**ANNEXURE P**

**PROVINCIAL ADMINISTRATION: WESTERN CAPE**

**DEPARTMENT OF AGRICULTURE**

**CLOSING DATE**: 23 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

<table>
<thead>
<tr>
<th>POST 32/212</th>
<th><strong>SENIOR AGRICULTURAL ADVISOR: FARMER SUPPORT AND DEVELOPMENT</strong> REF NO: AGR 2019-46</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum (Level 09)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate 4-year tertiary qualification (BSc Agric/B Agric Management Degree or equivalent qualification); A minimum of 3 years’ experience in agricultural extension; Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP); A valid code B driving licence. Recommendation: Experience in agricultural production. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Land reform programme and project implementation; Written and verbal communication skills including report writing; Problem solving skills; Ability to work under pressure and meet deadlines; Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint); Project Management abilities; Sound organisational and leadership skills; Research skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with the research demonstration trials; provide information on markets; Facilitate farmer's days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant record keeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management system (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project allocation Committees in the delivery and implementation of projects.</td>
</tr>
</tbody>
</table>

**ENQUIRIES**: Mr D Chitepo at Tel No: (021) 808 5100

**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

<table>
<thead>
<tr>
<th>POST 32/213</th>
<th><strong>AGRICULTURAL ADVISOR: METROPOLE</strong> REF NO: AGR 2019-44</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate 3 year B.Agric Degree or relevant tertiary qualification/studies on Agricultural Extension (or higher qualification); Registered with SACNASP or any other recognised professional body; A valid code B driving licence Recommendation: Proven working experience in MS Office (Excel, Word and...</td>
</tr>
</tbody>
</table>
PowerPoint). Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Good communication (written and verbal), leadership and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Good at problem solving (research skills); Good time management and ability to work under pressure (project implementation).

**DUTIES**
- Provision and facilitation of extension and advisory services to all levels of farmers, mainly in the confined service delivery areas of the Metropole District that leads to sustainable and viable farming. Provide and facilitate access to agricultural information for improved planning and decision making. Facilitate access to technology and in advice on sustainable (including conservation of natural resources) production. Provide and facilitate advice on skills development in agriculture. Strengthen institutional arrangements (stakeholders, partnership, establishing new entity/ies) for the effective delivery of service.

**ENQUIRIES**
- Mr P Mentani at Tel No: (021) 483 7778

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

**POST 32/214**
- FARM AID: FARM SERVICES (LANGGEWENS RESEARCH FARM: MOORREESBURG) REF NO: AGR 2019- 45

**SALARY**
- R102 534 per annum (Level 02)

**CENTRE**
- Department of Agriculture, Western Cape Government

**REQUIREMENTS**
- Basic literacy and numeracy (ABET Level 2 or higher). Competencies: A good understanding of the following: Activities regarding small grain production; Handling of livestock (e.g. sheep, cattle and ostriches); Handling of machinery and power tools regarding maintenance of infrastructure; Communication skills in at least two of the three official languages of the Western Cape; Ability to work independently, as well as part of a team.

**DUTIES**
- Perform the following tasks: Routine activities in respect of crop production and livestock; General routine farm activities in respect of infrastructure.

**ENQUIRIES**
- Mr S Laubscher at Tel No: (022) 433 8931

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

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

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**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**
- 23 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


SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library and Information Science; A valid Code B driving licence. Recommendation: Experience in events and project management. Competencies: Knowledge of the following: Working in a publications environment; Proofreading, promotions and marketing; Public and provincial libraries; Budget management; Proven computer literacy; Written and verbal communication skills; Planning and organising skills; Ability to work under pressure.
DUTIES : Assistance to the Cape Librarian magazine; Sub-editing of Cape Librarian; Proofreading and translations; Budget management; Planning and organising of annual promotional programs; Events management; Management of all promotional material; Displays and exhibitions; Staff supervision; Liaison with management; Participation in orientation tours, talks and other presentations; Perform administrative duties; Organisation of storeroom.
ENQUIRIES : Mr N Adonis at Tel No: (021) 483 2145

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 : 23 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 32/216 : DEPUTY DIRECTOR (DIGITAL GOVERNMENT TEAM LEADER): DIGITAL LEADERSHIP REF NO: DEDAT 2019-34
(3-Year Contract Position)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or related qualification in Computer Science or Information Systems; A minimum of 3 years' management level experience in e-Business; A valid code B driving licence. Recommendation: Working knowledge of the following: E-Government environment; Economy and Information Society; Change management; e-Business on an enterprise scale; Enterprise portal development; Knowledge management; Public access to information and associated technologies; ICT sector; Experience in Project Management implementation; e-Government programmes/projects; Various spheres of internet policy-making; Business process re-engineering. Competencies: Knowledge of the following: Applicable policies, legislation (PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act) guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management processes; Labour relations; Financial management; Written and verbal
communication skills; Problem solving and analysis skills; Proven computer literacy.

