ANNEXURE CC

PROVINCIAL ADMINISTRATION: WESTERNCAPE
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 or https://westerncapegov.erecruit.co

CLOSING DATE: 09 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 30/439: ASSISTANT DIRECTOR: DEPARTMENTAL PROJECT OFFICE REF NO: CS 2019-24

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification); A minimum of 3 years’ experience in a project management environment. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Technical aspects of the Executive Projects Dashboard; Project monitoring and evaluation concepts; Departmental Monitoring and Evaluation, budgeting and planning policies; Departmental performance management systems and processes; Modern systems of governance and administration; Policies of the government of the day; Written and verbal communication skills; Proven computer literacy; Planning, organising and people management skills; Team building and interpersonal skills; Leadership skills; Ability to resolve conflict.

DUTIES: Monitor the consistent application of programme and project management methodologies and standards (in conjunction with the provincial project office); Report on departmental programmes and projects correspondence with their original strategic intent and scope; Support the PPM processes in the department and provide technical assistance to programme/project managers; Support the BIZ Projects at the departmental level; Support the departmental programme/project assurance and reporting; Provide overall management and support to personnel.

ENQUIRIES: Mr F Davis at Tel No: (021) 483 8814

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: 09 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 30/440: DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDAT 2019-32

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

REQUIREMENTS: An appropriate National Diploma or higher qualification with a minimum of 3 years’ experience on a managerial level; A valid code B driving licence. Recommendation: Project Management; Development of sector strategies; Stakeholder Management. Competencies: Extensive working knowledge of the following: Business and organisational structure of the department; Financial Management; Strategies to address sector development; Service level agreements; Relationship Management; HRM; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages, Internet and Intranet; Project Management and administration skills; Presentation and report writing skills; Customer/client/liaison/networking skills; Conflict resolution and problem-solving skills; Ability to advise and support the department on stakeholder management processes; Ability to operate at a strategic level and manage engagements with internal and external stakeholders.

DUTIES: Develop and maintain operational Manufacturing industry programmes derived from the strategic framework for Trade and Sector Development; Establish and maintain network with key stakeholder and ensure horizontal and vertical alignment with the sector, Support and implement initiative for the market growth and promotion of the sector. Identify sector as well as sub-sector specific blockage and participate in the unblocking of opportunities in order to achieve the strategic economic outcome of the Department, Co-develop and support initiatives to improve global competitiveness, Project manage various manufacturing programmes to ensure alignment with local, provincial and national government programmes and policies, Ensure efficient and effective oversight and management for all financial resources and all performance requirements; Human Resource Management, Strategic capability and leadership.

ENQUIRIES: Ms I Van Schalkwyk at (021) 483 9494

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 30/441: MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH)
Directorate: Emergency and Clinical Support Services

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

CENTRE: Directorate: Specialised Services Support

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Leadership, administrative, communication and mentoring skills. Good problem solving skills. Computer
literacy (Ms Word, PowerPoint and Excel). Knowledge of implementing a health systems approach to delivering integrated public health services. Ability to use a statistical database and ability to analysis and interpret data to enhance decision-making.

**DUTIES**: Implement and sustain projects such as First 1000 Days support, electronic waiting list for arthroplasty geographic based budgeting and support for continuous service improvement. Ensure appropriateness of Out Patients Department referrals from rural to central and tertiary hospitals. Develop and implement protocols for efficient health service functioning. Ensure Lean continuous improvements along community based services to tertiary services axis. Supervision with new projects regarding service redesign and transformation, clinical governance framework and strategic provincial projects. Support theatre information systems development, diagnostic related groups modelling/costing and monitoring of mental health service pressures.

**ENQUIRIES**: Dr G Reagon Tel No: (021) 483-4859 or (021) 483-5776
**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. “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**: 06 September 2019

**POST 30/442**: MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)
Cape Winelands Health District

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

**CENTRE**: Robertson Hospital

**REQUIREMENTS**: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. The successful candidate is expected to participate in commuted overtime. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

**DUTIES**: The successful candidate will report to the Manager: Medical Services of Langeberg Sub-district Key Result Areas (KRA’s) will include the following: To be a member of the Sub-District Health Services management team and support management in the planning of clinical services in the Sub District. Perform clinical management of patients (including emergency care, ward rounds, OPD, Theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital, PHC facilities and Intermediate care facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach. Implement a Chronic Disease Management system including protocols and standards for qualitative care for
patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub-district.

