PROVINCIAL ADMINISTRATION: WESTERNCAPE
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 : 18 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


SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid Code B (or higher) driving licence; Administration experience; A post graduate qualification in an administration or communication related field; Ability to perform physical work such as erecting of banners and carrying heavy items; Willingness to travel when required. Competencies: A good understanding of administration and Asset Management; Verbal and written communication skills; Proven computer literacy (MS Office); Good interpersonal skills; Pay attention to detail.

DUTIES : Render an administrative support service to the sub-programme Communication; Assist with planning, organising and execution of departmental events by rendering support; Perform vehicle maintenance and administrative support activities of sub-programmes GG vehicles; Control and distribute the promotional stock and communication material; Render a media monitoring support service.

ENQUIRIES : Ms M James at Tel No: (021) 808 5196

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 18 November 2019

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OTHER POST


SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control and Governance or similar environment. Recommendation: None. Competencies: Knowledge of the following: Development and Budget processes; Financial norms and standards; Public
Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems; Human Resource Management; Communication (written and verbal) skills; Proven computer literacy; Analytical thinking and strategic thinking skills; Monitoring evaluation and reporting skills; Research skills; Ability to analyse, conceptualise and implement policy.

**DUTIES**

- Render an administrative support service to the sub-programme Communication;
- Assist with planning, organising and execution of departmental events by rendering support;
- Perform vehicle maintenance and administrative support activities of sub-programmes GG vehicles;
- Control and distribute the promotional stock and communication material;
- Render a media monitoring support service.

**ENQUIRIES**

Ms M Abrahams at Tel No: (021) 483 9138

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS**

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

**CLOSING DATE**

18 November 2019

**NOTE**

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**OTHER POST**

**POST 39/220**

LOGIS SYSTEM CONTROLLER: RISK AND PERFORMANCE MANAGEMENT REF NO: EADP 2019-53

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

An appropriate 1-2-year post-school qualification Certificate or higher; A minimum of 3 years appropriate experience. Recommendation Working knowledge of the following: Supply Chain Management; Logistical Information System (LOGIS) functions. Competencies: Knowledge of the following: Applicable legislative and framework; Public Finance and Management Act (PFMA), regulations and guidelines; Supply Chain Management regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; Public management practices; Financial management and supply chain management services; Written and verbal communication skills.

**DUTIES**

Perform the following functions: Local Government Information systems controller functions: Compile and maintain LOGIS user access and work profile and enforce correct handling of passwords; Central supplier database (CSD) functions; Western Cape Supplier Database and Integrated Procurement Solutions (IPS); Risk and performance functions; Ensure all reports are verified before presentation to management.

**ENQUIRIES**

Mr Z Davids at Tel No: (021) 483 4723

**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.

**ERRATUM**

Kindly note that the post of Administrative Officer: Supply Chain Management (Warehouse), Chief Directorate: Metro Health Services advertised in Public Service Vacancy Circular 36 dated 11 October 2019 with Ref No: 36/420, the closing date has been extended to 01 November 2019.
POST 39/221: MEDICAL PHYSICIST GRADE 1 TO 3

SALARY:
- Grade 1: R662 190 per annum
- Grade 2: R750 024 per annum
- Grade 3: R857 559 per annum

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with professional council: Registration with the HPCSA as a Medical Physicist. Experience:
- Grade 1: None after registration with the HPCSA as a Medical Physicist.
- Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist.
- Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist.

Inherent requirement of the job: Willingness to work after hours and overtime.

Competencies (knowledge/skills):
- Ability to work under pressure and meet deadlines.
- Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy.
- Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results.
- Good communication, interpersonal relationship, research, development and teaching skills.
- Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology.
- Potential to develop management skills.
- Skills pertaining to the scope of the profession of medical physicists.
- Understand the physics of radiotherapy, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

DUTIES:
- Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
- Active participation in the routine execution of clinically related medical physics tasks.
- Assisting with the lecturing in the teaching and training programme of the Medical Physics Department.
- Assisting with management of staff and departmental administration.
- Co-ordinate and supply physics support in the Department of Diagnostic Radiology.
- Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology.
- Assistance with equipment tender preparation, evaluation and commissioning.

NOTE:
No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE: 15 November 2019

POST 39/222: ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY OR ORTHOPAEDICS)

SALARY: R614 991 (PN-B4) per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science; Ophthalmological Nursing or Medical and Surgical Nursing Science; Orthopaedic Nursing. Registration with professional council: Registration with the SANC as Professional Nurse.
Experience: A minimum of 10 years appropriate/recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution, leadership skills and ability to work independently and under pressure.