DUTIES : Contribute to the e-Government project specifications and ensure the appropriate tasks are performed at the appropriate level of quality; Ensure that the appropriate policies and strategies are in place and if/when not provide the expertise to the Policy and Strategy unit; Ensure that the strategies and policies are implemented and adhered to; Ensure the development of applicable business processes, procedures and templates; Liaison between programme managers and technical experts; Plan for operationalisation; Manage and develop dynamic teams of e-Government experts; Co-ordinate and manage content development for e-Government services and products within the framework of the content strategy; Manage and implement change processes for people and processes.

ENQUIRIES : Ms O Dyers at Tel No: (021) 483 9918

POST 32/217 : PERSONAL ASSISTANT: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2019-33

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years' relevant experience in rendering support services to Senior Management; A valid Code B driving licence. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

DUTIES : Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties and ensure safekeeping of all documents; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms B Mpahlaza at Tel No: (021) 483 9001

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 23 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 32/218 : CONTROL ENVIRONMENTAL OFFICER: DEVELOPMENT MANAGEMENT REF NO: EADP 2019-45

SALARY : Grade A: R495 219 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years’ relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Experience in the following: Reviewing Environmental Impact Assessment (EIA) applications; Integrated Environmental Management, including applicable legislation and policies; Supervision of staff. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Integrated Environmental Management. Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing skills; Strategic planning and project/time management skills; Ability to research, synthesise and present information in a scientific manner; Reviewing skills; Problem solving skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Ability to resolve conflict.

DUTIES : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

ENQUIRIES : Mr Z Toefy Tel No: (021) 483 2700

POST 32/219 : ENVIRONMENTAL OFFICER - SPECIALISED PRODUCTION: AIR QUALITY MONITORING REF NO: EADP 2019-44

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence. Recommendation: Working knowledge and experience of the following: Environmental Management, related to Air Quality Management; Operation and Maintenance of an Air Quality Monitoring Systems or Networks; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Project Management/ Planning; Technical knowledge and experience in Air Quality Monitoring. Competencies: Knowledge of the following: Air Quality Management, Air Quality Monitoring, Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Regulatory processes/ environmental legislation (e.g. NEMA, NEM:AQA); General office/ administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide the following: Specialist advice and technical expertise towards the development and administration of Air Quality Management Systems and policies; Leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality monitoring projects and capacity building; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr Joy Leaner Tel No: (021) 483 2888


SALARY : R402 045 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS: An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence. Recommendation: Working knowledge of the following: Environmental legislation, policies and regulations that includes waste management; Conducting research; Policy development; Waste minimisation; Drafting scientific reports; Supervisory and mentoring experience. Competencies: Knowledge of environmental management, integrated waste management and resource efficiency and waste minimisation and policy and legislation; Human resource management (including interpersonal skills); Proficiency in communication – verbal and writing skills (including report writing); Planning and project/time management skills; Computer literacy (Microsoft Office); Ability to research, synthesise and present information in a scientific manner.

DUTIES: Manage and facilitate the effective and efficient development and implementation of policies, legislation, guidelines, norms and standards w.r.t integrated waste management; Assist with general office management i.e. assist with Financial and Human Resource Management and office administration; Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management: Waste Act; Manage the execution of programmes and projects related to the implementation of waste minimization strategies.

ENQUIRIES: Ms B Langenhoven at Tel No: (021) 483 2712


SALARY: Grade A: R272 739 - R302691 per annum (OSD as prescribed) plus 37% in lieu of benefits.
Grade B: R318267 - R353 226 per annum (OSD as prescribed) plus 37% in lieu of benefits.
Grade C: R373 209 - R473 574 per annum, (OSD as prescribed) plus 37% in lieu of benefits.

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Science, Physical Science, Social Science, Environmental Science, Economics, Entrepreneurial Development or project management. Recommendation: An appropriate post graduate qualification; Working experience in the relevant field; Experience working in a government department/state institution; Valid code 08 driving license. Competencies: Knowledge of green economy network; Innovative and creative; People skills; Ability to multi-task; Organised and systematic; Written and verbal communication skills; Problem solving ability; Proven computer literacy.