ENQUIRIES
Dr E Steinmann Tel No: (023) 626-8574

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. “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
06 September 2019

POST 30/443
OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE, THEATRE AND CSSD)
Cape Winelands District

SALARY
R562 800 (PN-B3) per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE
Ceres Hospital

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for theatre, call if required. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES
Supervise, plan and implement the provision of effective and efficient, specialised nursing service in the Emergency Centre and theatre. Provide effective leadership and management of human and financial resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide support to supervisor and management. Maintain and participate in inter-professional and multi-disciplinary teamwork.

ENQUIRIES
Ms R Neethling Tel No: (023) 316-9600

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. Candidates may be subjected to a competency test.

CLOSING DATE
06 September 2019
<table>
<thead>
<tr>
<th>POST 30/444</th>
<th>OPERATIONAL MANAGER NURSING (SPECIALTY ARE: ONCOLOGY) (OPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R562 800 (PN-B3) per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Tygerberg Hospital, Parow Valley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, manage, coordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Oncology setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms F Marthinus Tel No: (021) 938-4055</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”)</td>
</tr>
<tr>
<td>NOTE</td>
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<tr>
<td>CLOSING DATE</td>
<td>06 September 2019</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 30/445</th>
<th>CHIEF ARTISAN GRADE A (ELECTRICAL) Garden Route District</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R386 487 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Garden Route District Office, George</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Appropriate Trade Test Certificate. Experience: A minimum of ten years of experience after qualification with at least five years thereof of experience in a health facility environment. Inherent requirements of the job: Prepared to travel in the entire Western Cape Province. Valid (Code B/EB) driver’s licence. Perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and Technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to health-related Engineering.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Co-ordinate the maintenance and repair requirements for health facilities of the two districts. Do maintenance and repairs to plants and equipment. Planning and scheduling of engineering projects. Compiling of specifications for engineering projects. Management and supervision of workshop and staff. Responsible for duties in the Garden Route and Central Karoo Districts.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Dr T Marshall Tel No: (044) 803-2700/2752</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).</td>
</tr>
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<td>NOTE</td>
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<tr>
<td>CLOSING DATE</td>
<td>06 September 2019</td>
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</tbody>
</table>
POST 30/446 : ASSISTANT DIRECTOR: INFRASTRUCTURE SOURCING
Head Office, Cape Town

SALARY : R376 596 per annum
CENTRE : Directorate: Supply Chain Sourcing, Sub-directorate: Infrastructure Sourcing

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.

ENQUIRIES : Ms S van Breda Tel No: (021) 483-7810
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 : 06 September 2019

POST 30/447 : ADMINISTRATION CLERK: FINANCE/ADMIN
Central Karoo District

SALARY : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate practical experience. Inherent requirement of the job: Valid (Code B) driver’s licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in an accounting/finance environment. Workable knowledge of PFMA, National and Provincial Treasury Directives.


ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200
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 : 13 September 2019
POST 30/448: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
(Contract until 31 March 2020, with option to renew)
Cape Winelands Health District
SALARY: R173 703 per annum, plus 37% in lieu of service benefits.
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/Mathematics Literacy and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Procurement environment and warehousing. Working experience of the LOGIS, WINRDM and EPS (Electronic Procurement System including IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel to other Sub-districts. Competencies (knowledge/skills): Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer’s System of the Department of Health, including delegations. Ability to work under pressure.
DUTIES: Responsible for Demand Management within the Stellenbosch Sub-District, which includes the updating and monitoring of the Demand Management Plan. Responsible for Acquisition Management within the Stellenbosch Sub-district, which includes the purchasing and procurement of goods and services, in line with the sub district plan. Assist with management and maintenance of the contracts register, compilation of specifications, and act as Sub-district specification committee representative. Assist with the preparation of inputs for the interim and annual financial statements related to inventory, which includes performing system functions and assisting with stocktaking procedures. Execute compliance control related to Supply Chain Management/Finance and handle all queries and general tasks.
ENQUIRIES: Ms T September Tel No: (021) 808-6112
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical.
CLOSING DATE: 06 September 2019

POST 30/449: CLEANER
West Coast District
SALARY: R102 534 per annum
CENTRE: Radie Kotze Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.
DUTIES: Render effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household supervisor. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus and equipment. Adhere to loyal service ethics.
ENQUIRIES: Ms B Smit Tel No: (022) 913-1175
APPLICATIONS: to the District Office, Private Bag X15, Malmesbury, 7620.
FOR ATTENTION: Ms C Julius
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 06 September 2019

POST 30/450: PORTER
Garden Route District
SALARY: R102 534 per annum
CENTRE: Mossel Bay Hospital
**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of wheelchairs and trolleys. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wardsclinics. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas.

