PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 02 and 09 December 2019 as indicated
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 41/252 : SENIOR AGRICULTURAL ECONOMIST: AGRIBEE ADVISORY AND AGRIBUSINESS DEVELOPMENT REF NO: AGR 2019-64

SALARY : R470 040 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: A Master's degree; Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing polices and marketing of agricultural products legislation. Competencies: A good working knowledge and understanding of Broad Based Black Economic Empowerment (BBBEE) with particular emphasis to the agricultural sector; A knowledge and clear articulation of the challenges faced by the agricultural sector in relation to empowerment initiatives, agribusiness and entrepreneur support requirements; Ability to work independently as well as in a team; Proven computer literacy (MS Office); Networking, analytical report writing and presentation skills; Communication (written and verbal) skills.

DUTIES : Conducting in-depth research on Black Economic Empowerment issues in the Western Cape agricultural sector; Facilitation of public awareness campaigns on AgriBEE throughout the Western Cape; Providing inputs into the AgriBEE Charter and provincial BEE strategy any other sub sector charters; Promote agribusiness support through value-adding, provision of advisory services to unlock opportunities provided by AgriBEE Charter; Assessing the empowerment status in terms of the empowerment according to the generic Codes of Good Practice and AgriBEE scorecard; Report writing on AgriBEE projects analysis, challenges encountered, empowerment status and participation of members from designated groups (youth women, people with disabilities and farm workers) and recommend possible solutions for decision making; Engaging with various stakeholders to promote implementation of the Codes and AgriBEE Charter and ensure relationship management thereof; Establishment, support and training of cooperatives and other business entities â€¢ ensure integration of SMMEs and entrepreneurship development into the mainstream agricultural and agribusiness sector; Facilitation of partnerships and acquisition of funding for increased investment in the sector; Perform Administrative related functions.

ENQUIRIES : Ms L Thabethe at Tel No: (021) 808 7733
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 02 December 2019

POST 41/253 : CHIEF MECHANICAL ARTISAN: MAINTENANCE, ELSENBURG, STELLENBOSCH REF NO: AGR 2019-58

SALARY : R386 487 - R441 891 per annum (Grade A, OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate (Mechanical); A minimum of 10 years post qualification experience post qualification experience required as an Artisan/Artisan Foreman; A valid driving licence. Recommendation: Experience in mechanical workshop management; personnel supervision and procurement and stock keeping; Proven experience in tractor and implement maintenance and repairs. Competencies: Knowledge of the following: Mechanical fault detection and tractor maintenance and repairs; Maintenance of farm implements and equipment; Personnel and workshop management skills; Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Adherence and application to the Occupational Health and Safety Act.

DUTIES : Management of technical services in the mechanical and welding workshop; Maintenance and repairing of tractors, implements and other farm machinery and equipment; General administration and stock-keeping of goods and consumables; Manage and develop human resources; Financial Management including procurement and expenditure control.

ENQUIRIES : Mr BB Aucamp at Tel No: (021) 808 5222

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

CLOSING DATE : 02 December 2019

POST 41/254 : FARM AID: FARMING REF NO: AGR 2019-57

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).Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid driving license. Competencies: A good understanding of the following: General farm work and maintenance; Working with research farm animals; Communication skills.

DUTIES : Perform the following: Routine activities of crop production (e.g. planting, harvesting, irrigation); Routine activities of livestock (e.g. caring, dipping and dosing); General farm activities (e.g. cleaning, loading and maintain water supply systems); General routine activities in respect of infrastructure (e.g. maintain fences roads and pipelines).

ENQUIRIES : Mr B Aucamp at Tel No: (021) 808 5222

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 : Applicants from relevant local communities will receive preference.

CLOSING DATE : 09 December 2019

DEPARTMENT OF CULTURAL AFFAIRS AND SPORTS

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

CLOSING DATE : 02 December 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

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DEPUTY DIRECTOR: LIBRARY SERVICES (REGIONAL ORGANISATION)

REF NO: CAS 2019-40

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

CENTRE: Department of Cultural Affairs and Sports, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Library and Information Services; A minimum of 3 years management level experience in a public library environment. Recommendation: Working knowledge in all aspects of public librarianship. Competencies: Knowledge of the following: Government systems, policies and procedures; People Management; Practical library planning; Provision of professional guidance and training to public librarians; Stock management including managing books as assets; Establishment of needs relating to library material; Written and verbal communication skills; Team leadership skills.