**DUTIES**: Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Co-ordination of the provision of person-centered care by setting standards as well as involvement in policy and guideline development. Monitoring the standard of nursing care as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adherence to ethical standards. On call duties and after hour duties for the Nursing Division.

**ENQUIRIES**: Mr A Mohamed Tel No: (021) 404-2092

**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**: 15 November 2019

**POST 39/223**: OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE COMPLEX AND CSSD)

**Chief Directorate**: Metro Health Services

**SALARY**: R562 800 per annum

**CENTRE**: Mowbray Maternity Hospital

**REQUIREMENTS**: Minimum educational qualification: A post basic qualification in Operating Theatre Nursing Science with a duration of at least one year, accredited with SANC. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Registration with professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2019. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on night duty when required. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Computer literacy (MS Word and Excel). Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to nursing within the Public. Coordinate the provision of training and research effectively.

**DUTIES**: Execute the duties of a surgical scrub sister with regard to all surgical specialties to ensure a high standard of patient care. Maintain professional growth/ethical standards, self-development and develop required standards of infection control. Manage the utilization and supervision of all resources effectively and control of the Central Sterilisation Unit. Provision of effective support to nursing services and Hospital Management. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality theatre within standards and a professional/legal framework.

**ENQUIRIES**: Ms KE Moore Tel No: (021) 659 5550
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 15 November 2019

POST 39/224: OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: OPHTHALMOLOGY)

SALARY: R562 800 (PN-B3) per annum

CENTRE: Groote 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 duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological 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/recognisable experience in Ophthalmology Nursing Science 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: 15 November 2019

POST 39/225: OPERATIONAL MANAGER NURSING GRADE 1 (PRIMARY HEALTH CARE)

Central Karoo District

SALARY: R562 800 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE: Kwa-Mandlenkosi Clinic, Beaufort-west Sub-district

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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills):
Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

**DUTIES**: Manage, control and act in facet of Health, Support, Security, Cleaning, Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short/medium/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service daily. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES**
Mr W J Erasmus Tel No: (023) 414-8200

**APPLICATIONS**
Applications are submitted online via: www.westerncape.gov.za/health-jobs (click “online applications”).

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

**CLOSING DATE**
15 November 2019

**POST 39/226**
**CLINICAL PROGRAMME COORDINATOR (CLINICAL NURSE TRAINING)**
West Coast District

**SALARY**
R444 276 per annum

**CENTRE**
West Coast District Office

**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 the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/reconisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB Manual) driver's licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Ability to interpret and apply policies as well as analyses of Health System Information. Knowledge of development and analysis of protocols and guidelines, Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. At least two years’ practical experience in training and facilitation will be an advantage. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint).

**DUTIES**
Manage the People development and training functions within the sub district by overall integrated planning, coordination and facilitation of nurse training programs. Coordinate and facilitate the development of learning opportunities for all nursing staff. Manage and lead the implementation of the informal nurse training programs. Facilitate and coordinate the clinical accommodation/mentorship programmes. Effective management and utilisation of allocated resources.

**ENQUIRIES**
Ms AR Louw Tel No: (022) 709-5066

**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**
15 November 2019

**POST 39/227**
**INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING**
Tygerberg Hospital

**SALARY**
R316 791 per annum

**CENTRE**
Tygerberg Hospital

**REQUIREMENTS**
Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electronic Engineering or registration with the
Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate practical experience with the repair and maintenance of medical imaging equipment (i.e. X-rays, ultrasound). The candidate should have experience within other disciplines of Clinical Engineering. Inherent requirements: Valid (Code B/EB) drivers licence and own reliable transport in order to perform above-mentioned duties. Willingness and ability to perform physically challenging work. Willingness to work overtime, perform standby and call-out duties. Competencies (knowledge/skills): Computer literate. Excellent ability in fault-finding and repair of imaging equipment. Good knowledge of IT networking. Good written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the Occupational Health and Safety Act. Repair and maintenance X-ray/Imaging and related medical equipment.

**DUTIES**

- Adhere to all hospital and legal requirements, protocols and procedures.
- Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment.
- Compile technical specifications for medical imaging equipment.
- Ensure compliance with the Occupational Health and Safety Act.
- General administrative duties as required by Clinical Engineering ie. Write reports, specifications and record keeping of departmental activities and of medical equipment.
- Liaise with hospital staff and private sector employees. Manage service contracts.