**ENQUIRIES**

Mr B Caffoen Tel No: (044) 604-6114

**APPLICATIONS**

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

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

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

**CLOSING DATE**

13 September 2019

**POST 30/451**

PORTER

Garden Route District

**SALARY**

R102 534 per annum

**CENTRE**

Riversdale Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy. Experience: Appropriate knowledge and experience of a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Ability and willingness to handle heavy objects. Good interpersonal relationships. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Accompany walking patients and transporting sitting/non-walking patients per wheelchair/trolley between reception, the wards, the pharmacy, the theatre, the Riversdale Clinic and the treatment centers. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medicine, medical and other documentation (patient files and reports) between reception, the wards, the pharmacy, Riversdale Clinic, administration and treatment areas. Assist with shifting of heavy medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards to the mortuary.

**ENQUIRIES**

Mr P M Moolman Tel No: (028) 713-8643

**APPLICATIONS**

Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**

Ms Sandra Pienaar

**NOTE**

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

**CLOSING DATE**

13 September 2019

**POST 30/452**

HOUSEHOLD AID (X3 POSTS)

West Coast District

**SALARY**

R102 534 per annum

**CENTRE**

Swartland Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. 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 S van der Westhuizen Tel No: (022) 487-9346

APPLICATIONS
To the District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION
Mr E Sass

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

CLOSING DATE
13 September 2019

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://westerncapegov.erecruit.co

CLOSING DATE
09 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 30/453
CONSTRUCTION PROJECT MANAGER (PRODUCTION LEVEL) REF NO: HS 2019-57

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

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 on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Proven working knowledge with experience of the following: 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; Risk Management and quality assurance control; Occupational Health and Safety Act (OCHSA); Financial and Human Resource Management; Microsoft Project, Microsoft Planner and other relevant software packages. 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; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Excellent planning and organising skills that involves keeping projects on target; Excellent implementation and monitoring skills; Excellent change management skills; Ability to operate at a strategic level and manage engagements with stakeholders, clients and partners.

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 : Mr PVK Chandaka at Tel No: (021) 483 0652

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 or https://westerncapegov.erecruit.co

CLOSING DATE : 09 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 30/454 : DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 2019-20

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 4 years relevant management experience; A valid code B driving licence. Recommendation: Municipal strategic management and strategic planning experience; Change Management experience; Appropriate experience in development planning or local government planning processes, including Performance Management. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guiding manuals; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Project Management skills; Presentation and facilitation skills; Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

DUTIES : Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDP’s; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.

ENQUIRIES : Mr W Carelse at Tel No: (021) 483 2859

POST 30/455 : ASSISTANT DIRECTOR: SPECIALISED SUPPORT REF NO: LG 2019-19

SALARY : R376 596 per annum (Level 09)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/Law/Auditing/Forensics; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Recommendation: Experience in conducting investigations into economic crime within the public sector; Experience in research, analysis and application of legislation; A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)). Competencies: Knowledge of applicable policies, acts, prescripts, legislation and procedures; Interpretation of legislation; Analysing and fact-finding skills; Interviewing skills; The ability to take statements during investigations; Proven computer literacy; Project management skills; Written and verbal communication skills.

DUTIES : Case/Project planning and execution: Conducting a preliminary investigation; Analyse information and documentation and determine significance for Department/MEC (Member of the Executive Council) and form recommendations; Conducting the investigation: Execution of the investigation plan within agreed timeframes; Gathering and uplifting evidence
in terms of Law of Evidence and Criminal procedures to support allegations; Reporting on assigned cases: Draft reports based on evidentiary value which include appropriate findings, conclusions and recommendations; Addressing of comments and review notes timeously; Case closure and finalisation: Analyse and summarise matters and render advice to department/municipal officials based on lessons learnt.