DUTIES: Assist with the coordination of Environmental Economy activities in the Department; Undertake research and reporting as required to support Environmental Economy efforts within the Western Cape; Undertake activities as required for the planning and implementation of the Environmental Economy projects within the sustainability directorate; Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across the Western Cape; Assist with organising meetings events, seminars and conferences; Provide Project management support to identified projects; Leverage existing connections with non-state green economy actors to develop transversal projects.

ENQUIRIES: Mr R. Mukanya at Tel No: (021) 483 9787

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.
NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 32/222: DIRECTOR: DISTRICT HEALTH SERVICES
Garden Route District

SALARY: R1 057 326 per annum
CENTRE: Garden Route and Central Karoo Districts (Based in George)
REQUIREMENTS: Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle or senior management level. Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers Licence. Willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems (DHS). Knowledge of financial and human resource management applicable to the public service. Proven experience in the provision and management of health services.

DUTIES: Manage the implementation of health services (inclusive of district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo districts, in line with the relevant Departmental policies. Support the implementation of health service priorities within the districts. Ensure that quality of care is maintained and improved in the Garden Route and Central Karoo Districts in line with the National Core Standards. Manage the corporate services of the two districts. This includes Financial, Human Resources and Support Services. Co-ordinate the rendering of professional support services (including information management) within the districts. Collaborate with key stakeholders within the districts, like other government departments, community structures, non-profit organisations (NPOs), local government, and private sector.

ENQUIRIES: Dr R Crous Tel No: (044) 695-0047
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: Applicants may be subjected to a competences assessment test. No payment of any kind is required when applying for this post.
CLOSING DATE: 20 September 2019

OTHER POSTS

POST 32/223: MANAGER: MEDICAL SERVICES
Garden Route District

SALARY: R1 173 900 per annum
CENTRE: Knysna Hospital (Knysna/Bitou Sub-district)
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.

DUTIES: (key result areas/outputs): Strategic and operational management of all health service platforms in the Knysna/Bitou Sub district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices.
Set up systems to manage quality assurance in Knysna/Bitou Sub District to ensure support of the patient centred experience, compliance to national core standards, ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Knysna/Bitou Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES : Dr R Crous Tel No: (044) 695-0047
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 September 2019
POST 32/224 : MEDICAL SPECIALIST (PUBLIC HEALTH)

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

CENTRE : Head Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as a Public Health Specialist. Registration with a professional council: Registration with the 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 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 Medical Specialist in Public Health. Competencies (knowledge/skills): Insight into public health policies and programmes. Strong skills in epidemiology, research and evaluation. Excellent knowledge of Quality Assurance and Quality Improvement in healthcare, Occupational Health and Safety and Infection Prevention and Control. Advanced analytical and problem-solving skills. Good communication and presentation skills. Computer literacy. Ability to conduct independent research and report research findings to a professional and non-professional audience. Teaching and education skills. Policy and report writing skills. Either MMed in Public Health or FCPHM or both.

DUTIES : Provide technical support, strategic and operational direction as well as coordination for QA, QI, OHS and IPC in the WCG: H. Provide public health specialist support to WCG: Health impact Assessment/Strategy & Health Support. Provide technical support for guideline and policy development. Capacity development in public health competencies. To provide formal supervision to one or more public health registrars within the programme and informal support for the registrar teaching within the programme. Academic activities consistent with the mandate of the University for Research, teaching and social responsiveness.

ENQUIRIES : Dr M Moodley Tel No: (021) 483-9366
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : “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)*. No payment of any kind is required when applying for this post.
CLOSING DATE : 20 September 2019
POST 32/225  :  DEPUTY DIRECTOR: MANAGER HEALTH TECHNOLOGY
(3 Year Contract)
Directorate: Facilities & Infrastructure Management (Project Office Tygerberg Hospital Redevelopment)

SALARY  :  R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE  :  Head Office, Cape Town

REQUIREMENTS  :
Minimum educational qualification: Appropriate 3 year National Diploma/Degree in electrical engineering, mechanical engineering, clinical technology, health sciences or related fields. Experience: Appropriate experience in health technology needs analysis, procurement planning, operations management, maintenance management and disposal. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site. Work long-hours, including travel and overnight stay away from home whilst on official business. Competencies (knowledge/skills): Advanced computer literacy in MS Word and Excel and the ability to use computerised Project Management tools. Ability to manage diverse interests and processes in the interest of government. Experience in project management and stakeholder management. Understanding of Public-Private Partnership projects (PFMA and Treasury Regulation 16). Understanding of health technology and facility management in particular regarding procurement and maintenance. Knowledge of the content Hospital Revitalisation Project Implementation Manual on Health Technology. Knowledge in the assessment and asset management of Healthcare Technology and Infrastructure. Knowledge in information systems supporting healthcare delivery and medical device innovation. Knowledge of health facilities design, planning and assessment. Good organising, problem solving and interpersonal skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Excellent conceptualisation, report writing and editing skills. Good research and analytical skills.

