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 35/112: AGRICULTURAL ADVISOR: METROPOLE REF NO: AGR 2019-54

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4-year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence
Recom: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also market and value adding; Practical research; Computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS Powerpoint)
Compe: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also market and value adding; Practical research; Good understanding of land reform programme and project implementation; Good communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Problem solving ability; Research skills; Timeous management of project implementation and sound organisation ability.

DUTIES: Assist with the compilation of project submissions and the management of project implementation; 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 research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the 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 CPACs in the delivery and implementation of projects.

ENQUIRIES: Mr D Chitepo at Tel No: (021) 808 5101
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: 18 October 2019

POST 35/113: ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL REF NO: AGR 2019-49

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) Recommendation: Previous experience in the following: Working on a LIMS system (Laboratory
Information Management System) is essential preferably labware LIMS; Sample reception in a laboratory environment; General administrative duties including copying, binding and filing of documents Competencies: Written and verbal communication skills; Proven computer literacy (MS Office); Ability to work under pressure; Interpersonal skills to work with internal and external clients; Ability to work independently and accurately.

**DUTIES**
- Data capturing of new client information on LIMS; Assist with the updating of client information on the LIMS system; Receipt of forms from registered submissions and verifying existing client information on LIMS; Assist with sample reception duties; Assist quality controller with administrative functions and technical control checks.

**ENQUIRIES**
Ms R Pieterse at Tel No: (021) 887 0324

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

**CLOSING DATE**
21 October 2019

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**OTHER POSTS**

**POST 35/114**
**ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: CAS 2019-36**

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

**CENTRE**
Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**
- An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Commerce, Accounting, Economics, Public Administration or management; A minimum of 3 years’ experience in a financial environment; A valid (Code B or higher) driving licence
- Recommendation: Experience in the following: Asset Management; BAS (Basic Accounting System)/LOGIS (Logistical Information System); Monthly reconciliation and completion of asset disclosure note; Liaising with internal and external auditors; Asset accounting knowledge and experience
- Competencies Knowledge of the following: Supply Chain Management; Asset Management Regulations; Proven computer literacy; Planning and organising skills; Ability to work under pressure; Have a sense of responsibility; Be loyal; Written and verbal communication skills; Supervisory skills.

**DUTIES**
- Compilation of annual asset management plans; Monitor and review the capturing of all assets in the asset register; Promote correct implementation of sound asset management practices; Monitor the disposal of physical assets; Monitor the financial reporting of assets; Monitor and review the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Supervise employees; Oversight over the library material assets.

**ENQUIRIES**
Ms L Sawall at Tel No: (021) 483 8032

**POST 35/115**
**LIBRARIAN: BEAUFORT WEST REGION REF NO: CAS 2019-37**

**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) in Library Science/Information Science; A valid Code B driving licence. Recommendation: Experience in a public or provincial library; Working knowledge of the LIMS database. Competencies: Proven computer literacy (MS Office); Written and verbal communication skills; Supervision skills; Conflict Management skills; Library collection development skills; Administrative skills; People management skills; Interpersonal and team management skills.

DUTIES: Collection development; Stock control in affiliated public libraries; Administrative functions: Correspondence, financial procedures, logistical planning, asset management, general office administration, writing reports; Managing staff: Supervision, disciplinary action, staff evaluation, meetings, attend training, identify training needs for own and library staff; Implementing procedures on the LIMS system; Supporting management and professional functions.

ENQUIRIES: Ms R Mouton at Tel No: (044) 8141481

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 21 October 2019

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OTHER POST


SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years’ experience in the Criminal justice system or related environment; A valid (Code B or higher) driving licence. Recommendation: Working knowledge of the following: Court processes; SAPS (South African Police Service) processes; LLB qualification or post graduate degree; Criminal justice experience. Competencies: Knowledge and understanding of the following: Applicable legislative and regulatory requirements, policies and standards; Project Management; Monitoring and evaluation methods, tools and techniques; Political sciences and public policy; Relationship management; Written and verbal communication skills; Organisational and reporting skills; Monitoring skills; Proven computer literacy; Report writing skills.

DUTIES: Monitor complex cases for reporting; Gather and report on relevant communication; Consult and liaise with various role players; Perform special and ad hoc tasks when required; Enhance the efficiency of the directorate in the broad and more specific the effective and efficient management of the area of responsibility.

ENQUIRIES: Adv.Z Khan at Tel No: (021) 483 3394

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: 21 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


SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An Honours (or higher qualification) in: Environmental Management/Natural Sciences/Policing/Law or related qualifications; A valid (Code B) driving licence Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.
DUTIES : Conduct criminal investigations into complaints of non-compliance with environmental legislation in conjunction with SAPS, NPA and other organs of state; Compile and maintain comprehensive case dockets with legally admissible evidence, including affidavits, specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Draft accurate and legally sound charge sheets, plea and sentence agreements, summons and subpoenas; Assist and partake in joint compliance and enforcement operations with external law agencies and other organs of state; Providing accurate and sound legal support regarding administrative and criminal environmental law enforcement issues; Conduct legally sound research into issues of compliance and enforcement; Partake in environmental awareness raising exercises pertaining to environmental law enforcement.

ENQUIRIES : Mr J Liebenberg at Tel No: (021) 483 9191

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 : 21 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
POST 35/118: DEPUTY DIRECTOR: POLICY AND STRATEGIC SUPPORT REF NO: LG 2019-32
(12-Month Contract Position)

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years’ management experience in any of the following environments: Local government sector, Legislation, Policy Analysis, Research Coordination and Management Competencies: Knowledge of the following: Applicable policies, strategies, legislation, guidelines, standard procedures and best practice; Research process and methodologies; Legislation and policy frameworks applicable to local government; Constitutional, institutional, financial, demographic and socio-economic circumstances of municipalities in the Western Cape; Information services and research centre development and management; Database management; Public service procedures; Financial management; Written and verbal communication skills; Proven computer literacy.

DUTIES: Co-ordinate collaborative research networks by facilitating the development of a collaborative research approach culture in line with stakeholder needs; Facilitate the production of research reports based on the provincial and departmental research agenda; Support data analysis based on secondary data with reference to integrated local government matters; Disseminate research results and findings in user friendly formats and translate into action and task oriented activities to inform decision making; Financial, human resource and operational management of the sub-directorate.

ENQUIRIES: Mr A Dlwengu at Tel No: (021) 483 8986

OTHER POST
POST 35/119: APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 2019-87

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 (3-year National Diploma or higher qualification) in Information Systems; A minimum of 5 years’ experience in an ICT environment of which 3 years must be middle management experience; A valid code B driving licence; Recommendation: Proven experience in the following: System Development Life Cycle of Enterprise scale applications and platforms; A DevOps environment; Managing developers and development operation teams; Managing Systems Analysis teams; Microsoft platforms; Contract Management of software development services in the ICT sector; Proven knowledge and experience in supporting the following Microsoft (including SharePoint, SQL, PowerBI, EPM) and Open Text platforms Competencies: Knowledge of Systems Development Life Cycle and Business Systems Analysis; Knowledge of public
sector and its operations; Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development; Understanding and knowledge of principles of Devops; Contract and budget management; Skills in conflict and People Management; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Exceptional planning and organisation skills; Self-motivated and disciplined; Ability to lead and motivate people.

**DUTIES**

Manager a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation, support and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component’s management team; Managing service providers.

**ENQUIRIES**

Mr H Jacobs at Tel No: (021) 483 8569

**APPLICANTIONS**

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**CLOSING DATE**

21 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 35/120**

DEPUTY DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2019-172

**SALARY**

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

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years’ relevant management experience in a financial management environment Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Project management; Public management and administration; Relationship management; Public Finance Management Act and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Organisational and government structures and oversight bodies; Anti-corruption strategies and fraud measures; Departmental policies and standard operating procedures; Government Accounting Standards (GRAP and GAAP); Reporting Frameworks (SCOA); Government priorities; Government Financial Systems; Costing principles, methodologies and practices; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; Supply Chain Management procedures; Public Service reporting procedures; Human Resource Management and Development; Written and verbal communication skills.

**DUTIES**

Manage the departmental budget process, develop and maintain standard operating procedures; Prepare inputs for strategic plan and annual performance plan; Manage the departmental Medium Term Expenditure Committee (MTEC)
process; Maintain and monitor financial information and ensure timely response to audits communications; Prepare a breakdown of estimated revenue and expenditure and prevent unauthorised expenditure, overspending and under spending; Manage the human resources and financial resources of the sub directorate.