**ENQUIRIES**
Ms J Louw at Tel No: (021) 483 3161

**POST 30/456**
**ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 2019-21**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Town Planning/Public Management/Development studies; A minimum of 3 years’ experience in development planning or local government planning. Recommendation: Working knowledge of the following: Integrated Development Planning policy, legislation and guiding manuals; Financial Management. Competencies: Knowledge of the following: Integrated Development Planning legislation and guiding manuals; Municipal integrated development planning, people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management; Public Service procedures and regulations; Human Resource Management; Labour Relations legislation; Skills Development Act; Financial Management regulations; Problem solving skills; Proven computer literacy; Written and verbal communication skills.

**DUTIES**
Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation; Assist in national and provincial budget planning alignment with municipal IDPS; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning training and capacity building to municipalities and related stakeholders; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government.

**ENQUIRIES**
Mr W Carelse at Tel No: (021) 483 2859

**POST 30/457**
**REGISTRY CLERK/DRIVER: REGISTRY SERVICES REF NO: LG 2019-18**

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification); A valid code 08 driving licence (Manual). Recommendation: Registry or Records Management experience; Proven MS Office experience; Records management/registry clerk course. Competencies: A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); Public Services Act, Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing data base and filing system; Communication (verbal and written); Ability to work under pressure and meet deadlines; Planning and organising.

**DUTIES**
Handling an organisation-wide Records Management; Control of the maintenance and application of the filling system; Disposal and transferring of all records; Control over and safe preservation of all records; Audit of records to promote history of the department.

**ENQUIRIES**
Ms N Mrawuzeli at Tel No: (021) 483 8147

**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://westerncapegov.erecruit.co

**CLOSING DATE**
09 September 2019

**NOTE**
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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 30/458 : ORGANISATION DESIGN LINE SUPPORT OFFICER: ORGANISATION DESIGN REF NO: DOTP 2019-79

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Post-Grade 12 Certificate Course/Diploma (1-2 years’ post-school qualification) in Office Administration or Public Administration; A minimum of 6 years’ administrative experience. Recommendation: Experience in rendering a support service to senior management to the line function. Competencies: Knowledge of the following: Job evaluation, establishments, policies and procedures applicable in the work terrain; Proven computer literacy; Planning, organising and decision-making skills; Problem solving skills; Communication skills.
DUTIES : Compile and distribute all submissions relating to the 11 CSC (Corporate Services Centre) Provincial Departments to the Chief Directorate: People Management Practices for implementation; Compile and distribute submissions relating to the consultation of structures and job evaluations with the DPSA (Department of Public Service and Administration); Provide administrative support to the Directorate with regard to job evaluation; Ensure effective information management within the directorate.
ENQUIRIES : Ms K Herzfeld at Tel No: (021) 466 9502

POST 30/459 : HR PRACTITIONER: PEOPLE ANALYTICS REF NO: DOTP 2019-80

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma or higher qualification; A minimum of 2 years’ relevant experience. Recommendation: Working knowledge of People Management Systems; Proven presentation and research skills; Advanced MS Excel skills; Power BI skills; Statistical Data Analysis. Competencies: Knowledge of the following: Regulatory framework governing the PM function; Management systems and processes; Research and product design; Advanced computer literacy (MS Word, Excel, PowerPoint); Written and oral communication skills; Presentation skills; Excellent report writing skills; Analytical skills; Research skills.
DUTIES : Develop, implement and maintain a People Management monitoring and evaluation system; Analysing data on People Management Systems; Compile trends and analysis reports; Monitor, evaluate and report on the implementation of People Management policies and practices; Provide a knowledge and information management service in support of people management.
ENQUIRIES : Ms L Barron at Tel No: (021) 483 4923

POST 30/460 : ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 2019-81

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) in Behavioural Sciences (Industrial Psychology), Management Services or Public Administration/Management; A minimum of 1-year administrative experience; A valid code B driving licence. Recommendation: Exposure to job evaluation and Organisation Design Interventions; Working knowledge of Organisational Design Methodologies. Competencies: Knowledge of the following: Statutory framework governing the broad management of the Public Service; Wage grading or evaluate system; Organisation development theory, practice and techniques; Project Management; Planning and organising skills; Proven computer literacy skills; Written and verbal communication skills.
DUTIES: Assist with the design and development of Organisation Design intervention methodologies and instruments; Negotiate the draft terms of reference of Organisation Design intervention projects with clients and conclude a draft project plan and "project contract"; Execute organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development/interventions; Design and plan appropriate Organisation Design interventions based on the organisation diagnosis; Document and report on Organisation Design interventions; Provide input into the directorate's information management system and database with specific reference to Organisation Design interventions; Execute and implement Organisation Design interventions by means of facilitation, group problem solving, capacity building and other appropriate Organisation Design techniques in respect but not limited to the following: Service Delivery (re)design; business Process (re)design; Organisational transformation and change management; OD intervention on individual, group, inter-group and management level