DUTIES  :
Prepare packages of project brief in liaison with all relevant stakeholders, including analysis of clinical and technology needs, and ensures adherence throughout development process. Manage the interface with user groups for the development of output specifications together with Transaction Advisory team. Ensure strategic fit of new facilities and its health technology to overall portfolio and service platform. Develop and maintain the baseline budget for the health technology component, tests and ensures affordability of project together with Transaction Advisor and Senior Manager. Facilitate and manage value-for-money appraisals among stakeholders. Facilitate the development of appropriate allocations of (health technology management) services to private partner. Develop and maintain comprehensive risk management tool, including development of mitigating strategies relating to health technology. Develop together with stakeholders, including Human Resource Management Department, a Human Resource plan for the project.

ENQUIRIES  :
Mr M Poluta Tel No: (021) 815-8637

APPLICATIONS  :
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE  :
20 September 2019

POST 32/226  :  THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME COORDINATOR GRADE 1 (ENVIRONMENTAL HEALTH)
Garden Route District

SALARY  :  R466 119 per annum

CENTRE  :  garden Route District Office, George

REQUIREMENTS  :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the HPCSA as Environmental Health Practitioner. Experience: A minimum of 3 years’ appropriate experience in Environmental Health after registration with the HPCSA. Inherent requirement of the job: Responsible for duties in the Garden Route and Central

**DUTIES**

: Administration of the provincial environmental health program. Monitoring, evaluation and support of Environmental Health Services (Municipal Health Services) rendered by district municipalities. Control over the sale of Group I Hazardous substances. Co-ordination of the environmental health response to notifiable medical conditions. Support for Port Health Services. Support to Provincial Health institutions regarding environmental health related issues.

**ENQUIRIES**

: Dr T Marshall Tel No: (044) 803-2700/2752

**APPLICATIONS**

: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

: short-listed candidate may be subjected to a competency test. No payment of any kind is required applying for this post.

**CLOSING DATE**

: 20 September 2019

**POST 32/227**

: OPERATIONAL MANAGER NURSING (GENERAL) (X2 POSTS)

West Coast District

**SALARY**

: R444 276 per annum

**CENTRE**

: Radie Kotze Hospital (X1 Post)
Lapa Munnik Hospital (X1 Post)

**REQUIREMENTS**

: Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Basic Computer Literacy. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills Good interpersonal skills.

**DUTIES**

: Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis, formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub- District Management including: effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub–district and commitment to the promotion of integrated health care service.

**ENQUIRIES**

: Dr B Smith Tel No: (022) 487 9201

**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**

: 20 September 2019
ASSISTANT DIRECTOR: INFORMATION MANAGEMENT
Garden Route District

SALARY : R376 596 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Matric Certificate (or equivalent). Experience: Extensive experience in Health Information Management (e.g. SINJANI, DHIS, TIER.net and ETR.net). Inherent requirements of the job: Prepared to travel in the district. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Ability to critically analyze bio-statistical and epidemiological information. Good interpersonal and leadership skills.

DUTIES : Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to district. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organization’s values. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the district and all sub-districts. Provide knowledge and mentoring support to Sub-district Information Management and clinical staff. Manage the District Information Management Unit.

ENQUIRIES : Dr T Marshall Tel No: (044) 803-2700/2752
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : Please Note: Approval has been granted that this post may be advertised with a relaxed minimum educational qualification of a Matric Certificate. I must be noted that a bursary shall be made available to the successful candidate to obtain the required qualification in the absence thereof, in the event of appointment. No payment of any kind is required when applying for this post.

CLOSING DATE : 20 September 2019

ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)
Metro West District Maintenance Hub based at Zwaanswyk

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE : Directorate: Engineering and Technical Services
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to emergencies including after hour repairs and standby duties. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Proficiency in at least two of the three official languages of the Western Cape. Working knowledge of bricklaying and plastering techniques. Proficiency in erecting of scaffolding.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Bricklaying, plastering and repair of plants and buildings according to standards. Manage and assist with the execution of building projects/repairs within the health facility. Exercise control over tools and materials. Administration duties including the processing of requisitions, ordering, control of maintenance materials and equipment.

ENQUIRIES : Mr B Lesch Tel No: (021) 715-5921
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 20 September 2019
### POST 32/230: HANDYMAN
Chief Directorate: Metro Health Services

**SALARY**: R145 281 per annum

**CENTRE**: Helderberg Hospital, Somerset West


**DUTIES**: Carry out minor maintenance and repairs. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Render assistance to Artisan Production and colleagues.