**ENQUIRIES**

Mr JD du Preez/Ms M Rossouw
Tel No: (021) 938-4634

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

15 November 2019

**POST 39/228**

**FOOD SERVICE AID**

West Coast District

**SALARY**

R102 534 per annum

**CENTRE**

Citrusdal Hospital

**REQUIREMENTS**

- Minimum educational qualification: Basic literacy and numerical skills.
- Experience: Appropriate experience in food service environment, cooking and kitchen cleaning. Inherent requirements of the job: Must be physically fit to operate heavy duty cleaning equipment and handle heavy cooking equipment.
- Work shifts and overtime which include weekends and public holidays.
- Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
- Knowledge and reading of recipes and preparing food accordingly to the quantity of meals needed.

**DUTIES**

- Assist in the receipt and storage of all provisions and stock in the foodservice unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES**

Ms NW Smit
Tel No: (022) 921-2153

**APPLICATIONS**

The Manager Medical: Citrusdal Hospital, Private Bag X14, Citrusdal, 7300.

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE**

22 November 2019

**POST 39/229**

**GENERAL WORKER STORES**

Robertson Hospital, Langeberg Sub-district

**SALARY**

R102 534 per annum

**CENTRE**

Robertson Hospital, Langeberg Sub-district

**REQUIREMENTS**

- Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

- Assist the Provisioning Clerk with the handling of heavy stock. Receiving of goods and issuing of goods. Deliver store stock to end-users and rotate store stock (first in, first out). Move hospital equipment as required (tables, desks,
chairs, etc). Perform certain messenger duties between the stores and other departments within the hospital environment. Clean various stores and non-storage areas within the main stores.

ENQUIRIES: Ms M Le Kay Tel No: (023) 626-8524
APPLICATIONS: The Manager: Medical Services, Robertson Hospital, Langeberg Sub District Office, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 November 2019

POST 39/230: GROUNDSMAN

SALARY: R102 534 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Appropriate experience with garden machinery and tools safely and efficiently. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Willingness to work overtime over weekends and Public Holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills. Ability to effectively multi-task.

DUTIES: Maintain and clean hospital grounds. (Maintain gardens, cut trees, tend to flower beds and weed eradication.) Support to colleagues and supervisor. Maintain garden tools and equipment. Cut grass effectively and neat.

ENQUIRIES: Mr J Peterson Tel No: (021) 404-2315
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Mr M Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 November 2019

POST 39/231: STERILISATION OPERATOR (X2 POSTS)
Overberg District

SALARY: R91 947 per annum (6/8th), R76 623 per annum (5/8th)
CENTRE: Hermanus Hospital (X1 Post)
Otto Du Plessis Hospital (X1 Post)
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the three official languages of the Western Cape.

DUTIES: (key result areas/outputs): Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels.

ENQUIRIES: Hermanus Hospital: Ms N Bouwer (028) 313-5203, Otto Du Plessis Hospital: Ms KA Bezuidenhout, Tel. No: (028) 424-2652
APPLICATION FOR ATTENTION: The Overberg District: Private Bag X07, Caledon, 7230.
NOTE: Ms A Brits
CLOSING DATE: 22 November 2019

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: 18 November 2019
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OTHER POST


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); A minimum of 3 years relevant management level experience in the field of Disaster Management. Recommendation Registered as a Disaster Management Practitioner with the Disaster Management Institute of Southern Africa (DMISA) as recognised by SAQA (South African Qualification Authority); Willingness to work irregular hours and overtime in emergency situation. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management Programmes and services implemented; Project planning, management and coordination; Audit principles and the PFMA; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel, PowerPoint and basic GIS; Ability to work under pressure in high risk areas (emergency or disaster situations); Ability to manage/lead people; Decisiveness; Ability to work independently and within a team.

DUTIES: Management of: An Indicative Disaster Risk Profile; Comprehensive disaster risk and vulnerability assessments; Provide Municipal Disaster Management Centre’s with support in maintaining a credible risk profile; The establishment and maintenance of Geographical Information System; Implementation of disaster Early Warning System and special intervention programmes for high risk hazards; Manage human resources and related functions as well as the finances in the sub-directorate.

ENQUIRIES: Mr S Carstens at Tel No: (021) 937 6309

DEPARTMENT OF THE PREMIER

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

CLOSING DATE: 18 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


SALARY: R376 596 per annum (Level 09)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years’ experience in systems development and analysis; A valid Code B driving licence. Recommendation: Experience in the following: Web development; Software Development (SDLC) Oracle PL/SQL, Oracle Forms and Reports; JavaScript knowledge; System Analysis and Design Principles (SDLC). Competencies: Knowledge of the following: Education related systems; Human Resource and Finance related systems; Online booking systems; Technical standards/procedures; Project Management; Conflict
Management; National and International IT policies and trends; Programming languages-Oracle PL/SQL, Oracle Forms and Reports, Java Script, Ajax; Oracle database-Develop, maintain database tables, views, functions and stored procedures; Planning and organising skills; Ability to work as part of a team; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills; Problem solving skills.

