PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 04 November 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 37/160 : DEPUTY DIRECTOR: FACILITIES ACCOMODATION, MANAGEMENT AND PLANNING REF NO: AGR 2019-42

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree or higher qualification with a minimum of 3 years ‘relevant management experience; A valid code B driving license. Recommendation: Project Management experience 
Competencies: Extensive working knowledge of the following: Project Management; Public service legislation, policies, guidelines related to this portfolio; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Supervisory and management skills; Presentation and report writing skills; Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.
DUTIES : Deliver an efficient housing administrative function within the department; Management of sourcing of office accommodation in the department; Enterprise Risk Management and policy development and maintenance; Manage an effective support service; Update the User Asset Management Plan; Oversee and manage the reduction in energy consumption, water use and waste; Perform managerial and administrative functions.
ENQUIRIES : Ms R Wentzel at Tel No: (021) 808 5003/ 5119
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

POST 37/161 : INFORMATION DEVELOPER: RESEARCH INFORMATION SERVICES REF NO. AGR 2019-53

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year post school qualification (National Diploma or higher qualification) in Communication/Media Studies/Journalism or related; A minimum of 5 years relevant experience in an agricultural or related environment; A valid code B driving license. Recommendations: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office products, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.
DUTIES : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and
their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians.

ENQUIRIES
APPLICATIONS: Dr I Trautmann at Tel No: (021) 808 5012

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

POST 37/162: TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUDTSHOORN
REF NO: AGR 2019-51

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 1-year relevant experience; A valid Code B driving license. Competencies: Working knowledge of general farm work/activities regarding working with different ages of ostriches and research; Operate a tractor with various implements; Perform tractor maintenance and related support activities; Ability to work well within a team and individually; Communication skills.

DUTIES: Operate a tractor with various implements; Perform vehicle maintenance and administration support; Operate specialised machinery; Perform general farm activities.

ENQUIRIES: Mr S Engelbrecht at Tel No: (044) 203 9408
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 04 November 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 37/163: ASSISTANT DIRECTOR: COMMUNITY TRAINING REF NO: CS 2019-26

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/Bachelor’s Degree or higher); A minimum of 3 years relevant experience. Recommendations: Public Management Diploma; A valid driving license; Experience in the following: Community liaison; Administration; Neighborhood watch structures Competencies: Knowledge of the following: Legislation that governs the accreditation and support of Neighborhood Watches; Government administration processes; Legislative framework that governs financial management (Public Finance Management Act); Proven computer literacy (MS Office); Project Management.

DUTIES: Manage the administration process to ensure the formal accreditation of neighborhood watches; manage effective record keeping in terms of accreditation requirements for neighborhood watches; manage the support for accredited neighborhood watches; Ensure compliance with the legislation for accredited Neighborhood Watches.

ENQUIRIES: Ms A Fortune at Tel No: (021) 483 5010

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: 04 November 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 37/164: ASSISTANT DIRECTOR: FIRE AND RESCUE SERVICES REF NO: LG 2019-34

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Fire Fighting, Fire Technology, Disaster Management or related field; A minimum of 5 years working experience in the fire industry or related environment; A valid code B driving license. Competencies: Knowledge of the following: Fire operations, Command and Control and inspection programs; Department’s financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Written and verbal communication skills; Project Management and Crisis Management skills.

DUTIES: Monitor the level of local fire brigade service preparedness; Provide technical guidance and assistance to Local Government Fire and Rescue Services to improve preparedness; Develop and maintain the Provincial Fire Preparedness plan; Provide information about fire services preparedness and services response capabilities and perform category of authorised persons; Maintain specialised work groups and assist with maintenance of fire protection associations; Develop new or proposed plans, procedures, policies and guidelines and make recommendations on the need for new or modified policies; Present training and participate in continuing educational programmes; Coordinate and monitor Local Government fire department plans, goals budgets, projects and reports.