**ENQUIRIES**: Mr A Joubert
Tel No: (021) 850-4750

**APPLICATIONS**: The Chief Executive Officer: Helderberg Hospital, Private Bag X2 Somerset West, 7129.

**FOR ATTENTION**: Mr M Abrahams
**NOTE**: No payment of any kind is required when applying for this post.

**CLOSING DATE**: 27 September 2019

### POST 32/231: TRADESMAN AID
West Coast District

**SALARY**: R102 534 per annum

**CENTRE**: Swartland Hospital, Malmesbury

**REQUIREMENTS**: Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: Valid (code B/EB) drivers’ licence. Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**: Mr CA Vermaak
Tel No: (022) 487-9226

**APPLICATIONS**: The Director: West Coast, 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**: 27 September 2019

### POST 32/232: TRADESMAN AID
Overberg District

**SALARY**: R102 534 per annum

**CENTRE**: Robertson Hospital, Langeberg Sub-district

**REQUIREMENTS**: Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in tasks performed in a maintenance workshop. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence. Do standby on rotation basis and work overtime if needed. Competencies (knowledge/skills): Ability to use electrical and hand tools. Good interpersonal, communication and organisational skills. Ability to work independently. Ability to handle heavy equipment, heights and narrow spaces.

**DUTIES**: Provide a support service to the technical staff. Provide a clean hygiene and safe working environment. Maintain program according to allocated schedule. Cleaning of drains.

**ENQUIRIES**: Mr J Muller
Tel No: (023) 626-8529
APPLICATIONS: To the Manager: Medical Services Robertson Hospital, Langeberg Sub District, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 September 2019

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: 23 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: 086 1370 202

OTHER POSTS

POST 32/233: ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 2019-25
(12 Months Contract Position)

SALARY: R376 596 per annum (Level 09), plus a 37% in lieu of service benefits.
CENTRE: Department of Local Government, Western Cape Government.
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Disaster Management or related qualification; A minimum of 3 years’ relevant experience in disaster management/operations or similar environment. Recommendation: Knowledge or experience in basic journalism and newsletter development. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; IGR Act and related policies and guidelines; Knowledge and understanding of disaster management systems and procedures as applied in all three spheres of government; Financial Management; Strategic Planning; Risk analysis skills; Crisis management skills; Organisational and project management skills; Written and verbal communication skills; Training and facilitation skills; Ability to work under pressure (in emergency or disaster situations); Ability to manage / lead people; Decisiveness and the ability to work independently; Professional report writing; Proven computer literacy (MS Office).

DUTIES: Assist to co-ordinate the development and functioning of the Disaster Management Framework structures in the Province: Functional and active PDMAF (Provincial Disaster Management Forum), PDMSC (Provincial Disaster Management Steering Committee); Support Metro, District and Local Mun. DMAF (Disaster Management Advisory Forum); Assist to co-ordinate the development of Disaster Management Framework in the Province; Approved and adopted Disaster Management Framework; Review, amend and support adopting of Metro and District Disaster Management Frameworks; Assist to co-ordinate Special Events in the Province: Support and co-ordinate Special events in the planning processes; Facilitate Disaster Management contingency plans for events; Assist in managing the financial management: Comply with the PFMA; Assist in the exercise control on utilisation of all resources of the unit; Assess, manage and monitor financial risks; Development of the Disaster Management newsletter; Draft disaster management newsletter; Develop and coordinate the inputs for the Western Cape Disaster Management Centre’s Annual Report; Ensure the submission of the annual reports of the Metro and District Disaster Management Centres; Support and coordinate capacity building initiatives.

ENQUIRIES: Ms S Chinnian at Tel No: (021) 937 6303
ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT REF NO: LG 2019-22 (X2 POSTS)
(12-Month Contract Position)

SALARY: R376 596 per annum (Level 09), plus a 37% in lieu of service benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 years’ relevant experience. Recommendation: Experience providing administrative support to a senior manager. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures; Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff; Interpersonal relations.
DUTIES: Render administrative support services: Supporting the manager with the administration of the budget; Communication and liaison: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD (Head of Department); Organise interviews, appointments and performances for and to the HOD (Head of Department); Control all documents for meetings, including cabinet meetings; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining of workload and additional tasks; Minute-taking of HOD (Head of Department) meetings.
ENQUIRIES: Ms D Benjamin at Tel No: (021) 483 3938

COMMUNICATION OFFICER (GRAPHIC DESIGNER): LOCAL GOVERNMENT COMMUNICATION REF NO: LG 2019-23
(12-Month Contract Position)