**DUTIES**

Software development: Develop, construct and implement application programs; Design programs from program specifications; System analysis: User requirements gathering and analysis; Develop functional and technical specifications to meet the business needs of clients; Quality control: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk through; Liaison with client: Liaise with client departments with regards to system requirements; Produce reports and spreadsheets based on ad-hoc client requirements.

**ENQUIRIES**

Mr A Bosman at Tel No: (021) 483 5275

**PROVINCIAL TREASURY**

**APPLICATIONS**

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

**CLOSING DATE**

18 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 39/234**

**FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA)**

**REF NO:** PT 2019-44

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Law or Commerce; Minimum of 3 years' proven relevant experience in a financial legislative environment of which 1 year must relate to Internal Control; A valid code B driving licence. Recommendation: Relevant experience in an internal control environment; Report writing and administrative procedures relating to financial legislation; Willingness to travel as required. Competencies: Knowledge of the following: Project Management; Process improvement; PFMA and Governance environment; Administrative procedures relating to financial legislation and internal control working environments; Working norms and standards; (Public Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Internal Audit Framework; Analytical ability; Communication (verbal and written) and report writing skills; Proven computer literacy in MS Office; leadership and presentation skills.

**DUTIES**

Research develop and update financial governance norms and standards for the department; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the CGRO and FMCMM processes; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Co-ordinate the development of internal control related standards to enhance systems of internal control; Support institutions with implementation of the Governance and Internal Control Framework and internal control related standards; Co-ordinate the work of the internal control forum.

**ENQUIRIES**

Mr F Jacobs at Tel No: (021) 483 4169

**POST 39/235**

**REGISTRY CLERK: RECORDS MANAGEMENT**

**REF NO:** PT 2019-43

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Provincial Treasury, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an internal control environment; Report writing and administrative procedures relating to financial legislation; Willingness to travel as required. Competencies: A good understanding of the following: Record Keeping Procedures; Electronic Record keeping; Disposal process; Opening of post; Written and verbal communication skills; Computer literacy in MS Office.

DUTIES: Provide a registry services by handling all incoming and outgoing correspondence; Opening and closing of files manually and electronically according to the classification system; Retrieval of files; Opening and sorting of mail; Daily franking of post and courier of documents; Maintenance of registers; Assist with management of departmental circulars; Process files and documents for archiving/disposal.

ENQUIRIES: Ms M Ross at Tel No: (021) 483 6216

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: 18 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


SALARY: 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. Recommendation: None. 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; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

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 Q Arendse at Tel No: (021) 763 6209

POST 39/237: ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 2019-117

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years’ relevant experience.
Recommendation: None. Competencies: Knowledge of the following: National and Provincial instruments, systems, legal and regulatory frameworks guiding human resource management in the Public Service; Business of the CSC and the obligations toward the Department; Departmental operational management systems and procedures; Business and organisational structure of the Department; Communication skills (verbal and written); Planning and organising skills; Problem solving skills; Proven computer literacy; Monitoring Evaluation and reporting skills; Numeracy and statistical skills; Conflict resolution.

DUTIES
: Monitor, assess and report on the service delivery of the Corporate Services Centre to the Department in terms of the CSC level agreement; Facilitate the periodic internal review of the CSC service level agreement to ensure that the department's service delivery requirements are met; Perform various operational functions and serve as nodal point; Collate and consolidate inputs/reports required by stakeholders including the CSC; Facilitate follow-up actions on all human resource management issues; Perform the necessary supervisory/management functions.

ENQUIRIES
: Mr G Laubscher at Tel No: (021) 483 3072

POST 39/238
: ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: DSD 2019-118

SALARY
: R376 596 per annum (Level 09)

CENTRE
: Department of Social Development, Western Cape Government

REQUIREMENTS
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative and supervisory experience. Recommendations: Working knowledge of the following: Office administration and accommodation; Finance prescripts; Treasury instructions and Telecommunications exposure; Supply Chain Management. Competencies: Knowledge of the following: Occupational Health and Safety Act (Act 85 of 1993); Government Immovable Asset Management Act (GIAMA) and Western Cape Government accommodation procedures; National and Provincial instruments and legislation pertaining to human resources; Security management legislation and prescripts; Computer literacy in MS office package (Word, Access, PowerPoint and Excel); Excellent communication skills (verbal and written); Numeracy skills; Monitoring, evaluation and reporting; Conflict resolution skills; ability to analyse, conceptualise and implement policy; Presentation skills.