ENQUIRIES: Mr E Du Toit at Tel No: (021) 937 6357
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: 04 November 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 37/165: SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 2019-111

SALARY: Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum
Grade 3: R384 228 – R445 425 per annum
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed), based on recognisable prior experience

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: a formal tertiary qualification in social work (bachelor of social work) that allows professional registration with the South African Council for social service professions as social worker; registration with the South African Council for social service professions as a social worker; a valid code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions; Grade 3: A minimum of 20 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions; Grade 4: A minimum of 30 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions. Competencies: knowledge of the following: supervision framework for social workers; human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; social work theory and interventions; information and knowledge management; protocol and professional ethics; social dynamics, work values and principles; developing and empowering others; good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; proven computer literacy; skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; the ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; the ability to mentor and coach; report writing skills; motivation skills; good planning and organising skills; presentation and facilitation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in or stem from social instability in any form; Evaluate NPO’s compliance against legislative/programme specific and generic norms and standards; Monitoring of the implementation of the service delivery improvement plan where the progress is unsatisfactory including Foster Care Management; Rapid response following complaints/enquiries about NPO’s, or a concern raised by a programme including Foster Care Management; Keep up to date with new developments in the
social work and social welfare fields; Perform all administrative functions required of the job.

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

POST 37/166: SOCIAL WORKER: DE NOVO REF NO: DSD 2019-114

SALARY: Grade 1: R257 592 – R298 614 per annum
        Grade 2: R316 794 – R363 801 per annum
        Grade 3: R384 228 – R445 425 per annum
        Grade 4: R472 551 – R581 178 per annum (OSD as prescribed), based on recognisable prior experience

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes and attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES: Ms L Goosen Tel No: (021) 202 9251

POST 37/167: CHILD AND YOUTH CARE SUPERVISOR: (DE NOVO) REF NO: DSD 2019-112

SALARY: Grade 1: R199 188 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after
obtaining the required qualification; A valid Code B driving license. Competencies: Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

**ENQUIRIES:** Mr M Benting at Tel No: (021) 931 0236

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

**POST 37/168:** ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG) REF NO: DSD 2019-108

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

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

**REQUIREMENTS:** Senior Certificate (Grade 12 or equivalent qualification) Competencies A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

**DUTIES:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES:** Mr A Mecuur at Tel No: (021) 348 5300

**POST 37/169:** SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) REF NO: DSD 2019-109

**SALARY:** Grade 1: R148 215 – R166 830 per annum
Grade 2: R176 982 – R199 188 per annum
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

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

**REQUIREMENTS:** Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. Or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 10 years' appropriate experience in social auxiliary work after registration as social
Auxiliary Worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; A valid code B driving license; Or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 20 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or a minimum of 10 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license

Competencies: Knowledge of information and knowledge management; protocol and professional ethics; a basic understanding of the following: human behaviour, relationship system and social issues; South African social welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; basic knowledge of financial matters related to social auxiliary work; good communication (written and verbal); proven computer literacy; information and knowledge management (keep precise records and compile accurate reports); organising and planning skills; presentation and facilitation skills; report writing skills; problem solving and analytical skills; client orientation and customer focus skills.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

ENQUIRIES: Ms DJ de Bruyn at Tel No: (023) 214 3000

POST 37/170: SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (HESSEQUA) REF NO: DSD 2019-110

SALARY: Grade 1: R148 215 – R166 830 per annum
Grade 2: R176 982 – R199 188 per annum
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE REQUIREMENTS: Department of Social Development, Western Cape Government

Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license Or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 10 years' appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; A valid code B driving
license; Or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 20 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or a minimum of 10 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; a valid code b driving license competencies a basic understanding of the following: knowledge of information and knowledge management; protocol and professional ethics; human behavior, relationship system and social issues; south African social welfare context the policy and practice of developmental social welfare services; south African judicial system and the legislation governing and impacting of social auxiliary work; basic knowledge of financial matters related to social auxiliary work; good communication (written and verbal); proven computer literacy; information and knowledge management (keep precise records and compile accurate reports); organizing and planning skills; presentation and facilitation skills; report writing skills; problem solving and analytical skills; client orientation and customer focus skills.

**DUTIES**

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

**ENQUIRIES**

Ms KM Jobela at Tel No: (044) 690 3943

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**

04 November 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 37/171**

ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: TPW 2019-197

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-degree in Accounting Science or related qualification; A minimum of 5 years proven experience in a financial reporting environment; A valid code B driving license. Recommendation: Experience with computer programmes in a financial environment. Competencies: Knowledge of relevant legislation in a
Financial Reporting environment; Communication (written and verbal) skills; Analytical and planning skills; Proven computer literacy; Numerical skills; Systematic approach.