ENQUIRIES: Mr R Kreuser at Tel No: (021) 466 9541/00

POST 30/461: HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 2019-83

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience. Working knowledge of Personnel Salary Administration System (PERSAL); Performance Management and probation process and procedures. Competencies: Basic understanding of HR related prescripts, policies and relevant resolutions; Performance Management and probation processes; Good (written and verbal) communication skills; Proven computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook); Good interpersonal and organisational skills; Attention to detail; Ability to work well in a team.

DUTIES: Responsible for all administrative function related to performance management i.e. management of incoming and outgoing documents; Assist clients with PERMIS system related enquiries; Capturing of transactions on PERSAL (probation reports, payments, pay progressions, grade progression); Liaison with clients relating to performance related enquiries; Ensure that all incoming performance documents are captured on relevant systems and keep record; Ensure that probation reports are captured on PERSAL and on the probation case management system.

ENQUIRIES: Ms P Maseni at Tel No: (021) 483 6160

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OTHER POSTS

POST 30/462: DEPUTY DIRECTOR: FACILITIES REF NO: DSD 2019-91

SALARY: R733 257 per annum (Level 11) (All-inclusive salary)
CENTRE: Department of Social Development, Western Cape Government
Horizon (X1 Post)
Clanwilliam (X1 Post)

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years' experience in a secure child care facility; A minimum of 5 years' management level experience; A valid (code B) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic,
assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Written and verbal communication skills; Psycho social intervention skills; Conflict management skills.

**DUTIES**

Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Operational management of the facility.

**ENQUIRIES**

Mr C Jordan at Tel No: (021) 483 2197

**CLOSING DATE**

06 September 2019

**POST 30/463**

**ASSISTANT DIRECTOR: SALARY ADMINISTRATION AND DEBT MANAGEMENT REF NO: DSD 2019-77**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma (or higher qualification); A minimum of 3 years' relevant administrative experience. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Public Finance Management Act; Treasury Instructions; Departmental delegations; Fraud Prevention Plan KST 36; Proven computer literacy; Project Management skills; Communication skills (written and verbal); Analytical problem solving skills; Ability to work independently and function under pressure.

**DUTIES**

Manage and supervise staff who perform the following complex functions: Payments (transfer, LOGIS (Logistical Information System, BAS (Basic Accounting System)); Bookkeeping; BAS System control; Credit Control; Salary administration (PERSAL); Debt management; Perform managerial/supervisory tasks.

**ENQUIRIES**

Mr J Smith at Tel No: (021) 483 8678

**CLOSING DATE**

09 September 2019

**POST 30/464**

**ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 2019-80**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification). Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources; Budgeting processes; Public Financial Management; Human Resources Management function; Procurement policies/ procedures/ contract management; General support service such as transport management and policy and procedures governing these functions; Analytical thinking; Communication (Written, Verbal and Presentation) skills in at least two of the three official languages in the Western Cape; Computer literacy; Conflict resolution; Problem solving.

**DUTIES**

Develop and implement strategic sourcing plan; Manage and administer the Integrated Procurement System, Compile and maintain contract register and report on Commitments; Develop service level agreements for contact management and administration; Monitor and coordinate supplier performance; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.); Render systems controller function; Management of subordinates.