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years’ experience; A valid code B driving licence. Recommendation: Adobe Creative Suite Creative Suite (InDesign, Photoshop and Illustrator). Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Printing and reproduction processes; Competency in the dynamics of Social Awareness Communication; Marketing and Communication Theory; Proven computer literacy; Creativity and artistic ability; Time management skills; Strong ability to think conceptually; Advanced technical proficiency in the required design software; Written and verbal communication skills.
DUTIES: Formulate design concepts for the subject to be communicated; Create, design and layout of communication products; Review final layouts and suggest improvements as needed; Develop graphics ad layouts for product illustrations and internet websites; Taking responsibility for writing of complex notes, submissions, motivations and specifications.
ENQUIRIES: Ms P Dlikilili at Tel No: (021) 483 2661

PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 2019-24
(12-Month Contract Position)

SALARY: R257 508 per annum (Level 07), plus 37% in lieu of benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in
office administration and rendering support services to Senior Management.
Recommendation: Ability to work effectively in a very dynamic office; Stress
tolerance; Willingness to work irregular hours; Ability to liaise with diverse people;
Attention to detail. Competencies: Good interpersonal and decision-making skills;
Communication (written and verbal) skills; Advanced computer literacy skills;
Customer service orientation; Office management; Organising and planning skills;
Problem solving skills; High level of reliability; Ability to work under pressure and
meet deadlines; Ability to work independently and within a team.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render
administrative support services; Provide support to the manager regarding
meetings; Supports the manager with the administration of the manager’s budget;
Studies the relevant Public Service and departmental prescripts/policies and other
documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms E Barnard at Tel No: (021) 483 6126

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 23 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 32/237 : STATE ACCOUNTANT: BOOKKEEPING REF NO: DSD 2019-82

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher
qualification) in the Finance Accounting field; A minimum of 2-year relevant
experience. Competencies: Knowledge and understanding of the following: PFMA,
NTR, OPTI, DORA, departmental instructions and delegations; Financial
Management Systems (FMS) and PERSAL; Compilation of financial statements;
Cash flow procedures (monthly reporting on revenue and expenditure); Budget
process; Report writing; Analytical problem solving; Communication (written and
verbal) skills in at least two of the three official languages of the Western Cape;
Computer Literacy; Numeric and mathematical skills.

DUTIES : Compile and manage departmental budget and the Medium Term Expenditure
Framework (MTEF) processes by assisting with the compilation of the Financial
circulars requesting budgetary input for MTEF from customers; Manage the
departmental expenditure and revenue and monitor expenditure against voted
funds from the financial reports; Evaluate and compile revenue budget for the
department; Perform human resource administration on a supervisory level.

ENQUIRIES : Mr J. Joubert at Tel No: (021) 483 6022

POST 32/238 : SOCIAL WORKER: SOCIAL WORK SERVICES (EDEN KAROO REGION,
KNYSNA) REF NO: DSD 2019-83

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
**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. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

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

**ENQUIRIES**

Ms K Mazaleni at Tel No: (023) 814 1925

**POST 32/239**

**SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 2019-81**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in a supply chain management clerical services environment or similar. Competencies: Basic knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Planning and organising skills; Communication (written, verbal and presentation) skills; Proven computer literacy; Interpersonal relations; Ability to work independently and within a team.

**DUTIES**

Render the following services relating to: Asset management clerical support, demand and acquisition clerical support; logistical support services and budget support service.

**ENQUIRIES**

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

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**

23 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


SALARY

Grade A: R718 059 - R766 278 per annum (Salary will be determined based on post registration experience as per OSD prescript)
Grade B: R809 631 - R872 220 per annum (Salary will be determined based on post registration experience as per OSD prescript)
Grade C: R925 734 - R1 090 458 per annum (Salary will be determined based on post registration experience as per OSD prescript)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES

Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

Ms Jodie Thomas at Tel No: (021) 483 2004

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/241: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PLANNING AND ROAD CONTRACTS (WINELANDS) REF NO: TPW 2019-149

**SALARY:**
Grade A: R718 059 - R 766 278 per annum (OSD as prescribed), based on recognisable prior experience
Grade B: R809 631 - R 872 220 per annum (OSD as prescribed), based on recognisable prior experience
Grade C: R925 734 - R 1 090 458 per annum (OSD as prescribed), based on recognisable prior experience

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

**REQUIREMENTS:**
Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence.
Recommendation: Extensive appropriate engineering experience after registration; Management and Financial Management experience. Competencies: Knowledge and experience of roads infrastructure, engineering concepts transport engineering band, economics, integrated transport and land use planning and policy development; Knowledge of relevant legislation, regulations, policies and acts; Research and development; Computer-aided engineering applications; Technical report writing; Change Management; Innovation; Customer focus and responsiveness; Team leadership; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

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

**ENQUIRIES:**
Mr SC Bain at Tel No: (021) 863 2020

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

POST 32/242: INSPECTOR (COMPLIANCE MONITORING): TRAFFIC LAW ADMINISTRATION (METRO) REF NO: TPW 2019-146

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

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

**REQUIREMENTS:**
An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 2-year relevant experience; A valid code B driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Driver Fitness, Vehicle Fitness testing processes; Auditing or investigation skills; Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Good written and verbal communication skills; Planning, organising and research skills.

