specialist inputs on the development and administration of air quality management systems and policies; Provide management support and contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide management support and specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM:AQA); Provide management support and learnership, guidance and technical advice on the development and implementation of specialised air quality management projects; Provide management support in respect of financial and human resource management, administrative and inputs to strategic planning and related functions.

ENQUIRIES: DR J Leaner at Tel No: (021) 483 2888

POST 29/259: ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: EADP 2019-38

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years’ experience working within a strategic planning environment. Recommendation: Experience in the following: Project Management; Monitoring and evaluation; Strategic plans and Annual Performance Plans; Records management; Operational support and logistics when working within a PSG environment. Competencies: Knowledge of the following: Strategic planning methodologies and practices; Relevant legislation/policies/prescripts and procedures; Drafting and compiling strategic and annual performance plans; Records management processes and procedures; Project management; Written and verbal communication skills; Proven computer literacy; Minute taking and presentation skills; Developed interpretive and conceptualisation/formulation ability; Ability to work independently, as well as within a team; Ability to handle conflict.

DUTIES: Assist with the facilitation of departmental strategic planning processes; Ensure the drafting, compilation and timeous submission of the Departmental Strategic Plan (SP) and Annual Performance Plan (APP); Ensure the effectiveness and efficiency of the Departmental Project Office; Ensure identified Project Management Plans (PMP) and closure reports are loaded onto the BizProject system; Provide strategic and operational support to Provincial Strategic Goal (PSG) 4 and PSG5; Render a secretariat support function to the PSG4 SteerCom and PSG4 ExCo meetings; Facilitate the sub-directorates record management system; Ensure that the sub directorates records management database is updated and maintained on a quarterly basis, utilising the MyContent system.
ENQUIRIES : Mr S Botha at Tel No: (021) 483 0784


SALARY : Grade A: R311 859 – R332 799 per annum (OSD as prescribed)
Grade B: R353 226 – R380 775 per annum (OSD as prescribed)
Grade C: R402 045 – R473 574 per annum (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; A minimum of 3 years post qualification technical (GISC) experience; Compulsory registration with the South African Geomatics Council and Technical Surveyors (previously PLATO) as a GISC Technician; A valid driving licence. Recommendation: Comprehensive knowledge of Geographical Information Systems (GIS), specifically ESRI products. Competencies: Knowledge of the following: Legislation, policies and standards pertaining to spatial data; Technical GIS knowledge regarding projections, data formats, geo-databases; Project Management; Skills: Written and verbal communication; Cartographic and Presentation; Excellent report writing; Problem solving; Investigation and research. Proven computer literacy in the MS Office suite (specific mention of MS Excel, MS Access required); and presentation skills; Remote sensing and GISc modelling skills.

DUTIES : Perform technical GISc activities; Source spatial information from various data custodians; Capture and clean spatial data from various formats and sources; Maintain GIS Unit effectiveness; Maintain GISc tools; Train end-users on basic GISc skills; People Management; Mentor candidate technicians to ensure competent knowledge base; Functional requirement analysis; Document organisational GISc challenges; Identify gap analysis on available spatial information in the organisation.

ENQUIRIES : Mr Andre Van Der Merwe at Tel No: (021) 483 3499


SALARY : Grade A: R272 739 - R302 691 per annum (OSD as prescribed)
Grade B: R318 267 - R353 226 per annum (OSD as prescribed)
Grade C: R373 209 - R439 605 per annum (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Environmental Management/ Natural or Physical Sciences; A valid driving license (Code B). Recommendation: Experience or training in any of the following: Environmental pollution; Air Quality Management; Air quality monitoring; Air quality management planning; Compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Ability to meet strict deadlines and work under pressure.

DUTIES : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.

ENQUIRIES : Dr J Leaner at Tel No: (021) 483 2888
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE: 02 September 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 29/262: DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2019-31

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

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' managerial experience in a stakeholder management environment; A valid Code B driving licence. Recommendation: Experience in the following: Corporate environment and on-the-ground community environment. Competencies: Knowledge of the following: Global, national and provincial political economy; Government policies and programmes; Human Resource Management systems; Project Management; Strategic planning and leadership skills; Written and verbal communication skills at operational, management and executive levels.