DUTIES
: Promotion of Occupational Health and Safety measures with in Department; Effective and efficient management of accommodation in the Department; Management of functions as determined by Government Immovable Asset Management Act (GIAMA); Ensure development and application of risk management practices procedures, action plans and systems in the execution of risk management policy of the Province (Security MISS); Management of telephone services in the department; Supervision and development of personnel in the unit;

ENQUIRIES
: Mr M Robinson at Tel No: (021) 483 4635

POST 39/239
: SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2019-122

SALARY
: Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

CENTRE
: Department of Social Development, Western Cape Government

REQUIREMENTS
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; 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 and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms C Engel at Tel No: (021) 483 7675

**POST 39/240**: SOCIAL WORKER: SOCIAL WORK SERVICES (MILNERTON) REF NO: DSD 2019-123

**SALARY**: Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

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

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **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 and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms C Engel at Tel No: (021) 483 7675
**POST 39/241**  
SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2019-120

**SALARY**  
Grade 1: R148 215 - R166 830 per annum (OSD as prescribed)  
Grade 2: R176 982 - R199 188 per annum (OSD as prescribed)  
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 licence.

**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; 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 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 A valid code B driving licence.

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**  
Mr E October  
Tel No: (021) 832 0731

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**POST 39/242**  
SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DELT) REF NO: DSD 2019-121

**SALARY**  
Grade 1: R148 215 - R166 830 per annum (OSD as prescribed)  
Grade 2: R176 982 - R199 188 per annum (OSD as prescribed)  
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 licence.

**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 SACSSP as Social Auxiliary Worker; A valid code B driving licence.

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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 licence; 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 licence.

**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**

Mr E October Tel No: (021) 832 0731

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**

18 November 2019 (Unless Indicated Otherwise)

**NOTE**

- Only applications submitted online will be accepted unless indicated otherwise. 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 39/243: DEPUTY DIRECTOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: TPW 2019-191

**SALARY**

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

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

- A 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years’ management level experience in Project Management or similar environment; A valid code B driving license. Recommendation: Project Management Certification. Competencies: Knowledge of the following: Project and programme theory, principles and methodology (PMBOK, APMBOK,
DUTIES: Act as the departmental custodian for Programme and Project management (PPM) methodologies and standards in conjunction with the provincial project office; Assist the Chief Director: Policy & Strategy Integration to ensure departmental programmes and projects corresponds with their original strategic intent and scope. Manage the executive dashboard (EDP) at departmental level; Support PPM processes and provide technical support for assurance and reporting; Human capital management.

ENQUIRIES: Mr G. Van Schalkwyk at Tel No: (021) 483 5098

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

POST 39/244: DEPUTY DIRECTOR: ASSESSMENT REF NO: TPW 2019-145

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); A minimum of 3 years' management level experience; A valid code B (08) driving licence. Recommendation: LLB Degree; Monitoring and compliance experience; Legal/ Regulatory experience; Investigative research and report writing experience; Strategic Management and public relations; High-level of emotional intelligence contributing too healthy functioning, as well as the distress and experience of traumatic stress. Competencies: Extensive working knowledge of the following: Change Management; Project Management; National Land Transport Amendment Bill(NTLA); Public Transport and related procedures, rules, regulations and acts (WCRTA of 1986); Inter-governmental relations and engagements; Information Management practices; Mediation and Conflict Management Practices; Ability to work under pressure and meet tight deadlines; Conflict resolution; Complex report writing; Planning, mediation, negotiation and punctuality; Excellent communication (written and verbal) skills; Proven computer literacy.

DUTIES: Conduct inquiries in terms of the Western Cape Road Transportation Act, Amendment Law (Law 8 of 1996); Receive, handle and resolve complaints using a central complaints database; Monitor Compliance of the Standard Constitution and Code of Conduct; Chair and attend to hearings in terms of Section 7A(20) of the Transportation Act Amended Law 8 of 1996; Capacitate Minibus Taxi Industry; Provide an Investigation and Mediation service; Make recommendations to the Provincial Taxi Registrar with regard to any matter which may be referred to it and which relates to the exercise of performance of the Registrar’s powers and duties.