**DUTIES:**
Perform audits in line with Annual Performance Plan targets; Audit testing and issuing of driving licences and motor vehicles for roadworthiness; Liaison and communication with various clients / stakeholders and compiling detailed audit reports with findings and recommendations; Perform follow up audits to ensure recommendations are implemented; Monitor implementation, compliance and progress in respect of National Road Traffic Act and related legislation to perform an effective service at relevant testing centres and stations.

**ENQUIRIES:**
Mr CC Majiedt at Tel No: (021) 483 2073

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/243: ENGINEERING TECHNICIAN (PRODUCTION LEVEL) REF NO: TPW 2019-162 (X3 POSTS)

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

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendation: Further post graduate studies in the field; Extensive experience in roads design. Competencies: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Verbal and written communication skills; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES: Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise.

ENQUIRIES: Mr M Hendrickse at Tel No: (021) 483 3107

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

POST 32/244: ARTISAN FOREMAN (GRADE A): DIESEL MECHANIC - BELLVILLE MECHANICAL WORKSHOP REF NO: TPW 2019-155 (X6 POSTS)

SALARY: Grade A: R304 263 per annum (OSD as prescribed.)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding; Experience in electric, hydraulic and air brake system. Competencies: Skills in the following: Analysing, legal compliance and computer aided applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

DUTIES: Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S & T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.

ENQUIRIES: Ms S van Der Merwe at Tel No: (021) 959 7700

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
<table>
<thead>
<tr>
<th>POST 32/245</th>
<th>ARTISAN FOREMAN (GRADE A): WELDER- BELLVILLE MECHANICAL WORKSHOP REF NO: TPW 2019-156</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A: R304 263 per annum (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Experience interpreting designs and the various welding techniques and disciplines. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S &amp; T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms S van Der Merwe at Tel No: (021) 959 7700</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 32/246</th>
<th>ARTISAN FOREMAN (GRADE A): FITTER AND TURNER- BELLVILLE MECHANICAL WORKSHOP REF NO: TPW 2019-158</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A: R304 263 per annum (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding and materials; Experience in interpreting designs. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S &amp; T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms S van Der Merwe at Tel No: (021) 959 7700</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 32/247</th>
<th>ADMINISTRATION CLERK: OPERATING LICENCE PROCESSING REF NO: TPW 2019-150 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
</tbody>
</table>
**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Appropriate administrative experience. Competencies: A good understanding of the following: National Land Transport Act 5 (2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act; Proven computer literacy; Good communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Reliable; Analytical skills; Planning and organising; Problem solving; Ability to work independently as well as in a team.

**DUTIES**: Gazetting of applications on operating system; Publish application in government gazette; Referrals of gazetting; Effective utilization of the primary operating system; Research on electronic content management system; Additional tasks: assist with the processing of applications; Assist clients in person and telephonically.

**ENQUIRIES**: Ms J Abrahams at Tel No: (021) 483 0240

**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


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

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

**REQUIREMENTS**: Grade 10 certificate or equivalent; a valid unendorsed code EC1/ EC driving license with a professional drivers permit (PDP) is required. Recommendations: Relevant Experience. Competencies: A good understanding of the following: Operations of construction plant and repair of roads; Operating minor construction machines; Communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management.

**DUTIES**: Transport large construction machinery/vehicles; Ensure machinery/vehicles are correctly and safely loaded as per permit on the transporter. Supervise and discipline subordinates applying proper labour relations measures; undertake the safeguarding of work areas and machines in terms of the Health and Safety Act.