DUTIES: Coordinate the integration of strategic initiatives; Coordinate the implementation of strategic initiatives and fulfil the role of an incubator space for new economic initiatives; Manage and facilitate stakeholder relations; Plan the sub-directorates budget and manage income and expenditure, through responsible implementation of policies, procedures, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Ms B Mphalaza-Schiff at Tel No: (021) 483 9001

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.

MANAGEMENT ECHELON

POST 29/263: DIRECTOR: MANAGEMENT ACCOUNTING

Directorate: Management Accounting

SALARY: R1 057 326 per annum (all-inclusive salary package). (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Based at: Bellville Health Park, Bellville

REQUIREMENTS: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Financial Accounting or Management as recognised by SAQA with five years’ experience at a middle/senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver’s license. Ability to function in a team. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive
knowledge of and experience in policies and processes with respect to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Ability to give develop strategy and provide clear strategic direction. Ability to develop, analyse, monitor and execute financial policy, budget policy and revenue policy. Ability to plan and execute the budget process in the Department of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Other skills required: Interpretative skills, Problem solving skills, People and change management skills, Interpersonal and communications skills, Negotiating skills, Conflict handling skills.

DUTIES: Ensure an efficient Financial planning process and Budget Management system. Oversee the management of an R25b budget under the supervision of the Chief Financial Officer and in consultation with other members of management. Ensure expenditure and revenue control and Approved Post List management. Give direction to the Finance Business Intelligence (BI) Section. Data interpretation and analysis: This is a most complex and diverse organisation, placing huge demands on the accumulation and analysis of data, cost-effectiveness studies, planning of allocations to entities, projections and management of expenses. Submit inputs in respect of the Annual Financial Statements, Annual report and participate in meetings with AG’s office. Develop and Maintain revenue policies, tariffs, systems and procedures, Hospital Fees Training and Billing System Support. Comprehensive introduction and implementation of Case Management and Managed Health Care into all hospitals treating private patients by managing revenue policies, tariffs, systems, procedures, Hospital fees training and billing system support.

ENQUIRIES: Mr S Kaye Tel No: (021) 483-8690
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants will be subjected to a competency assessment test.
CLOSING DATE: 30 August 2019
POST 29/264: DIRECTOR: PEOPLE STRATEGY
Chief Directorate: People Management

SALARY: R1 057 326 per annum (all-inclusive salary package). (A portion of the package can be structured according to the individual’s personal needs).
CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: An appropriate qualification (NQF level 7) with at least 5 years’ experience at a middle or senior management level. Inherent requirements of the job: A valid code B/EB driver’s license. Must be willing to travel. Willingness to function in a team. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Identify service delivery barriers/inefficiencies and to implement interventions/initiatives in order to address these inefficiencies. Knowledge of the Public Service Regulatory Framework. Monitoring and evaluation skills. Possess Public relations, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to exchange information verbally or in writing in a clear, concise manner to explain, persuade, convince and influence others to achieve the desired outcomes. The ability to provide a vision and set direction to meet strategic objectives. The ability to think strategically and analytically. To manage projects with multiple stakeholders.

DUTIES: Coordinate organizational transformation and the rendering of the compensation management function. Effective management of financial resources. Effective management of human resources. To ensure change initiatives according to the Departmental Change Management Plan. To ensure the strategic co-ordination of people management policy people planning and an effective information
management services. To monitor and evaluate compliance with people management strategies, policies, prescripts and practices.

ENQUIRIES: Ms B Arries Tel No: (021) 483-3373
APPLICATIONS: Applications are submitted via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The Department is busy with a reorganisation exercise and the current thinking is that the post holder will oversee Performance Management, Transversal Matters, Talent Sourcing as well as Head Office component People Administration.

CLOSING DATE: 30 August 2019

OTHER POSTS

POST 29/265: OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)

SALARY: R562 800 (PN-B3) per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: Leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public-sector policies and protocols. Human Resources and Financial Management including computer literacy (MS Word, Excel, PowerPoint, Outlook). Extensive knowledge in General Nursing and the relevant nursing specialty.

DUTIES: Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: Applications are submitted 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: 30 August 2019

POST 29/266: ARTISAN FOREMAN (AIR CONDITIONING/REFRIGERATION)

SALARY: R304 263 per annum
CENTRE: Groote Schuur Hospital, Observatory
at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active) and work independently, as well as in a team. Conversant with the requirement of the machinery and Occupational health and Safety Act. Ability to manage a workshop. Project management skills.