DUTIES: Responsible for the management of Sub-Directorate: Regional Organisation; Coordinate and monitor training programmes for the regional organisation and public libraries; Facilitate and coordinate the building of new and upgraded physical library buildings in communities; Maintaining contact with external role players on public library level especially local government (municipalities); Representing library service on committees as requested; Financial Management: Providing input into budget management; Monitoring relevant budget items with regard to expenditure; Responsible for the sub-directorate's budget.

ENQUIRIES: Ms C Sani at Tel No: (021) 483 2273

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE: 02 December 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

STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 2019-39

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Management Accounting; A minimum of 3 years' experience in Management Accounting; A valid code B driving licence. Recommendation: Experience in the following: Cash flow management experience; Budget compilation experience; Compiling submissions. Competencies: Extensive knowledge of Financial Reporting procedures including Earmarked Funding Reporting, Reporting on Game Changers, etc; Knowledge of compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury; Ability to interpret relevant directives and policies; A high level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Communication (written and verbal) skills; Organisational and numerical skills; Financial reporting skills.

DUTIES: Assist in the following: Co-ordination of the Budgeting and Planning portfolio; Management of the Revenue and Expenditure Portfolio; Co-ordination of the Reporting portfolio; Participate in Committees/Forums/Working Groups.

ENQUIRIES: Mr R Le Breton at Tel No: (021) 483 9158
POST 41/257 : SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 2019-37

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). Recommendation: Working experience in asset management or related environment. Competencies: Knowledge of the following: Legislation policies prescripts related to the PFMA; Supply Chain Management and Procurement prescripts; Knowledge of the LOGIS system; Good communication (written and verbal) skills; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.
DUTIES : Assist with: The development/revising and implementing of the asset management policies and procedures; Monitoring, evaluating and reporting on compliance with asset management policies and procedures; Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans; Maintain, monitor and review the capturing of all movable assets in the Asset Register; Receipt and capturing of all movable assets in the Asset Register; Develop, implement and manage mechanisms to safeguard assets; Implementation of a system of movement of assets between locations; Plan and execute the asset verification process; Investigate and report on variances (shortages/surpluses); Ensure that the disposal of departmental assets occurs within the regulated framework; Initiate disposal of redundant/obsolete assets; Prepare monthly reconciliations with supporting schedules of the Asset Register to the relevant accounting records.
ENQUIRIES : Mr L. Segers at Tel No: (021) 483 9236

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 41/258 : MEDICAL SPECIALIST GRADE 1 TO 3 (X2 POSTS)
Cape Winelands Health District
SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Witzenberg Sub-district, Ceres
Langeberg Sub-district, Robertson
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Successful candidate is expected to participate Commuted overtime (1st, 2nd and 3rd calls). Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills and computer literacy (Ms Office: Word, PowerPoint and Excel). Good communication skills (verbal...
DUTIES: The successful candidate will report to the Manager: Medical Services of the respective Sub-district. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centered approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreachs to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub-district and initiate, supervise and conduct research appropriate to the needs of the Sub-district and responsible for the training and learning of health staff and medical students. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV+ patients on ART in the Sub-district. Conduct clinical audits, appropriate to the needs of the Sub-district and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES: Witzenberg Sub District - Dr E Titus Tel No: (023) 316-9600

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

NOTE: No payment of any kind is required when applying for this post. A competency test will form part of the selection process “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.”

CLOSING DATE: 29 November 2019

POST 41/259: ASSISTANT MANAGER NURSING (HEAD OF NURSING)
Central Karoo District

SALARY: R562 800 (PN-B1) per annum

CENTRE: Laingsburg Health Facility (COPC, Primary Healthcare and Acute Hospital)

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recongnsisble experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recongnsisble experience at management level. Inherent requirement of the job: Work overtime, day or night should the need arise. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES: Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain.
professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

ENQUIRIES : Dr A J Muller Tel No: (023) 414-8202
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 29 November 2019
POST 41/260 : OPERATIONAL MANAGER NURSING (SPECIALTY: ONCOLOGY) (OPD)

SALARY : R562 800 per annum (PN-B3) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a Professional Council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-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): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science. 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 communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
DUTIES : 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. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.
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 : 29 November 2019
POST 41/261 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)

SALARY : Grade 1: R383 226 per annum (PN-B1) per annum
Grade 2: R471 333 per annum (PN-B2) per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2019. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant
specialty. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

**DUTIES**

Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

**ENQUIRIES**

Ms JA Mahlangu Tel No: (044) 604-6100

**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. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**CLOSING DATE**

29 November 2019

**POST 41/262**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)

Chief Directorate: Metro Health Services

**SALARY**

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

**CENTRE**

False Bay Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019/2020). Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.