ENQUIRIES: Mr SH Jacobs 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

NOTE: Kindly take note of the following provision when you apply for the position advertised: National Land Transport (Act 5 of 2009) Section 13: Impartiality 13.(1) the following person and their spouses, partners and immediate family members must be impartial, have no direct financial or business interest in any sector of the public transport industry, and may not decide or adjudicate on a matter in which they have such an interest: (a) Members of the National Public Transport Regulator, Provincial Regulatory entities and municipalities directly involved in dealing with applications concerning operating license; (b) members of the transport appeals tribunal established by section 3 of the Transport Appeals Tribunal Act.1998 (Act NO.39 of 1998) (C) officials of planning authorities directly responsible for the development of integrated transport plans; (d) Officials directly involved in the management and execution of public transport related law enforcement; and (e) Officials operating or working at testing stations contemplated in the National Road Traffic act, Or such a member or official who has been such person in the year prior to his or her appointment. (2) No Serving member of Parliament or of a provincial legislature or council of a municipal council, or a person who has been such a member or councillor in the previous year, may be a member official contemplated in subsection (1) (a), (b),(c),(d) or (e).
POST 39/245 : PROFESSIONAL ENGINEER (PRODUCTION LEVEL): GEOMETRIC
DESIGN REF NO: TPW 2019-208

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

CENTRE REQUIREMENTS : Department of Transport and Public Works, 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 as a Professional Engineer Or have submitted with
ECSA for Professional registration as a Professional Engineer (proof of
payment to be submitted with application) and compulsory registration with
ECSA as a Professional Engineer will then be applicable within 6 months from
appointment; A valid code B driving licence. Recommendation: Proficient in the
use of Bentley OpenRoads Designer/Civil 3D or similar geometric design
software packages; Experience across various design stages – concept,
preliminary, detail - for multidisciplinary geometric design projects; Experience
in: Compiling/preparing tender documents; Supervising technical staff /teams;
Project management and report writing. Competencies: Knowledge of the
following: Engineering design and analysis; Legal compliance; Computer-
aided engineering applications; Basic legal background (Contract
Management); Programme and project management; Strategic capability and
leadership; Module equipment operating skills; Professional judgment;
Networking; Financial management skills; Communication (written and verbal);
Customer focus and responsiveness; Analytical skills; Proven computer
literacy.

DUTIES : Design new systems to solve practical engineering challenges and improve
efficiency and enhance safety; Plan and manage engineering projects; Human
capital development; Ensure training and development of technicians,
technologists and candidate engineers to promote skills/knowledge transfer
and adherence to sound engineering principals and code of practice; Office
administration and budget planning; Manage resources, prepare and
consolidate inputs for the facilitation of resource utilisation; Research and
development; Continuous professional development to keep up with new
technologies and procedures; Liaise with relevant bodies/councils on
engineering-related matters.

ENQUIRIES : Mr M Hendrickse at Tel No: (021) 483 3107
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: https://westerncapegov.erecruit.co.za

POST 39/246 : ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): TECHNICAL
SUPPORT SERVICES (GEOMETRIC DESIGN) REF NO: TPW 2019-205

SALARY : Grade A: R344 271 - R371 130 per annum
Grade B: R391 854 - R422 139 per annum
Grade C: R448 035 - R527 772 per annum
(Salary will be determined based on post registration experience as per OSD
prescript).

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

REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three
years post qualification Engineering Technology experience required; A valid
code B driving licence; Compulsory registration with ECSA as a Professional
Engineering Technologist. Recommendation: Proficient in the use of Bentley
OpenRoads Designer/Civil 3D or similar geometric design software packages;
Experience across various design stages – concept, preliminary, detail - for
multidisciplinary geometric design projects; Experience compiling/preparing
tender documents and supervising technical staff /teams Competencies:
Knowledge of the following: Technical: Project management; Technical design
and analysis; Research and development; Computer-aided engineering
applications; Knowledge of legal compliance; Technical report writing;
Networking; Professional Judgment; Generic: Problem solving and analysis;
Decision making; Team leadership; Creativity; Self-management; Customer
focus and responsiveness; Communication skills; Computer skills; Planning
and Organising; People management.
DUTIES: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES: Mr M Hendrickse at Tel No: (021) 483 3107
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test in the building environment Or Registration as an Engineering Technician. A minimum of 3 years’ experience in the built environment; A valid driving licence. Recommendations: Experience in the preparations of tender documentations and specifications; Willingness to travel regularly. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES: Mr D Johnson Tel No: (021) 483 5869
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: Grade A: R311 859 - R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescript).
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma or higher qualification in Engineering (as recognised by SAQA); Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Competencies: Knowledge of the following: Maintenance work on roads, road reserves, land use changes, sub-divisions, road signs and road safety; Compilation of tenders and contract administration; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance on land use planning 15 of 1985, Disciplinary code, SABS codes, Occupational Health and Safety; Verbal and written communication skills; Good people skills; Proven computer literacy skills; High level of reliability; Problem solving skills; Proven managerial, negotiation and organisational skills.
DUTIES: Exposure in preparation of estimates of cost or road maintenance projects; Provide assistance to local authorities, contractors and consultants; Enforce safety rules; Exposure in surveying; Planning and organising the construction site (including line marking functions); Ability to assist in the investigation and comment on applications for road accesses, way leaves and road signs; Ability to manage team discipline; Support other related duties in support of the District Roads Engineer.