**DUTIES**

- Render managerial assistance in the up-keep of a database of service and inspection of Air Conditioning and Refrigeration Plant, equipment and machinery. Control and supervise personnel in accordance with Hospital Engineering policies and procedures. Do maintenance, repairs and cooling towers and do standby duties and emergency call outs as required. Provisioning and procurement of refrigerants and gasses for domestic as well as commercial plant. Administrative duties and assist with personnel evaluation progress reports. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice. Order, procure air conditioning units, control of maintenance of material and spare parts as required. Assist in department budgeting and expenditure control.

**ENQUIRIES**

- MR Ak Mgodo Tel No: (021) 404-6251/Mr N Hermans Tel No: (021) 404-6205

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

- 30 August 2019

**POST 29/267**

- **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**
  - Cape Winelands Health District

**SALARY**

- Grade A: R190 653 per annum
- Grade B: R224 574 per annum
- Grade C: R262 176 per annum

**CENTRE**

- Cape Winelands District Office

**REQUIREMENTS**

- Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
  - **Grade A**: No experience required.
  - **Grade B**: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
  - **Grade C**: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Perform standby duties when necessary. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Should be in possession of gas registration with the South African Qualification and Certification Committee (SAQCC). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.

**DUTIES**

- Repairs, Maintenance and Fault finding of air-conditioning and refrigeration systems including chillers, Central Air Handling units, refrigerators, ducts, coils, compression plants and Heat Pumps. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Planning, compile specifications and managing of Projects and training and develop staff. Assist with procurement of spares and Control over tools and materials. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES**

- MR G Scanlen Tel No: (023) 348-1347 or 348 1397

**APPLICATIONS**

- [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE**

- No payment of any kind is required when applying for this post. Ability to do welding work.

**CLOSING DATE**

- 30 August 2019

**POST 29/268**

- **ADMINISTRATION CLERK: SUPPORT**
  - (06 Months Contract)
  - Chief Directorate: Metro Health Services

**SALARY**

- R173 703 per annum (Level 05) plus 37 % in lieu of service benefit.

**CENTRE**

- Western Cape College of Nursing (Boland Overberg Campus)

**REQUIREMENTS**

- Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirement of the job: Valid (code B/EB) driver’s license. Willingness to travel and work over time.
if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES:
Performs field inventory by physically locating, identifying and counting of assets. Responsible for the Inspection and safe storage of vehicles. Responsible for the Transport of staff, students and goods. Responsible to assist Head of Campus with contract management functions.

ENQUIRIES:
Ms L Strauss Tel No: (023) 347-0732

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

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

CLOSING DATE:
30 August 2019

POST 29/269:
FOOD SERVICES SUPERVISOR
Chief Directorate: Rural Health Services

SALARY:
R145 281 per annum

CENTRE:
George Hospital

REQUIREMENTS:
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate Food Service experience in an Industrial Food Service unit, within a hospital setting. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Sound communication (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Service Unit. Knowledge of hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft office (Attach proof or mention it in the CV).

DUTIES:
Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food, supplements, tube feeds and bottle-feeds. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection con Implement the food service financial management system, to ensure the food expenditure remains within the budget. Compile of duty rosters and HR relative matters. Effective utilization and supervision of food service team, by means of allocating tasks and coordinating work schedules.

ENQUIRIES:
Ms M Greyling Tel No: (044) 802-4423

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. Shortlisted candidates who are shortlisted for interviews may be expected to complete a practical test.

CLOSING DATE:
30 August 2019

POST 29/270:
TELKOM OPERATOR

SALARY:
R145 281 per annum

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook) Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES:
Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and
record of all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Report all faults to Telkom.

**ENQUIRIES**

Ms C Makeba Tel No: (021) 404-4038

**APPLICATIONS**

The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**

Ms N Mbili

**NOTE**

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

**CLOSING DATE**

30 August 2019

**POST 29/271**

**TRADESMAN AID**

Chief Directorate: Metro Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Helderberg Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a hospital or health environment will be advantageous. Inherent requirements of the job: Willingness to work overtime. Physically able to perform the duties required. Valid (code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials. Ability to read, write and converse in at least two of the three official languages of the Western Cape.

**DUTIES**

Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist handyman/artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES**

Mr A Joubert, Tel. No. (021) 850-4750

**APPLICATIONS**

The Chief Executive Officer, Helderberg Hospital, Private Bag X2, Somerset West, 7130.