**DUTIES**

Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Mentor and assist with orientation within Trauma and Emergency. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

**ENQUIRIES**

Ms S Safar Tel No: (021) 782-1121
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

**CLOSING DATE**

29 November 2019

**POST 41/263**

**ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**

Chief Directorate: Rural Health Services

**SALARY**

R376 596 per annum

**CENTRE**

George Regional Hospital

**REQUIREMENTS**

Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS). Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.

**DUTIES**

Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.

**ENQUIRIES**

Ms S Janki Tel No: (044) 802-4365

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

29 November 2019

**POST 41/264**

**BED MANAGER**

Chief Directorate: Metro Health Services

**SALARY**

R376 596 per annum

**CENTRE**

Western Cape Rehabilitation Centre

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a rehabilitation health environment. General Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package (MS Word, MS Excel and MS PowerPoint). Knowledge and insight of bed management within the public sector. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Ability to communicate in two of the three official languages of the Western Cape.

**DUTIES**

Facilitate inpatient and outpatient referrals to/from all relevant health institutions. Utilise Performance parameters in order to optimise bed utilisation.
Provide feedback to the institutional Management regarding optimal utilization of hospital inpatient facilities and resources. Supervision of administrative support staff. Establish and maintain close working relationships with referring institutions, community based services and internal clinical areas to facilitate a streamlined patient pathway through the WCRC.

ENQUIRIES: Dr H Sammons Tel No: (021) 370-2313/Ms J White Tel No: (021) 370-2317
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
CLOSING DATE: 29 November 2019

POST 41/265: INDUSTRIAL TECHNICIAN: IN-CHARGE OF UNIT—CLINICAL ENGINEERING
SALARY: R376 596 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: National Diploma in Electrical, Clinical or Bio-medical engineering (T-or N- or S- Stream). Experience: Appropriate experience in the repair and maintenance of medical equipment. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy. Candidate must have the ability to fault-find and repair electro-mechanical hospital equipment. Candidate must be able to compile technical specifications for hospital equipment.
DUTIES: Carry out maintenance, repairs, routine inspection and evaluation of electronic and related hospital equipment. General administrative duties as required by Clinical Engineering ie. Write reports, specifications and record keeping of departmental activities. Financial control and Manage service contracts. Liaise with hospital staff and private sector employees. Supervise technical staff in the section, train junior staff and hospital personnel. Manage the Electronics workshop and ensure compliance with Occupational Health and Safety Act.
ENQUIRIES: Mr L Van Niekerk Tel No: (021) 404-4402
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: 29 November 2019

POST 41/266: CASE MANAGER
SALARY: R316 791 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management Functions. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation (i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Computer literacy (Word/Excel). Knowledge and understanding of Case Management Policies and procedures in Public Hospitals. Good knowledge of the Uniform Patient Fees Schedule (UPFS) and Managed Health Care or Hospital. Knowledge of UPFS and Clinicom.
DUTIES: Gather all clinical information regarding Case Management on a daily basis. Control the correctness of the hospital bills, medical aids and privately funded patients. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Provide quotations to H2, H3 and Private patients.
ENQUIRIES: Mr R James Tel No: (021) 404-2358
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: 29 November 2019
POST 41/267: SENIOR PERSONNEL PRACTITIONER: HEALTH AND PRODUCTIVITY & SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)
Head Office, Cape Town

SALARY: R316 791 per annum
CENTRE: Directorate: People Management and Administration

DUTIES: Administer the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for Health and Productivity and SHERQ within budgetary guidelines as per DPSA Employee Health and Wellness Strategic Framework. Administer and promote Health, Wellness and Safety programmes for employees in the Department. Administer contract management in the SHERQ and Health and Productivity Focus Areas. Provide administrative support to provincial steercom committees. Administer Health and Safety departmental audits and reporting. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to health and productivity of employees in the Department. Assist with the development of monitoring and evaluation tools for the implementation of a DPSA M&E framework. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases.

ENQUIRIES: Mr N Ismail, Tel. No: (021) 483-3951
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: 29 November 2019

POST 41/268: SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (FBU/COST CENTRE)

SALARY: R316 791 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

DUTIES: (key result areas/outputs): