ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE:
07 October 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 34/219:
DISASTER MANAGER: DISASTER RISK MANAGEMENT REF NO: AGR 2019-48

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Department of Agriculture, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ administrative experience. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Good understanding of Disaster Risk Management projects and services offered; Project planning, management and coordination; Audit principles and the PFMA; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel and PowerPoint; Ability to work under pressure (in emergency or disaster situations); Ability to manage/lead people; Decisiveness; Ability to work independently and within a team.

DUTIES:
Coordinate and facilitate agricultural disaster risk management service; Promote Cooperative; Governance; Policy Planning; Agricultural Disaster Risk Preparedness.

ENQUIRIES:
Ms A Petersen at Tel No: (021) 808 5010

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 34/220:
MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)
Chief Directorate: Rural Health 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. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE:
Worcester Regional Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery Registration with a professional council: Registration with the
HPCSA as a Medical Specialist in Orthopaedic Surgery Experience:

**Grade 1:** None after registration with HPCSA as a Medical Specialist in Orthopaedic Surgery.

**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 employee) as a Medical Specialist in Orthopaedic Surgery.

**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 Orthopaedic Surgery.

Inherent requirement of the job: Valid Good Clinical Practice (GCP) certificate to conduct research. Valid SA driver’s (code B/EB) license. Ability to work 13 – 20 hours commuted overtime (after-hours). Competencies (knowledge/skills): Leadership, interpersonal and organisational skills, as well as computer literacy (MS Word, Excel and Powerpoint). Ability to communicate effectively in at least two of the three official languages of the Western Cape. Published research in an accredited Orthopaedic Journal. Ability to manage all orthopaedic cases comprehensively.

**DUTIES:**
Clinical service delivery - Evaluation, diagnosis and optimal management of all patients that presents to the Orthopaedic Department. Corporate Governance - Adherence to the Batho Pele Principles, Patient Rights Charter and requirements of Access to Information Act and HR regulations. Clinical governance - Responsible & knowledgeable medical practitioner, maintain good quality clinical records and supply ICD-10 codes and medico-legal reports as required, as well as research and audits as required. Efficient use of resources - Rational use of resources (implants, Lab investigations, radiological investigations, blood products) according to best practice principles. Human resource management - Training of junior doctors and students and attend courses to improve one’s own knowledge and skills.

**ENQUIRIES:**
Dr AJ Troskie Tel No: (023) 348-1100

**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. You may be required to go through psychometrical testing to confirm your suitability for the 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:**
04 October 2019

**POST 34/221:**
OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)

**SALARY:**
R562 800 per annum

**CENTRE:**
Groot Schuur Hospital, Observatory

**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 one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy Knowledge of Nursing legislation, related legal and ethical nursing practices and framework Labour relations legislation and relevant public sector policies and protocols Human Resources and Financial Management,
including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

**DUTIES**

Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery.

Participate in and encourage nursing research.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**

Applications are submitted 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**

04 October 2019

**POST 34/222**

**OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CLINIC)**

Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum

**CENTRE**

Mitchell’s Plain District Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science Registration with a professional council: Current registration with the SANC as a Professional Nurse. 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 must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to work shifts which includes after hours’ hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410

**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**

11 October 2019
POST 34/223: QUALITY ASSURANCE MANAGER: REGIONAL HOSPITAL
Chief Directorate: Rural Health Services

SALARY: R470 040 per annum
CENTRE: George Hospital

REQUIREMENTS:
- Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council Experience: Appropriate work experience in a Hospital environment Appropriate experience in quality improvement projects
- Inherent requirement of the job: Valid (code B/BE) driver’s license. Competencies (knowledge/skills): Knowledge of Clinical Governance and Quality Assurance frameworks and project management Understanding of Healthcare legislation and related legal and ethical healthcare practices Ability to communicate in at least two of the three official languages of the Western Cape Excellent computer literacy (Excel, Word and PowerPoint), data analysis, interpretation, report writing skills.

DUTIES:
- Provide leadership in all aspects of quality assurance and risk management
- Manage, evaluate and report on all aspects of the quality assurance program
- Lead and support quality improvement/health system strengthening initiatives in the hospital
- Facilitate the development and distribution of information and educational resources for patients
- Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES: Mr M Vonk Tel No: (044) 802-4534 or e-mail: Michael.vonk@westerncape.gov.za
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 Short-listed candidates will be subjected to a competency test.
CLOSING DATE: 04 October 2019

POST 34/224: OPERATIONAL MANAGER NURSING (GENERAL)
West Coast District

SALARY: R444 276 per annum
CENTRE: West Coast TB Centre (Stationed at ID Hospital)

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 Professional Nurse and Midwife Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licensing receipt of 2019).
- Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery
- Inherent requirements of the job: A valid code B/EB driver’s licence.
- Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements
- Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g Labour Relations, disciplinary codes, etc Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy – MS Word, MS Excel, Outlook.
- Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
- (key result areas/outputs): Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation there-of
- Participate in training, research and information management
- Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M)
- Efficient and effective Management and monitoring of financial, human and physical resources
- Render support to the Nursing Manager and colleagues
- Ensure sound Labour Relations.

ENQUIRIES: Ms M Sedeman Tel No: 022-487 3294
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 : 04 October 2019

POST 34/225 : CLINICAL PROGRAMME COORDINATOR
Chief Directorate: Metro Health Services

SALARY : R444 276 (PN-A5) per annum

CENTRE : Mitchell’s Plain District Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC) Registration with a professional council: Registration with the SANC as Professional Nurse Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to assist accredited Training schools with external practical examination assessment of students as required Willingness to work overtime and after hours to assist with hospital cover which may include (Public Holidays); weekend and night duty relief should a critical need arises.) Valid drivers' license (code B/EB Competencies (knowledge/skills): Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape Computer literacy (MS word; Excel; PowerPoint presentation) Ability to facilitate training, critical and analytical thinking, reasoning and excellent interpersonal and leadership skills Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the National Qualifications Framework; Skills Development Act; Department of Health Training policies and procedures ie Study by Assignment; Community, Problem and Outcome Based Education.

DUTIES :
Management of the Clinical Training Unit – Effective supervision and leadership Strategic and annual operational planning; Implement advance technology (Multi - media training modules) Ensure the unit meet the regulatory SANC accreditation and Office of Health Standards Compliance for training Clinical training program coordination - facilitate informal nurse education and in - service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher Educational Institutions regarding student matters Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality assurance - Skills audits, training impact analysis; nursing education surveys and research; information management; Monitor and evaluate ward training programs, service quality, standard operating procedures and quality improvement programs

ENQUIRIES :
Ms A Brown Tel No: (021) 377-4410

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 : 11 October 2019

POST 34/226 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY PSYCHIATRY – CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum

CENTRE : Stikland Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science Registration with a professional council: Current registration with the SANC as Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as
Professional Nurse with the SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, when required Drivers license (Code B/EB) Competencies (knowledge/skills): Computer literacy Ability to communicate in at least two of the three official languages of the Western Cape Knowledge of relevant legislation and policy related to Nursing training and skills development Ability to promote quality patient care through the setting, implementation and monitoring of standards Good organisational skills and the ability to function under pressure Ability to function independently as well as part of a multi-disciplinary team

DUTIES

Maintain ethical standards and promote professional growth and self-development
Develop and facilitate all relevant training and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required Responsible for orientation, induction, mentoring and continuous education processes of nursing personnel including students in the Nursing department Initiate and participate in in-service training, development and research Facilitate and assist with the management of study leave, internal and external course allocation Ensure effective implementation and compliance with relevant legislation/policies and procedures to maintain a high standard of nursing care.

ENQUIRIES
Ms S Fredericks Tel No: (021) 940-4424

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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time Candidates without the required post-basic qualifications can only be appointed if suitable candidates with the required educational qualifications could not be found “Candidates who are not in possession of the stipulated registration requirements, may also apply Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

CLOSING DATE
04 October 2019

POST 34/227
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORGAN TRANSPLANT COORDINATOR)

SALARY
Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General Registration with a professional council: Registration with the SANC as Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays Competencies (knowledge/skills): Basic Computer
literacy. Ability to communicate in at least two of the three official languages of the Western Cape Knowledge and insight related Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. 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 organizational skills and the ability to function under pressure.

**DUTIES**
- Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit.
- Effective management of cadaver and familial organ donor patients.
- Effective liaising with families and all relevant stakeholders within the organ transplant team.
- Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area.
- Deliver a support service to the Nursing Service and the institution.
- Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms F Marthinus Tel No: (021) 938-4055

**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**
04 October 2019

**POST 34/228**
CONTROL LAUNDRY MANAGER
Head Office, Cape Town

**SALARY**
R376 596 per annum

**CENTRE**
Facilities Management Hub, Tygerberg Laundry

**REQUIREMENTS**
- Minimum educational qualification: A relevant B-degree or National Diploma or equivalent qualification.
- Experience: Appropriate management experience in processing in a hospitality environment.
- Management experience in the laundry and linen environment will be to your advantage.
- Inherent requirement of the job: Valid (Code B/EB) driver’s licence.
- Competencies (knowledge/skills): Excellent verbal and writing communication skills in at least two of the three official languages of the Western Cape.
- Motivational and leadership skills. The ability to mentor, support and encourage people.
- Good understanding of the production or processing environment.
- Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.

**DUTIES**
- Manage the provision of an effective and efficient laundry services at Tygerberg Laundry.
- Manage the technical work performance and staff training.
- Ensure cost effective in-house laundry services.
- Monitor and control expenditure of the laundry.
- Monitor the control of linen stocks at the laundry.
- Provide technical input and advice management.

**ENQUIRIES**
Mr A Jantjes Tel No: (021) 918-1702

**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**
04 October 2019
POST 34/229: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Head Office, Cape Town

SALARY: R376 596 per annum
CENTRE: Directorate: Supply Chain Management Governance (Policy and Processes)
REQUIREMENTS: Minimum educational qualification: Appropriate 3-Year National Diploma or Degree Experience: Extensive experience in Supply Chain Management policy formulation Inherent requirement of the job: Valid (Code B/EB) drivers licence Competencies (knowledge/skills): Public Finance Management Act, National Treasury Regulations, Preferential Procurement Regulations, Provincial Treasury Instructions and the Departmental delegations and procedures Advanced computer literacy in Microsoft Office applications (Word, Excel) Strong managerial, organisational, strategic, operational, project management, report writing skills Proven knowledge of procurement and related systems Knowledge of a Supply Chain Management environment.

DUTIES: Maintain/develop SCM policies, delegations and give inputs on proposed SCM legislation and procedures. Maintain and update the Department's AOS Compliance monitoring and evaluation of departmental institutions Report on non-compliance on SCM prescripts. Provide sufficient and appropriate training and support to institutions Investigate complaints from suppliers and give feedback to suppliers and Institutions Overall Human Resource Management of Sub-directorate's staff.

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 a competency test will form part of the interview process.
CLOSING DATE: 04 October 2019

POST 34/230: SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS
Chief Directorate: Rural Health Services

SALARY: R316 791 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and in written) in at least two of the three official languages of the Western Cape Knowledge and understanding of Labour Law and applicable common law principles Computer literacy in MS Word, Excel and PowerPoint Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES: (key result areas/outputs): Provide departments with advice on all Labour issues. Facilitate Labour Relations training and staff wellness Promote sound Labour Relations in the Institution Monitor and co-ordinate all Labour Relations activities Case management with regards to disciplinary and grievance matters. Facilitate the effective functioning of the IMLC.

ENQUIRIES: Ms ZZZ Kwinana Tel No: (023) 348-1277
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 may be subjected to a competency test.
CLOSING DATE: 04 October 2019

POST 34/231: ARTISAN PRODUCTION GRADE A TO C

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE: Groote Schuur Hospital, Observatory
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: A valid driver’s license (Code B/EB). Perform standby duties and work overtime when required. Learn and comply with in-house systems and procedures

Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act Computer literacy Proficiency in at least two of the three official languages of the Western Cape

DUTIES: Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.

ENQUIRIES: Mr AK Mgodo Tel No (021) 404-6314
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: 11 October 2019

POST 34/232: ADMINISTRATION CLERK: SUPPORT SERVICES (PUBLIC PRIVATE PARTNERSHIPS – CONTRACT MANAGEMENT)
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum
CENTRE: Based on the Premises of Lentegeur Hospital and Western Cape Rehabilitation Centre in Mitchell’s Plain
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) Experience: Appropriate experience in a Health environment. Appropriate experience in Secretarial and Office Administration. Inherent requirements of the job: A valid code B/EB driver’s licence. Competencies (knowledge/skills): High numerical literacy, data management and good computer literacy (proficiency in Excel, Windows, PowerPoint, MS-office Suite and emails). Excellent communication and interpersonal skills. Ability to communicate fluently in at least two of the three official languages of the Western Cape.


ENQUIRIES: Ms C Faulmann Tel No: (021) 370-2420.
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE: 04 October 2019

POST 34/233: STERILISATION OPERATOR
Chief Directorate: Metro Health Services

SALARY: R122 595 per annum
CENTRE: Mitchell’s Plain District Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekend, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context.

DUTIES: Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilisation of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources.
post 34/234: Porter

Salaries: R102 534 per annum

Centre: Groote Schuur Hospital, Observatory

Requirements:

Minimum requirement: Basic numeracy and literacy

Inherent requirements of the job:

- Willingness to work shifts, weekends and on public holidays
- Ability to perform tasks such as lifting patient’s from/onto beds, trolleys and wheelchairs
- Willingness to work in a team
- Must be of sober habits
- Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape
- Good interpersonal and communication skills.

Duties:

- Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital
- Check and replace gas cylinders in wards
- Assist with shifting of medical equipment
- Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment
- Assist with the removal of bodies from wards and perform relevant duties
- Respond to requests from wards and departments
- Assist with ambulatory and walking patients as well as greeting and directing patients to various areas in the hospital.

Enquiries:

Ms A Brown Tel No: (021) 377-4410

Applications:

The Chief Executive Officer: Mitchell’s Plain Hospital, Private Bag X9, Mitchell’s Plain, 7789.

Closing Date:

11 October 2019

Post 34/235: Food Service Aid

Salaries: R102 534 per annum

Centre: Vredenburg Hospital

Requirements:

Minimum requirement: Basic numeracy and literacy

Experience: Appropriate experience in a large scale, Food Service Unit

Inherent requirements of the job:

- Incumbent must be prepared to work shifts and overtime which include weekends and public holidays
- Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day in a high stress environment.
- Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale
- Knowledge of hygiene, occupational health, HACCP and safety principles
- Ability to read, speak and write in at least two of the three official languages of the Western Cape.

Duties:

- Render an effective food service – Pre-prepare, weigh, dish and produce all normal and therapeutic diets for patients and assist with stock control
- Applying and maintaining quality and reducing risks – Maintain food hygiene, other hygiene and reduce risk within the department
- Support the Human Resource function – Assist in in-house training and follow and adhere to Occupational Health and Safety prescripts
- Render Support to supervisor and colleagues
- Personal development and Quality assurance – ensuring a patient centered experience by high quality of work performance.

Enquiries:

Ms F Janse van Rensburg Tel No: (022) 814-0032

Applications:

The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380

Closing Date:

11 October 2019
DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 07 October 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 34/236 : ASSISTANT DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT

REF NO: HS 2019-61

SALARY : R376 596 per annum (Level 09)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ Bachelor's Degree/ Advanced Diploma); A minimum of 3 years relevant experience in a rental housing tribunal/ court/ legal or related environment; A valid driver's licence. Recommendation: A relevant 4-year tertiary qualification in Law. Competencies: Extensive working knowledge and understanding of the following: Rental Housing Act (Act 50 of 1999); Labour Relations Act; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Provincial Instructions; Property management and maintenance; Public service procedures, property management and maintenance from a rental perspective; Public finance, human resources and discourse management processes. Good communication (written and verbal) skills; Proven computer literacy skills in MS Office, Intranet and Internet; Problem solving as well as dispute resolution/conflict management skills; Legal interpretation skills; Planning, organising, time and people management skills; Conceptual and formulation skills; Team building, strong interpersonal and mediation skills; Ability to formulate relevant policy and to interpret legislation; Ability to forge sustainable relationships and utilize resources effectively and economically to achieve key deliverables; Self-confident, motivated, innovative, pro-active, creative and disciplined.

DUTIES : Complaints Administration Service; Strategic Management; Financial Management; People Management.

ENQUIRIES : Mr NB Adriaanse at Tel No: (021) 483 2868

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 07 October 2019

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OTHER POSTS
POST 34/237: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE
REF NO: LG 2019-30 (X5 POSTS)
(12-Month Contract Period)

SALARY: Grade A: R718 059 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA (Engineering Council of South Africa as a professional Engineer; A valid code B (or higher) driving licence. Recommendations: Experience in the following: Project and Programme Management; Water sector; Drafting tender specification and general conditions of contract Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Decision making skills; Financial management skills; Technical communication Research and Development Technical consulting Engineering and professional judgement Decision making; Team leadership; Analytical Skills; Creativity Customer focus and responsiveness; Proven computer literacy (MS Office, Project, AutoCAD, Procon and other design programmes); Planning and organising; People Management; Negotiation; Conflict Management; Innovation; Project Management.

DUTIES: Support the Chief Engineer with the following: Development of integrated drought response action plans and report on progress; Support the municipalities with development of business plans; Drafting of tender documents for appointment of consultants and contractors; Project management and unlocking of any stumbling blocks in the execution of the project where required; Compliance with the stipulation of the transfer agreements.

ENQUIRIES: Mr M Brand at Tel No: (021) 483 4047

POST 34/238: ASSISTANT DIRECTOR: TRAINING CO-ORDINATION
REF NO: LG 2019-26
(12-Month Contract Position)

SALARY: R376 596 per annum (Level 09) plus 37% in lieu of service benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ Bachelor’s Degree/ Advanced Diploma); a minimum of 3 years relevant experience in training and coordination within a local government or related environment Recommendation: Btech in Human Resource Development Competencies: Knowledge of the the following: Local Government mandate; Legislation and policy framework applicable to Skills Development; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA’s; Written and verbal communication skills; Proven computer literacy; Conflict management skills; Management and leadership skills; Presentation skills.

DUTIES: Plan and coordinate training initiatives for the department; Coordinate multi-stakeholder participation in implementing national capacity building framework; Evaluate training interventions; Liaise with relevant stakeholders on training and development interventions for the department.

ENQUIRIES: Ms Z Mtyoko at Tel No: (021) 483 3565

POST 34/239: PERSONAL ASSISTANT: DISTRICT AND LOCAL PERFORMANCE MONITORING
REF NO: LG 2019-31

SALARY: R257 508 per annum (Level 07)
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. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; 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**
Mr N Rylands at Tel No: (021) 483 0646

**APPLICATIONS**
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**CLOSING DATE**
07 October 2019

**NOTE**
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**OTHER POSTS**

**POST 34/240**

**SERVICE MANAGER: ECONOMIC GOVERNANCE AND ADMINISTRATION**

**REF NO:** DOTP 2019-84

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

**CENTRE**
Department of the Premier, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 6 years’ experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence.

Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Strategic Planning and co-ordination skills; Excellent communication (verbal and written) skills; Report writing skills.

**DUTIES**
Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services; Provide inputs on to the development and planning of provincial ICT policy and strategy; Maintain Departmental MSP; Manages data-modelling; Act as e-Government champion; Co-ordinates all aspects of e-Government service delivery and operational support; Develop and manage appropriate departmental service level agreements and contracts; Manage client services; Provide inputs into the budget and fiscal process; Participating in the Chief Directorates and own components strategic planning process.

**ENQUIRIES**
Ms E De Bruyn at Tel No: (021) 483 6634/ 3816

**POST 34/241**

**DEPUTY DIRECTOR: INTERNAL AUDIT**

**REF NO:** DOTP 2019-86

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

**CENTRE**
Department of the Premier, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 5 years’ experience in an Internal Audit and Governance environment of which 3 years must be management experience. Recommendations: Certified Internal Auditor (CIA) - IIA; A valid code B driving license Competencies: Knowledge of the following: Delegations in terms of the Public Service Act 1994, as amended and the Public Regulations, 2001 regarding staff matters; Public Finance Management Act, 1999 (PFMA) for financial matters; National Treasury Regulations; Provincial Treasury Instructions; Audit Practices: Strategic Planning and Management,
DUTIES:
- Develop an approved risk based Rolling 3 year Strategic and 1 year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to W executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels.

ENQUIRIES:
Mr S Malan at Tel No: (021) 483 9962

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE:
07 October 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 34/242:
SOCIAL WORK POLICY MANAGER: CHILD PROTECTION REF NO: DSD 2019-102

SALARY:
R794 889 per annum (All-inclusive salary package ) (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
Formal Tertiary Qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professionals Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work professions; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning; Project planning; Networking; Communication (written and verbal) skills; Proven computer literacy; Presentation skills; Ability to compile complex reports; Financial management; Monitoring and evaluation skills; Problem solving and analytical; Client orientation and customer focus.

DUTIES:
Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Manage quality assurance and monitoring framework processes of funded and unfunded Non Profit Organisations (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Information Management System; Stakeholder Management/Relationship Management (International/ National/ Provincial/Local/Regional); Manage a social
work policy and Monitoring and Evaluation Unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social welfare, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

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

POST 34/243: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BREEDE VALLEY) REF NO: DSD 2019-106

SALARY: Grade 1: R384 228 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence.
Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication skills and language; People Management practices; Conflict management skills; Interpersonal skills; Report-writing skills; Proven computer literacy (MS office) skills; Presentation and facilitation skills; Problem solving and analytical skills; Client orientation and customer focus.

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

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

POST 34/244: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MILNERTON) REF NO: DSD 2019-107

SALARY: Grade 1: R384 228 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence.
Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication skills and language; People Management practices; Conflict management skills; Interpersonal skills; Report-writing skills; Proven computer literacy (MS office) skills; Presentation and facilitation skills; Problem solving and analytical skills; Client orientation and customer focus.

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

ENQUIRIES : Ms S Abrahams at Tel No: (021) 483 7672

POST 34/245 : SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 2019-103

SALARY : Grade 1: R363 801 - R407 625 per annum (OSD as prescribed)
Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP Competencies: Advanced knowledge of applicable social work and related policies and prescripts; Knowledge of the following: Field of child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the SA public sector; Project Management skills; Planning and organising skills; Communication skills (written and verbal); Policy analysis and development skills; Presentation skills; Writing skills; Proven Computer literacy.

DUTIES : Develop, implement and maintain social work policies aimed at ensuring and contributing towards services to families; Develop services to family programmes to ensure the effective and efficient implementation of the relevant policies guiding services to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to family programmes; Perform the administrative functions required in the unit; Monitoring and evaluate NPO's compliance against signed transfer payment agreements and compliance against legislative, programme specific norms and standards.

ENQUIRIES : Dr L Corrie at Tel No: (021) 483 3519

POST 34/246 : PERSONAL ASSISTANT: BUSINESS PLANNING AND POLICY ALIGNMENT REF NO: DSD 2019-105

SALARY : R257 508 per annum (Level 07)

CENTRE : Department of Social Development, 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. Competencies Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; 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 M Johnson at Tel No: (021) 483 3781

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 07 October 2019

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OTHER POSTS

POST 34/247

CHIEF ENGINEER (ELECTRICAL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY (HEALTH) - HOSPITALS METRO EAST/WEST

REF NO: TPW 2019-169

SALARY: Grade A: R1 042 827 per annum (All-inclusive salary package) (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 in Electrical Engineering; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Knowledge of the following: Medium and low voltage electrical distribution in buildings and medical locations, emergency power supply systems, lighting design and applications, electronic services such as CCTV, access control and fire detection; Built environment especially regarding engineering design and analysis in the construction of health facilities; Contract documentation and administration, act/regulations of Occupational Health and Safety Act, National Building Regulations, SANS regulations and all relevant built environment legislation; Public sector procurement; Programme and Project Management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development; Computer support design of building and formulation of policies in a multi-disciplinary professional environment; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Written and verbal communication skills; Proven computer literacy.

DUTIES: Design and installation of electrical engineering works for health facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal control expenditure and report on expenditure and service delivery; Continuous and professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES: Mr Y Jacob at Tel No: (021) 483 8514

POST 34/248

PROGRAMME MANAGER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-164

SALARY: Grade A: Chief Engineer: R1 042 827 per annum (All-inclusive salary) (OSD as prescribed) Grade A: Chief Construction Project Manager: R1 042 827 per annum (All-inclusive salary package) (OSD as prescribed) Grade A: Chief Architect: R898 569 per annum (All-inclusive salary package) (OSD as prescribed) Grade A: Chief Quantity Surveyor: R898 569 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
- Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driver’s licence Or B degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driver’s licence Or Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver’s licence Or B degree in Architecture or relevant qualification; A minimum of 6 years post qualification Architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driver’s licence Or Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver’s licence Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driver’s licence. Recommendation: Experience in Project Management in the Built Environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES:
- Manage professional in-house project teams and relevant committees for a particular project or suite of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES:
Ms C Skillicom Tel No: (021) 438 4605

POST 34/249:
ADMINISTRATION CLERK: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: TPW 2019-168

REQUIREMENTS:
- Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Appropriate administrative experience Competencies: A good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act 1999 (Act 1 of 1999); Basic Accounting System (BAS); Communication (written and verbal) skills; Proven computer literacy in MS Office; Ability to work under pressure and meet deadlines; Planning and organising skills; Ability to work independently and within a team.

DUTIES:
- Reconciliation of registration, license and other miscellaneous fees collected by Registering Authorities, Driving License Testing Centres and Vehicle Testing Stations on behalf of the Department, RTMC and Road Traffic Infringement Agency; Verify reconciliations of motor vehicle license fees, driving license fees and vehicle testing fees collected by municipal agents; Verify and authorise reconciliations of fees received and paid over to the Department by the municipalities for DLCA (driving license card account), RTMC, RTIA and SABS, as well as pay-overs of these fees to the relevant institutions; Identifying and addressing cases of over-and-under payments; Liaison and communication with various clients/ stakeholders; Administer payments of the National Traffic Information System (eNaTIS) related and other accounts/invoices.

ENQUIRIES:
Mr ES Lotriet at Tel No: (021) 483 8526
POST 34/250 : ACCOUNTING CLERK: FINANCIAL REPORTING REF NO: TPW 2019-163

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) with Accounting as a passed subject; a valid code B driving license. Recommendations: A relevant 3-year tertiary or higher qualification in finance; appropriate experience in a financial reporting environment pertaining to Accounting Practice (GRAP) Accounting.
Competencies: A good understanding of the following: GRAP; PFMA Act; National Treasury Regulations; Provincial Treasury Instructions; Trading Entity; Financial procedures, delegations and instructions; Personnel Management, Disciplinary and grievance procedures; Oracle financials; Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing skills; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.

DUTIES : Assist with the following duties: Asset Register; Intangible Asset Register; Month end and year end processes and reconciliations; Document control; Audit and year end.

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

POST 34/251 : ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: TPW 2019-167

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Working knowledge or experience in office administration and finance; Transport Monitoring Competencies: A good understanding of the following: All legislation, regulations and policies impacting on public transport activities and National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills; Proven computer literacy skills in MS Office, Intranet and Internet; Good record-keeping skills; Ability to work under pressure and meet tight deadlines.

DUTIES : To provide administrative support to the Contract Monitoring manager and his team; Responsible for all financial and procurement issues; Personnel administration; Draft letters, memo’s and reports; Record, type and distribute minutes; Processing of contract claims; Registration and filing systems.

ENQUIRIES : Mrs G Kinniburgh at Tel No: (021) 483 9215