**FOR ATTENTION**

Mr A Joubert

**NOTE**

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

**CLOSING DATE**

30 August 2019

**POST 29/272**

**CLEANER**

West Coast District

**SALARY**

R102 534 per annum

**CENTRE**

Lapa Munnik Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and 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**

Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

**ENQUIRIES**

Ms L Julius Tel No: (022) 931-2140

**APPLICATIONS**

The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.

**FOR ATTENTION**

Ms C Julius

**NOTE**

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

**CLOSING DATE**

30 August 2019

**POST 29/273**

**FOOD SERVICES AID (X8 POSTS)**

**SALARY**

R102 534 per annum

**CENTRE**

Groote Schuur Hospital, Observatory
**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service (i.e. ward hostess). Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.

**DUTIES**: Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital/ PAWC Policy.

**ENQUIRIES**: MS AS Van Schalkwyk Tel No: (021) 404-4042

**APPLICATIONS**: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

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

**CLOSING DATE**: 30 August 2019

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**DEPARTMENT OF HUMAN SETTLEMENTS**

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

**CLOSING DATE**: 02 September 2019

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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**OTHER POST**

**POST 29/274**: PLANNER: PROVINCIAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-54

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Department of Human Settlements, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma/B Degree in a built environment discipline, which can include Development Studies, Property Studies or Finance and related; A minimum of 3 years’ relevant experience in a human settlement working environment; A valid Code B driving license. Competencies: Knowledge and understanding of the following: Relevant public service legislation, prescripts, policies, codes, guidelines, standards, procedures, best practices, etc. with focuses on human settlements, local government or related; Project management in the built environment; Project coordination, integration, communication and control of project activities; Built environment related to human settlements; Monitor and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Public service procedures; Data analysis; Proven computer literacy (MS Office); Project management and administration skills; Planning and organizing skills; Ability to work effectively both as part of a team and independently.

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**DUTIES**

Render support towards the development and implementation of the Human Settlement Multi-year Human Settlement Development Plan (Business Plan); Provide forward planning support; Facilitate the Provincial Planning Committee; Support transversal alignment.

**ENQUIRIES**

MS CM Johnston Tel No: (021) 483 5298

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**

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

**CLOSING DATE**

02 September 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 29/275**

COMMUNITY DEVELOPMENT WORKER SUPERVISOR: COMMUNITY DEVELOPMENT WORKER MANAGEMENT (GEORGE) REF NO: LG 2019-15

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification; A minimum of 6 years' relevant experience; A valid code B driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Verbal and written communication skills; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.

**DUTIES**

To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES**

MR M Bell Tel No: (021) 483 3039

**POST 29/276**

SUPPLY CHAIN MANAGEMENT (ASSETS) CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LG 2019-16

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 months' relevant experience. Recommendation: Working knowledge of Asset Management. Competencies: Good understanding of the following: Asset Management; Supply Chain Management; Verbal and written communication skills; Proven computer literacy.

**DUTIES**

Perform and manage the moveable asset physical verification process; Safeguarding of moveable assets against theft and damage; Perform and manage the moveable asset internal and external transfer processes; Identify and manage
ENQUIRIES: MS L Ohlson at Tel No: (021) 483 4452

POST 29/277: SUPPLY CHAIN MANAGEMENT CLERK; SUPPLY CHAIN MANAGEMENT REF NO: LG 2019-17

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Working knowledge of the following: Logistical Information Systems (LOGIS); Integrated Procurement System (IPS). Competencies: Planning and organising skills; Ability to work well within a team; Written and verbal communication skills; Proven computer literacy.
DUTIES: Provide an efficient and effective acquisition management function; Maintain a register of all acquisition requests received; Provide efficient and effective Integrated Procurement System administration; Assist with contract management function; Reporting of supply chain management information.
ENQUIRIES: MR S Bassadien at Tel No: (021) 483 0659

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co
CLOSING DATE: 02 September 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 29/278: PERSONAL ASSISTANT: ORGANISATION DEVELOPMENT REF NO: DOTP 2019-77

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years’ relevant experience in rendering support services to Senior Management; A valid Code B driving license. Recommendation: Knowledge of Industrial and Organisational Psychology. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
DUTIES: Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties and ensure safekeeping of all documents; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
ENQUIRIES: MR J Nel at Tel No: (021) 466 9701
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 02 September 2019
NOTE: Only applications submitted online will be accepted. 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 29/279: ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 2 REF NO: PT 2019-37

SALARY: R376 596 per annum (Level 09)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Accounting; A minimum of 3 years' accounting experience in accounting practices or a finance department; A valid Code B driving licence. Recommendation: Postgraduate qualification in accounting; Chartered Accountant (SA). Competencies: Knowledge of the following: Accounting frameworks; Public sector accounting processes; Written and verbal communication skills; Report writing skills; Strategic planning skills that involves setting of and achieving goals and objectives.

DUTIES: Assist and advise on the implementation of accounting frameworks in terms of MCS/GRAP; Development of management accounting information in order to enhance business decision-making; Develop, assess and revise where required, training material on accounting frameworks based on MCS/GRAP; Provide training on MCS/GRAP; Conducting surveys on capacity/capability of entities/departments to implement accounting practices; Gathering information linked to monthly and quarterly compliance reports; Addressing auditor-general findings; Conducting research and issue best practices; Manage projects in terms of project management principles.

ENQUIRIES: Mr A Reddy at Tel No: (021) 483 5001

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 02 September 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.

**MANAGEMENT ECHELON**

**POST 29/280** : DIRECTOR: BUSINESS PLANNING AND POLICY ALIGNMENT REF NO: DSD 2019-73

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package)

**CENTRE** : Department of Social Development, 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; and A valid driver's licence, or alternative mode of transport for people with disabilities.

**Competencies:** Job-related knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Knowledge of people management practices; Labour Relations; Financial Management; Expert knowledge of strategic management processes; and Knowledge of global, regional and local political, economic and social affairs impacting on the WCG. Job-related skills: Interpret and apply relevant policies and procedures; People management planning; Problem-solving skills; Presentation skills; Policy formulation; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relations; Analytical thinking; Strategic thinking; Financial and administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research; and Computer literacy.

**DUTIES** :

Line Management: Direct the strategic and operational planning process for the Department; Direct the development and alignment of Departmental policies; Review of the Business Continuity Plan for the Department; Direct and enhance Departmental performance monitoring, review and reporting; and Ensure the provision of Departmental communication and customer care services. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Department's strategic planning process; Active involvement in the development and management of the strategic and business/operational plans of the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to Chief Director on a regular basis on the activities of the Directorate and on matter of substantial importance to the Administration; and Monitor and ensure compliance with the relevant legislation and prescripts in respect of adequate and appropriate record-keeping of the activities of the Directorate, and of the resources employed by us. People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Monitor information capacity building within the component; Active involvement in the compilation of a human resource plan, a service delivery improvement plan, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; and Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Actively participate in the budgeting process at the Directorate level; Prepare the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economical and effective control and management to the Directorate's finances; Assume overall responsibility for the management, maintenance and safe-keeping of the Directorate's assets; and Ensure that full and proper records of the financial affairs of the component are kept in accordance with prescribed norms and standards.

**ENQUIRIES** : Ms M Johnson Tel No: (021) 483 8273
OTHER POST

POST 29/281 : ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DSD 2019-76 (X2 POSTS)

SALARY : R173 703 per annum (Level 05)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data and collate financial statistics; Public Service financial legislations, procedures and treasury regulations (PFMSA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems (PERSAL, BAS, LOGIS); Written and verbal communication skills; Proven computer literacy; Numeracy skills; Planning and organising skills.
DUTIES : Render financial accounting transactions: Receive and check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform salary administration support services: Receive and process salary advices; File all documents; Perform bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture and allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.
ENQUIRIES : MR J Joubert at Tel No: (021) 483 6022

DEPTH OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 02 September 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 29/282 : CHIEF ENGINEER: MECHANICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 2019-132

SALARY : R1 042 827 per annum (All-inclusive salary package) (as per OSD prescripts).
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Mechanical Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Mechanical Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving license. Recommendation: Working knowledge in design of Health Engineering Services (HVAC, medical gases, -compressed air & vacuum systems, hot water generation, sterilisation, fire protection, water supply, waste disposal- and drainage, etc.) systems; Willingness to travel on a regular basis; Working knowledge of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Experience in programme and project management; Experience of contract documentation and administration, Act/regulations of Occupational Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Competencies: Knowledge in the following: Computer support design of building and services; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and
development skills; Public sector procurement; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Ability to work under pressure; Written and verbal communication skills.

**DUTIES**: Design and installation of mechanical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to 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.