**DUTIES**
- Human Resource Management within the Financial Reporting division; 
- Manage and control all aspects regarding unspent conditional grants; 
- Manage and control all aspects regarding finance leases; 
- Manage and control all aspects regarding operating leases (Vehicles and Other); 
- Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory; 
- Manage costing (EEE) and the asset planning cycle; Maintain Programmes for financial statements and in-year monitoring; 
- Maintaining the Standard Chart of Accounts (SCOA).

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

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

**POST 37/172**
REGIONAL FOREMAN, ROAD CONSTRUCTION REF NO: TPW 2019-182

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

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

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years’ appropriate experience in road construction or similar environment; A valid code B driving license. Recommendation: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; 
Civil construction activities 
Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES**
- Assist in the execution of road construction/road maintenance operations; 
- Provide training to staff in work methods; 
- Assist in the undertaking of operational planning for the road transport network in the Winelands regional area; 
- Ensure that materials used are correct and/or in sufficient quantities; 
- Undertake daily and weekly inspections; 
- Supervise the road works and enforce discipline; 
- Handle emergency situations; 
- Ensure that all road reserves are safe and according to standards; 
- Handle applications regarding fences along roads; 
- Supervision personnel; 
- Ensure that: Deadlines are met, Safety precautions adhered to; 
- Planning and maintenance of activities by personnel’s towards the strategic and physical protection of the proclaimed provincial road network

**ENQUIRIES**
Mr DM Le Cordeur at Tel No: (021) 863 2020

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

**POST 37/173**
ACCOUNTING CLERK: PAYMENTS REF NO: TPW 2019-175

**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) 
Recommendation: Relevant experience in finance or similar environment 
Competencies: Strong computer skills (proficiency in Word, Excel and Outlook); Communication skills (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and within a team Problem solving; Basic numeracy.

**DUTIES**
- Pre- Audit payment forms for correctness; 
- Process payment to creditors on payment system (BAS); 
- Process official’s subsistence allowances on salary system (PERSAL); 
- Reconciliations of creditor accounts; 
- Compilation of journals to correct transactions; 
- Request monthly supplier reports on departmental payment system; 
- Provide financial support function for the section: Financial Accounting.

**ENQUIRIES**
Mr E Swartz at Tel No: (021) 483 2833

**APPLICATIONS**
Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za
**POST 37/174** : ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: TPW 2019-184

**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); A valid code B driving license. Recommendations: Proficiency in MS Office (Word, Excel, PowerPoint, Internet, GOFIN and ECM) Competencies: Communication (verbal and written) skills; Team building and people orientation; Solution orientated; Performance driven; Strong interpersonal relations; Organised and self-motivated; Innovative and analytical thinking; Understands and respects the individuality of others; Ability to work under pressure; Ability to work in a team and independently.

**DUTIES** : Procurement of assets and expenses for management support services; Act as secretariat at sections and security meetings; Update GMT Internal Directory; Control parking for GMT staff, service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General Administration; GMT Maintenance.

**ENQUIRIES** : Mrs T Tennant at Tel No: (021) 467 4729

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

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**POST 37/175** : OPERATOR: GRADER (PAARL) REF NO: TPW 2019-176

**SALARY** : R145 281 per annum (Level 04)

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

**REQUIREMENTS** : Grade 10 (Junior certificate or equivalent qualification) A minimum of 3 years' working experience in doing grading A valid Code EC/EC1 driving license with a valid PDP Recommendations: Experience in operation of construction machinery; Working experience in operating heavy machinery, grader Competencies: A good understanding of the following: Heavy machinery; General road maintenance, tools; Tar and gravel road surfaces; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

**DUTIES** : Filling of gravel shoulders; with gravel to cut open and compacting; Deforest road reserve where necessary; Clean cutting of side drains; scrap open road surface; Gravel patchwork of road section as indicated by inspections; Wetting and opened with gravel with water truck; Cut open gravel heaps.