ENQUIRIES:
Ms M Nicholas at Tel No: (021) 483 4896

POST 35/121:
ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2019-160

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-degree (or higher qualification)); a minimum of 3 years’ appropriate experience in Financial Management or Financial Accounting Recommendation: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills; Proven computer literacy; Report writing and formulations skills.

DUTIES:
Responsible budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.

ENQUIRIES:
Ms M Nicholas at Tel No: (021) 483 4896

POST 35/122:
ASSISTANT DIRECTOR: GMT - FLEET FINANCE (FINANCIAL ACCOUNTING) REF NO: TPW 2019-173

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Accounting Science; A minimum of 5 years’ relevant experience Recommendation: A valid code B driving licence Competencies: Knowledge of the following: Financial delegations, procedures and Instructions; Disciplinary and grievance procedures; FleetMan system; Oracle EBS (E-Business Suite); GRAP (Generally Recognised Accounting Practice); Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Proven computer literacy (MS Office); Communication (written and verbal) skills; Ability to interpret relevant directives and policies; Problem solving skills.

DUTIES:
Maintain programmes to maintain the Standard Chart of Accounts (SCOA) and ensure all month-end procedures are performed; Prepare financial reports and communicate to all relevant stakeholders, Ensure financial statement followed up, scrutinised and included in financial reporting; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

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

POST 35/123:
STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 2019-165

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year relevant experience. Recommendation: Experience in the
following: Management accounting/financial accounting field; Database management and administration Competencies: Knowledge and understanding of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles; Political science and public policy; Relationship management; Public Finance Management Act and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Government Accounting Standards; Reporting Frameworks (SCOA); Government financial systems; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Supply Chain Management procedures; Problem solving and decision making skills; Written and verbal communication skills.

**DUTIES**

- Monitor revenue and expenditure; Monthly, quarterly and annual reporting: Distribute the department in-year monitoring reporting programme inclusive of immovable assets; Adjustment budget: Prepare the adjustment budget templates; Sound control environment: Assist with the prevention of unauthorised expenditure, under spending and over spending; Programme related regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Assist with the preparation of responses; Operations of the sub-component.

**ENQUIRIES**

Ms R van der Fort at Tel No: (021) 483 8738

**POST 35/124**

**STATE ACCOUNTANT: GMT: FLEET FINANCE - REVENUE CYCLE CONTROL**

**REF NO:** TPW 2019-174

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 2 year relevant experience; A valid (Code B or higher) driving licence Competencies: Knowledge and understanding of the following: The Operation of a trading entity; GMT policies and standard operating procedures; National Treasury regulations; Provincial Treasury Instructions; Public Finance Management Act; Financial procedures, delegations, instructions; Disciplinary and grievance procedures; FleetMan system; Generally Recognised Accounting Practice (GRAP); Oracle E-Business Suite; Written and verbal communication skills; Proven computer Literacy.

**DUTIES**

- Manage the tariff and revenue adjustments on the systems: Draw reports and ensure all vehicles accurate charge identification codes; Oversee and manage input for revenue included in financial reporting; Manage initiatives to promote value for money and efficiency gains and draft recommendations for enhanced efficiency gains; Assist with assurance engagements; Stakeholder relationship management; Change management in operating and systematic processes.

**ENQUIRIES**

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

**POST 35/125**

**PROJECT ADMINISTRATOR (SPECIAL PROJECTS) REF NO:** TPW 2019-171

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year administration support experience Recommendation: Exposure or training to/in information management; Knowledge of the Built Environment profession Competencies: Knowledge of Project Management; Technical proficiency; Problem analysis, solving and decision making; Proficiency in MS office applications including MS Projects; Data management; Written and verbal communication skills.

**DUTIES**

- Effective management of performance of the actual and virtual branch programme office functions and subordinates; Maintain high level competency in the deployment, application, improvements and upgrades of enterprise programme management information system's (RPM/EPM) and ensure data management and integrity for reporting and record keeping purposes; Assist relevant stakeholders by providing operating framework; Ensure project information/data and reports are timeously available for users and auditing; Ensure statutory annual documents (Infrastructure Programme Implementation Plans and Service Delivery
Agreements) between the department and its client departments are correctly complied to the relevant standards; Assist project leaders with technical user support, project related administration and the implementation of new processes and procedures.

ENQUIRIES : Ms M Harris at Tel No: (021) 483 4363