**ENQUIRIES**: MS J Thomas at Tel No: (021) 483 2004

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

**POST 29/283**: DEPUTY DIRECTOR: LOGISTICS AND MOVEABLE ASSET MANAGEMENT

**REF NO**: TPW 2019-140

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

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' management experience in Supply Chain Management environment. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management legislation; Proven computer literacy; Verbal and written communication; Financial reconciliation skills.

**DUTIES**: Establish, develop and implement: A logistics and moveable asset management system; Effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures compliant with application legislative requirements; Ensure that the LOGIS system is effectively utilised for provisioning, stock control and reporting in compliance with users and legislative requirements; Ensure the Vulindlela System is effectively utilised as a management information system to monitor and report on revenue; Manage the performance of assigned personnel to achieve (agreed) Key Result Areas (KRAs) that are derived from the Sub-Directorate’s work plan/ project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the
achievement of assigned projects and goals; Manage information by applying tools and technologies to inform decision making in government operations.

ENQUIRIES: MS S Andrews at Tel No: (021) 483 5180
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 29/284: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): STRUCTURE DESIGNS
REF NO: TPW 2019-130

SALARY: Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(OSD as prescribed), based on recognisable prior experience

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer Or have submitted with ECSA for Professional registration as an Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving license. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Written and verbal communication skills; Proven computer literacy.

DUTIES: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES: Mr J. Neethling at Tel No: (021) 483 0537
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 29/285: CHIEF WORKS INSPECTOR: TECHNICAL SERVICES - BUILDING
REF NO: TPW 2019-137 (X2 POSTS - GEORGE)

SALARY: R316 791 per annum (Level 08)

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) OR N3 with a passed trade test OR Registration as an Engineering Technician. A minimum of 3 years’ experience in the built/building environment; a valid driving licence. Competencies: Knowledge of the following: Preparation of tender documentation and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

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

ENQUIRIES: MS X Mbatha at Tel No: (044) 805 8700
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 29/286

CHIEF WORKS INSPECTOR: TECHNICAL SERVICES - ELECTRICAL
(GEORGE) REF NO: TPW 2019-141

SALARY: R316 791 per annum (Level 08)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) OR N3 with a passed trade test OR Registration as an Engineering Technician. A minimum of 3 years' experience in the built/building environment; A valid driving licence.
Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings; Ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
DUTIES: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
ENQUIRIES: MR A. Manuel at Tel No: (044) 805 8700
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 29/287

ADMINISTRATIVE OFFICER: FINANCIAL SUPPORT REF NO: TPW 2019-134

SALARY: R316 791 per annum (Level 08)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Financial Accounting with a minimum of 1 year relevant experience; A valid code B driving license.
Competencies: Knowledge in the following: Financial Instructions; Financial systems; Supervisory skills; Report writing; Planning and organising; Punctual; Proven computer literacy; Written and verbal communication skills.
DUTIES: Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.
ENQUIRIES: MS E Searle at Tel No: (021) 483 0271
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 29/288

ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT SERVICES
(GEORGE) REF NO: TPW 2019-139

SALARY: R173 703 per annum (Level 05)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) Competencies: Good understanding of the following: Application of relevant legislation; Relevant systems (e.g. EPSI, LOGIS, BizProjects and BAS); Contract administration; Health Safety Act and relevant regulations; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Record keeping skills; Problem solving skills; Organising and negotiation skills.
DUTIES: Provide a reception service; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Provide logistical support; Arrange GG transport and subsidised vehicle claims; Arrange travelling and accommodation; Responsible for the upkeep and purchases of stock and stationery; Preparation of DITCOM applications; Check and verify contractor invoices; Capturing and processing of payments; Asset management.
ENQUIRIES: MS A Cronje’ at Tel No: (044) 805 8796
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 29/289: MACHINE OPERATOR: GENERAL OFFICE SUPPORT SERVICES (GEORGE)
REF NO: TPW 2019-136

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 8/ABET Level 3 Competencies: A good understanding of the following: Mechanical matters; Contract administration; Occupational Health and Safety Act and relevant regulations; Communication skills in two of the three official languages in the Western Cape; Computer literacy.

DUTIES: Operate the photocopier machines; Binding and laminating of documents; Provide counter service; Perform minor maintenance on the photocopier machine; Make requisition for photocopying materials; Assist with ad-hoc administrative requests.

ENQUIRIES: MS A Cronje’ at Tel No: (044) 805 8796

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.

CLOSING DATE: 02 September 2019