ENQUIRIES: Mr DM Le Cordeur at Tel No: (021) 863 2020
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application only: https://westerncapegov.erecruit.co.za

POST 39/249: ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 2019-196

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification); A minimum of 1-year relevant experience; A valid driving licence. Recommendations: An appropriate 3-year B-Degree. Competencies: Knowledge of the following: Information Management; Principles and processes for providing customer and personal services; Quality control; Public Administration; Written and verbal communication and report writing skills; Proven computer literacy.
DUTIES: Conduct participant inductions within the set-up of the EPWP (Expanded Public Works Programme); Conduct on-site verifications; Design, implement and manage data process flow; Draft reports; Provide administrative support to the Assistant Manager; Analyse EPWP (Expanded Public Works Programme) performance data.

ENQUIRIES: Mr A Klaas (021) 483 0982
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/250: ADMINISTRATIVE OFFICER: TRANSPORT OPERATIONS REF NO: TPW 2019-204

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification); A minimum of 2 years' administrative experience. Recommendation: A valid driving licence; Experience in Human Resource related matters. Competencies Knowledge of admin procedures and systems; Written and verbal communication skills; Problem analysis, solving and decision-making skills; Proven computer literacy.
DUTIES: Assist in the coordination of Human Resource functions for the Chief Directorate; Responsible for physical and electronic document management; Collect, analyse and collate information as requested; Update and maintain various registers and databases for the unit; Prepare reports and/or presentations on all areas of work of the section; Assist in preparation of financial and budget matters; Remain up to date with legislation, prescriptions, policies and procedures applicable to the work terrain.

ENQUIRIES: Mr L Anthony at Tel No: (021) 483 8226
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


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). Recommendation: Relevant administrative experience; Experience in the following: Project support; Processing information on BizProject, e-Works, BAS (Basic Accounting System), MyContent and SITS (Supplier Invoice Tracking System). Competencies: A good understanding of the following: Applicable legislations; Procurement procedures; Proven computer literacy (MS Office); Written and verbal communication skills.
DUTIES: Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering
and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Logistical arrangements.

ENQUIRIES : Mr S Oliver at Tel No: (021) 483 4816
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/252 : ADMINISTRATION CLERK: ROAD SAFETY MANAGEMENT REF NO: TPW 2019-211

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). Recommendation: Experience in an administration environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data and collecting statistics; Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.

DUTIES : Logistical arrangements for personnel; Attend staff meetings; Take and distribute minutes of staff meetings; Assist with public enquiries; Typing of documents and reports for section operations; Provide administrative services for the regions; Ensure the proper completion and regular scrutiny of all records and returns concerning transport; Assist with the completion of forms for payments; Assist with the capturing of payments on BAS system; Monitor and control inventory assets.

ENQUIRIES : Ms N September at (021) 483 6971
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/253 : OPERATOR: MECHANICAL WORKSHOP (BELLVILLE) REF NO: TPW 2019-200

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years' relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a Forklift/Overhead Cranes/ Truck Mounted Cranes Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of Road Construction Plant and Equipment such as Graders, Loaders, Rollers, Sweepers, Trucks, Vans, Busses; Written and verbal communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem solving skills.

DUTIES : Responsible for the transporting, loading and securing the Road Construction Plant and Equipment in the correct way as prescribed, on the Trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/wear and tear; Testing of all Road Construction Plant on the test ground; Emergency assistants at all times (local and at the Field Offices).

ENQUIRIES : Mr R Oliver at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
NOTE : Applicants from relevant local communities will receive preference. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993. Candidates will be required to complete a practical exercise as part of the interview process.

POST 39/254 : OPERATOR: SPECIAL LINE MARKING (PAARL) REF NO: TPW 2019-214

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 special line markings in a concrete construction
plant; A valid Code C1 driving licence with a valid PDP.

**Recommendations:**
Experience in operation of 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.
ARTISAN APPRENTICE (FITTER AND TURNER): CONSTRUCTION AND MAINTENANCE: BELLVILLE MECHANICAL WORKSHOP REF NO: TPW 2019-203

SALARY: R124 914 per annum plus 37% in lieu of service benefits (As prescribed by OSD)

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

REQUIREMENTS: A Technical Matric Certificate or (N stream) with Mathematics and Science as passed subjects; Candidates must be under the ages of 21 years. Recommendations: Exposure to: Fitting and turning theory and/or Graphics and design; Valid driving licence. Competencies: Technical and mechanical analysis knowledge; Production, process knowledge and skills; Communication (verbal and written) skills; Analytical and decision making skills; Creativity.