**ENQUIRIES**

Mr K Jackson at Tel No: (021) 483 8474

**CLOSING DATE**

09 September 2019

**POST 30/465**

**EDUCATION MANAGER REF NO: DSD 2019-92**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**Horizon (X1 Post)**

Clanwilliam (X1 Post)

**REQUIREMENTS**

An appropriate 4-year teaching qualification in Education (or higher qualification); Registration with SACE; A minimum of 3 years’ experience as
an Educator/Educationalist. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Written and verbal communication skills; Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

**DUTIES:**
Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

**ENQUIRIES:**
Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam) / Ms M Jonkerman at Tel No: (021) 665 2634 (Horizon)

**CLOSING DATE:**
06 September 2019

**POST 30/466:**
OCCUPATIONAL THERAPIST: PROFESSIONAL SERVICES REF NO: DSD 2019-85- (X2 POSTS AVAILABLE HORIZON AND CLANWILLIAM)

**SALARY:**
Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
( Salary will be determined based on post registration experience as per OSD prescripts)

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

**REQUIREMENTS:**
**Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid Code B driving licence.

**Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid Code B driving licence.

**Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid Code B driving licence. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research
methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Problem solving skills.

**DUTIES**

Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. This would include the following actions: Screens independently or as a member of a team in accordance with appropriate/relevant procedures; Selects assessments from various sources to assess the resident(s) level of function related to performance areas, performance components, and performance contexts to gather information regarding function, dysfunction and environmental barriers; Develops together with the resident(s) an appropriate intervention plan that is based on the results of the occupational therapy assessment; Implements the intervention plan through the use of specified purposeful activities or therapeutic methods; Prepares a formal transition plan that is based on the identified needs of resident(s); Does formative evaluations of the resident(s) throughout the intervention phase; Discontinues services when the resident(s) has achieved determined goals as set out in intervention plan (outcomes of treatment); Continuous Professional Development; Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES**

Mr TN Matyida at Tel No: (021) 988 1138

**CLOSING DATE**

06 September 2019

**POST 30/467**

**ADMINISTRATIVE OFFICER: ADMINISTRATION REF NO: DSD 2019-93 (X2 POSTS AVAILABLE- HORIZON AND CLANWILLIAM)**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 3 years’ relevant experience. Recommendation: Supervision of staff. Competencies: Knowledge of the following: Relevant legislation governing the facility’s administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills.

**DUTIES**

Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Laundry and household services.

**ENQUIRIES**

Mr S Nqwazi at Tel No: (021) 826 6059

**CLOSING DATE**

06 September 2019

**POST 30/468**

**SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-84**

**SALARY**

Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)

Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)

Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)

Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government Horizon (X4 Posts)

Clanwilliam (X4 Posts)

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker.
with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Verbal and written communication skills; Proven computer literacy; Report writing skills; Self-Management skills; Planning and organising skills; Client orientation and customer focus.

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

**ENQUIRIES**: Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam) / Ms M Jonkerman at (021) 865 2634 (Horizon)

**CLOSING DATE**: 06 September 2019

**POST 30/469**: ADMINISTRATIVE SUPPORT OFFICER: SUBSTANCE ABUSE REF NO: DSD 2019-74

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

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

**REQUIREMENTS**: Post Grade 12 Certificate Course/ Diploma/NQF level 5 (1-2 years’ post-school qualification); A minimum of 3 years’ relevant experience. Competencies: Knowledge of the following: Provincial and national strategies to address Sector Development; Micro Economic Development Strategy; Relevant legislation/policies/prescripts and procedures; Financial administration; Prevention of and treatment for Substance Abuse Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to draft documentation like submissions and letters; Project administration skills; Procure goods and services; Maintain a record management system; Minute taking and decision making skills.

**DUTIES**: Render line administrative support services to the Provincial Substance Abuse forum; Develop and maintain processes and systems that will contribute towards improving efficiency of the Provincial Substance Abuse Forum; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the chief directorate for supply chain management; Co-ordinate evidence/supporting documents for the chief directorate; Render advice and liaise with regard to administrative matters; Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

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

**CLOSING DATE**: 09 September 2019

**POST 30/470**: CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 2019-79

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

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

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years’ experience in a registry environment. Recommendation: Qualification in Archives or Record Management; Leadership/supervisory experience; The management of performance and development of staff. Competencies: Proven knowledge of the following: Social Development systems, Departmental policies and procedures, Public Service Legislation and procedures, Archives Act and related instructions, Labour saving devices; Managerial skills; Coordinate work; Problem solving skills; Interpersonal
relations/team work; Planning and organising skills; Communication (written and verbal) skills.

**DUTIES:**
Manage information contained in records; Retrieval of information and the safekeeping of records; Ensure files needed/requested for research purposes are searched for; Implement and maintain disposal programmes; Ensure archives (closed files) are not build on to (after being used for research purposes), in other words if a file has been archived no additional filling is allowed on that closed file; Ensuring that registers is open and maintained; Keep record of the movement of all records; Perform all supervisory function within a HR administration component.