**ENQUIRIES**: Mr. M. Erasmus at (023) 814 2646 or Mr. E. Fredericks at 078 440 8075

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

POST 32/249: GEO TECHNICAL ASSISTANT: PAVEMENT TECHNOLOGY (LABORATORY)  REF NO: TPW 2019-159

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

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Accredited with SANAS with regards to Skills laboratory tests; Mathematics or Mathematical literacy as passed subjects; Further educational and/ or relevant training; Experience in Road Building material; Appropriate experience in a Materials Lab; Ability to do physically demanding work. Competencies: A good understanding of the following: Testing of concrete, asphalt and gravel; Processing of test data with the help of computer programme MTS programme; Environmental conditions and laboratory safety; Internal audits, non-conformance and corrective and preventive actions; Skills in training and supervision; Communication (written and verbal) skills; Ability to function independently and work under pressure; Proven Computer Literacy.

**DUTIES**: Responsible for the following: The determination of tests of road construction materials according to the prescribed standard test method; The administrative tasks on Material Testing System; Identifying and evaluating non-conformance during normal production testing and quality audits; Assist in the processing and execution of test results; Assist in laboratory field activities; Assist in the training, monitoring and supervision of testing staff.

**ENQUIRIES**: Mr C Malgas at Tel No: (044) 272 6071

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/250 : ROAD WORKER: OUDTSHOORN (UNIONDALE) REF NO: TPW 2019-152

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET – Ability to read and write (Basic literacy). Recommendation: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team; Ability to carry out written instructions; Operate equipment in all kinds of weather, climb ladders and push heavy weights.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

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. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE : 20 September 2019
NOTE : 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 32/251 : ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 283

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Internal Control, Head Office, Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Finance/ Internal Auditing/ Risk Management. Three (3) years relevant experience in a Finance/ Internal control/ Internal audit/ External audit/ Risk Management environment. A valid driver’s license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public Service Regulation; Knowledge of risk management framework and techniques; Knowledge of internal controls and techniques; and Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team.

DUTIES : Provide fraud and losses management services: provide support with the management of fraud and prevention in the department by: Ensuring an effective system is in place to manage and consolidate recommendations/ allegations/complaints received from Provincial Forensic Services, Public Service Commission and Department Officials Maintaining adequate record of all recommendations/allegations/complaints received for implementation or further handling. Liaising regularly, where applicable, with the external assurance providers. Liaising regularly with management and monitor implementation of recommendations; Assessing management feedback and conclude on recommendations; Reporting monthly/ quarterly on caseload. Supervising staff responsible to monitor and follow-up on the implementation of action plans. Attending meetings with senior management and where applicable prepare presentations; Maintaining adequate record of scope of work on the shared-drive and Coordinating the fraud awareness training as required for departmental officials. Ensure proper governance and ethics: develop procedures and processes pertaining to internal control, liaise with management and advise on policy and procedure trends and updates. Coordinate the bi-annual submission of gifts by department officials and report accordingly in terms of compliance. Render an assurance service: Evaluate the effectiveness of financial prescripts and compile a report. Monitor and follow up implementation of corrective measures, Manage the staff of the unit: Staff performance; Permis. Training and development; Staff planning (recruitment, selection, leave management, attendance register).

ENQUIRIES : Mr C Cooper Tel No: (021) 467 2725 (Head Office, Cape Town)

POST 32/252 : CALL CENTRE MANAGER (ASD) REF NO: 282

SALARY : R376 596 per annum (Level 09) (plus benefits)

CENTRE : Communications, Head Office, Cape Town

REQUIREMENTS : An appropriate National Diploma (NQF Level 6) or Degree with at least 3 years’ supervisory experience in Client services, Human Resources or in Financial Accounting environment in Public Service sector. Knowledge and experience of Customer Interaction Centre (CIC) and IMS systems. Knowledge: Thorough knowledge of human resource management, salary and finance policies and guidelines in Government. Skills: Proficiency in at least two official languages of the Western Cape; Computer Literacy. Resolve conflict and related issues, provide and facilitate training, internal and external liaison, manage centre budget, analyses and reports on centre data, develop good practice, manage ICT requirements, manage relevant projects.

DUTIES : To provide and manage effective client services at WCED Call Centre for internal and external clients of WCED. Knowledge and skills in human resource management, salary and finance issues; client service management and leadership, data analysis; Excellent communication (verbal and written); coaching and mentoring; office management; Information technology including IT systems (Persal, CIC, IMS, Microsoft Office); Monitor, Report and Facilitate all IT related matters. Engage in ongoing trouble-shooting to anticipate system failures; Evaluate system performance; find proactive solutions to limit call centre downtime; Contribute to ongoing systems development.; applicable legislation and policies; supervision; conflict management; interpretation; client service centre organisation; strategic planning; budgeting and project management; Lead and manage WCED
call centre staff; assure quality client service; provide client service as required; workforce optimisation and scheduling of staff, manage the facility, training of staff on education department content and use of technology.

ENQUIRIES

: Mr LL Bruce Tel No: (021) 467 2558