DUTIES: Attend technical college as prescribed and produce designs and objects according to the year program; Inspect equipment and construction plant with the Artisan for technical/mechanical faults; Repair construction equipment and machinery according to standards; Test repaired construction equipment and machinery with the Artisan against specifications; Training in service and maintenance of road construction plant, equipment and machinery according to schedule; Keep and maintain job record and other registers.

ENQUIRIES: Mr I Louw at Tel No: (021) 959 7700

APPLICATIONS: to: Bellville Mechanical Workshop, Robert Sobukwe Road, Bellville Postal Deliveries: Private Bag X 2, Kasselsvlei, 7533. You may use only one application platform as only one application will be accepted. Applicants from relevant local communities will receive preference.

NOTE: You may apply online by visiting https://westerncapegov.erecruit.co or manually. To apply manually 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. Hand Deliveries (Between 08:00 am to 16:00 pm)

ROAD WORKER: ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-192 (X6 POSTS)

SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

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

ENQUIRIES: Mr 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.
selection process will be guided by the EE targets of the employing department.

POST 39/258

ROAD WORKER: ROAD CONSTRUCTION/ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-193 (X10 POSTS)

SALARY

R102 534 per annum (Level 02)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities; Willing to travel and stay over when necessary. Competencies: Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

DUTIES

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

ENQUIRIES

Mr SH Jacobs at (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 39/259

ROAD WORKER: ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-194 (X6 POSTS)

SALARY

R102 534 per annum (Level 02)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

DUTIES

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

ENQUIRIES

Mr LD Louw 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.


SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: Ability to read and write/Adult Basic Education and Training (ABET). Recommendations: Above average gardening experience; Gardening machinery operator experience. Competencies A good understanding of the following: Occupational Health and Safety Act; Gardens and grounds maintenance; Ability to work under pressure, independently as well as in a team and perform routine tasks; Ability to handle routine work and follow instructions; Communication skills.

DUTIES: Irrigation Maintenance and Repairs; Mowing of lawns; Trimming/Pruning different kinds of plants; Machinery Operator (brush cutter, chainsaw, hedge trimmer, pole pruner, Ride-on mower); Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools; Spraying of chemicals on flower beds and on hard surfaces for weeds, harmful pests and diseases; Manual Weeding, Fertilizing and Planting; General cleaning of the entire estate and the surrounding perimeters; Grounds maintenance (sweeping, scrubbing, general paving, well executed pathways).

ENQUIRIES: Ms Y Sihawula at Tel No: (021) 422 1677

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@westerncape.gov.za. 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.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
OTHER POST


Job Purpose: To provide technical and research expertise in the Office of the Minister.

SALARY  :  R733 257 per annum. Contract position linked to the term of the Minister

CENTRE  :  Cape Town

REQUIREMENTS  :  An appropriate Law/ Legal degree plus 6-10 years’ experience. Knowledge: Extensive knowledge of the constitutional, legal and institutional arrangements and systems governing the South Africa public sector. Knowledge of constitutional law; administrative law; contractual law; commercial law; environmental law; planning and development law; interpretation of statutes; civil and criminal procedure; law of evidence; criminal law; and Magistrates and Superior Courts’ Acts and Rules. Knowledge of the policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of South African legal system. Knowledge of inter-governmental and international relations. Knowledge of financial management processes. Skills: High level communication skills. High level written skills. Computer skills. Diplomacy and teamwork. Ability to delegate and enhance capacity within the Office. Negotiation skills. Management skills. Ability to work under pressure. Ability to work independently and without direct supervision /guidance.

DUTIES  :  Provide advice to the Provincial Minister on national and provincial education laws, prescripts and legal precedents relevant to the powers and functions of the Provincial Minister, and the Education Department. Proactively advise or alert the Provincial Minister on emerging factors that could lead to possible litigation. Provide advice on legal aspects in memoranda and appeals that are submitted to the Provincial Minister for decision. Act as liaison between the CSC (Branch Legal Services) and the Provincial Minister on education-related matters that are dealt with by Legal Services. Advise on the implementation and management of frameworks for the Provincial Minister. Provide advice on the development of policies and strategies pertaining to the provision of basic education. Advise, in collaboration with Legal Services, the Provincial Minister on draft national and provincial legislation and policy pertaining to the provision of basic education. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Be willing to work after business hours, when required.

ENQUIRIES  :  Ms L Elliott Tel No: (021) 483 6573

CLOSING DATE  :  15 November 2019