**ENQUIRIES:**
Mr J Minyi at (021) 483 7696/7924

**CLOSING DATE:**
09 September 2019

**POST 30/471:**
EDUCATION OFFICER REF NO: DSD 2019-94

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

**CENTRE**
Department of Social Development, Western Cape Government
Horizon (X9 Posts)
Clanwilliam (X9 Posts)

**ENQUIRIES:**
Mr J Minyi at (021) 483 7696/7924

**CLOSING DATE:**
09 September 2019

**POST 30/472**
PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 2019-89

**SALARY**

- Grade 1: R256 905 - R297 825 per annum (OSD as prescribed)
- Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
- Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government
Horizon (X2 Posts)
Clanwilliam (X2 Posts)

**REQUIREMENTS**

- **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation; A valid code B driving licence; previous experience in a residential facility; Primary Health Care and Mental Health (Psychiatric) experience. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety.

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Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

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

**ENQUIRIES**
Mr EJ Buys at Tel No: (021) 986 9100 (Clanwilliam) / Ms M Jonkerman at Tel No: (021) 865 2634 (Horizon)

**CLOSING DATE**
06 September 2019

**POST 30/473**
**CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES**
**REF NO: DSD 2019-86**

**SALARY**
Grade 1: R199 188 - R 224 190 per annum (OSD as prescribed)
Grade 2: R237 849 - R 265 320 per annum (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government
Horizon (X4 Posts)
Clanwilliam (X4 Posts)

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Written and verbal communication skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery; Ability to interpret policies and legislation; Conflict Management skills.

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

**ENQUIRIES**
Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam)/ Ms S Smith at Tel No (021) 202 9248 (Horizon)

**CLOSING DATE**
06 September 2019

**POST 30/474**
**ADMINISTRATION CLERK REF NO: DSD 2019-95**

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Department of Social Development, Western Cape Government
Horizon (X5 Posts)
Clanwilliam (X5 Posts)

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in a Secure Child Care Facility. Competencies: A good understanding of the following: Legislative framework, governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; working procedures in terms of the working environment; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Written and verbal communication skills.

**DUTIES**
Provide the following: General clerical support services; Supply chain clerical support services within the component; Human resource administration clerical support services within the component; financial administration support services in the component.

**ENQUIRIES**
Mr S Nqwazi at Tel No: (021) 826 6059

**CLOSING DATE**
06 September 2019
POST 30/475

CUSTOMER CARE ASSISTANT: CUSTOMER CARE (GUGULETHU) REF NO: DSD 2019-78

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:
Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months’ clerical experience. Recommendation: Customer care/NGO experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.

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

ENQUIRIES:
Ms V Benjamin at Tel No: (021) 001 2626

CLOSING DATE: 09 September 2019

POST 30/476

STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 2019-90

SALARY:
Grade 1: R171 381 - R192 879 per annum (OSD as prescribed)
Grade 2: R204 627 - R230 307 per annum (OSD as prescribed)
Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government
Horizon (X1 Post)
Clanwilliam (X1 Post)

REQUIREMENTS:
Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills.

DUTIES:
Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care; Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources; Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self-development; Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self-development.

ENQUIRIES:
Ms M Jonkerman at Tel No: (021) 865 2634 (Horizon) / Mr EJ Buys at Tel No: (021) 986 9100 (Clanwilliam)

CLOSING DATE: 06 September 2019

POST 30/477

CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 2019-87

SALARY:
Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
Grade 2: R187 758 - R217 659 per annum, OSD as prescribed
CENTRE: Department of Social Development, Western Cape Government
Horizon (X8 Posts)
Clanwilliam (X8 Posts)

REQUIREMENTS:
- A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years’ appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP.
- Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Written and verbal communication skills; Report writing skills; Presentation and facilitation skills; Planning and organising skills.