**ENQUIRIES** : Mr SH Jacobs at Tel No: (021) 863 2020

**APPLICATIONS** : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**NOTE** : Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement The post being applied for and the reference number must be clearly indicated on the Z83 application form Applicants from relevant local communities will receive preference The selection process will be guided by the EE targets of the employing department To apply, you must submit a manual application.
POST 37/176 : OPERATOR: CARPENTRY REF NO: TPW 2019-177 (X2 POSTS IN PAARL)

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 3 years working experience in doing carpentry in a concrete construction plant or related environment; A valid EC/ EC1 drivers license with a valid PDP Recommendation: Experience in operation of concrete construction plants. Competencies: A good understanding of the following: Concrete construction works; General road maintenance, tools, material and acquisition; Tar and gravel road surfaces; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.
DUTIES : Routine maintenance work on concrete structure; Requisition of materials; Maintenance of buildings on satellite camp sites; Operation and maintenance of the plant; Administrative duties; Construction of new concrete structures with the ability to read drawings and bend schedules.
ENQUIRIES : Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.
NOTE : Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application.

POST 37/177 : ROAD MARKER: ROAD CONSTRUCTION REF NO: TPW 2019-178 (X4 POSTS IN PAARL)

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy Competencies: A good understanding of the following: Road works on line marking, handling of minor construction machines and equipment; Communication skills.
DUTIES : Assist with line-markings, Paint line on the road; Assist with loading and/or off-loading of stock; Provide assistance with placement of temporary warning signs; Loading and/or off-loading of drums from truck; Filling and re-filling of line marking machine; Placement of cones on the road.
ENQUIRIES : Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.
NOTE : Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application.

POST 37/178  
ROAD WORKER SUPERVISOR: ROAD MAINTENANCE REF NO: TPW 2019-179

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years’ relevant experience; A valid EC1/EC driving license with a professional driver permit (PDP) is required. Recommendations: Experience in operating and maintaining plant equipment; Dealing with emergency situations pertaining to road related maintenance tasks. Competencies: A good understanding of the following: Building, maintenance and repair of roads; Communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team and individually.

DUTIES : Supervise train and inspect work of a team of road workers; Carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; Repair of the bitumen road surface; Repair/erection of road signs; Perform general duties to support road specialists with respect to maintenance, repairation and building, and cleaning of roads as well as related activities; Erect road closure and signage according to SARTSM.

ENQUIRIES : Mr A Moerat at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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

POST 37/179  
OPERATOR: LINE MARKING REF NO: TPW 2019-180

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years’ working experience in doing line markings or special line markings in a concrete construction plant; A valid Code EC/EC1 driving license with a valid PDP. Recommendations: Experience in operation of self-propelled line marking machine and handheld special marker machine. Competencies: A good understanding of the following: Operation of construction plant; Building, maintenance and repair of roads; Communication skills; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team and individually.

DUTIES : Repainting of road marking; Painting of new road markings; Pre-marking of lines; Operation and maintenance of plant (road marking machine, flat truck and bakkie); Maintenance and reparations of roads; Traffic
accommodation according to SARTSM; Administrative duties inclusive of completion of logs and toolbox talks.

**ENQUIRIES**: Mr SH Jacobs at Tel No: (021) 863 2020

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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

**POST 37/180**: OPERATOR: ROAD CONSTRUCTION REF NO: TPW 2019-181 (X4 POSTS IN PAARL)

**SALARY**: R145 281 per annum (Level 04)

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

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent qualification) A minimum of 3 years’ working experience in doing line markings or special line markings in a concrete construction plant A valid Code EC/EC1 driving license with a valid PDP Recommendations: Experience in operation in construction plant Competencies A good understanding of the following: Operation of construction plants; General road maintenance; Communication skills; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team and individually.

**DUTIES**: Asset management clerical support; demand and acquisition Clerical support; logistical support services; other administrative duties; Ensure safety of road users; Ensure speed signs are correctly placed; Evaluate road and surrounding areas to determine tasks to be performed; Physical inspection of roads; Preparation of road surfaces; Determine quantity material needed and unloading thereof per determined distances; Repair and maintain roads; gravel shoulders and waterways; operating of various types of construction plant; supervision of labourers to ensure effective management and utilisation of labourers.

**ENQUIRIES**: Mr SH Jacobs at Tel No: (021) 863 2020

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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

**POST 37/181**: MESSENGER: OFFICE SUPPORT SERVICES REF NO: TPW 2019-186

**SALARY**: R102 534 per annum (Level 02)
**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: ABET level 2; a valid code B driving Competencies Communication skills; Ability to work in a team; Good interpersonal skills; Planning and Organisation skills; Ability to perform routine tasks.

**DUTIES**: Perform messenger functions which entail: Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences; Record and control correspondence register; Keeping of registers.

**ENQUIRIES**: Ms T Tenant at Tel No: (021) 467 4751

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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