DUTIES:
- Serve as a team leader for child and youth care workers during a shifts;
- Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES:
Ms C Fledermaus at Tel No: (021) 511 9169 (Horizon)/ Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam)

CLOSING DATE: 06 September 2019

POST 30/478: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 2019-88

CENTRE:
- Horizon (X124 Posts)
- Clanwilliam (X80 Posts)

REQUIREMENTS:
- A Grade 12 qualification (Senior Certificate or equivalent qualification)
- Experience: Grade 1: No experience; Grade 2: Minimum of 10 years’ appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker.
- Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES:
- Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES:
Mr EJ Buys at Tel No: (021) 986 9100 - Clanwilliam / Ms D Baugaard at Tel No: (021) 826 5972 - Horizon

CLOSING DATE: 06 September 2019
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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: 09 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 30/479: DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT
INFORMATION REF NO: TPW 2019-138

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification) with a minimum of 3 years’ management experience. Competencies: Knowledge of the following: Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; legislative and regulatory requirements, policies and standards (mention those applicable); Skills: Monitoring and evaluation methods, tools and techniques, and Project Management.

DUTIES: Provision of immovable Asset management information and reporting; information and knowledge management for immovable Asset management; Ensure the implementation of immovable Asset Management Systems through policies and standard operating procedures; manage all projects allocated to sub directorate; manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments governments spheres; manage the human resources of the sub-direcotorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated, and performance orientated staff and sound labour relations.

ENQUIRIES: Ms A Ferreira at Tel No: (021) 483 9705

POST 30/480: DEPUTY DIRECTOR: GOVERNANCE REF NO: TPW 2019-143

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification) in Finance/Internal Audit with a minimum of 3 years’ management experience. Competencies: Knowledge of relevant Legislative and Regulatory Requirements; Excellent Communication Skills; Problem Analysis, managing interpersonal Conflict and resolving Problems, Project Management Skills, Team membership.

DUTIES: Develop and establish and effective supply chain management system; Develop effective bid committees, established with clearly defined roles, functioning in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop preferential procurement goals determined in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop and implement an effective SCM performance management system in accordance with departmental policies and procedures and applicable legislative requirements, that measure the performance. Develop, implement and maintain control framework supply chain. Develop, implement and maintain risk management framework supply chain.

ENQUIRIES: Ms P Van der Merwe at Tel No: (021) 483 6915

301
POST 30/481 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 2019-144

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/B-Degree or higher) in Finance, Internal Audit or Marketing Management; A minimum of 3 years’ relevant experience. Competencies: Knowledge of the relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.
DUTIES : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity.
ENQUERIES : Ms P Van Der Merwe at Tel No: (021) 483 6915

POST 30/482 : CHIEF WORKS INSPECTOR: MECHANICAL: EDUCATION FACILITIES, REF NO: TPW 2019-142

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ on-site experience in a mechanical engineering pertaining to building construction environment; A valid code B driving licence. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of Hot Water generation plants, Heating systems, plumbing, ventilation systems, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters; Quality control; Familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations: Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.
DUTIES : Plan and execute inspections for new and maintenance work on project sites and ensure that work is being done in compliance with relevant regulations and legislation; Identifying needs and requirements of new work and repairs through Facility Condition Assessments and the investigation of customer complaints and new services required; Analysing and compiling relevant project documentation for new and existing structures; Quality control of contractors activities on site; The assessments, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
ENQUERIES : Mr OC Geduldt at Tel No: (021) 483 7851

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.
CLOSING DATE : 06 September 2019
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit.
Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 30/483 : ASSISTANT DIRECTOR: COMPLIANCE (X2 POSTS)

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Cape Winelands EDO, Worcester Ref No: 244
Metro Central EDO, Maitland Ref No: 246


DUTIES : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES : Mr J Benjamin Tel No: (023) 348-4601 (Cape Winelands EDO) and Ms S Nowers Tel No: (021) 514 6700 (Metro Central EDO)

POST 30/484 : ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Metro South EDO, Mitchell's plain

REQUIREMENTS : A relevant National Diploma (NQFL 6) or degree plus 3 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations /Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Skills: Written and verbal communication; Motivational; Interpretation of prescripts and policies; Organising and planning; Report writing; Data and Information Management; Computer literacy; Analytical thinking; Facilitation and Presentation skills.

DUTIES : Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. Interface between the office of the District Director and internal/external stakeholders. Reporting on external and inter-governmental matters. Analyse, present and report on district data and information. Provide management and decision making information. Enable
access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee the maintenance of all Educational Management Information and related systems. Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases.

**ENQUIRIES:**

Mr G Stander
Tel No: 021 370 2000 (Metro South EDO)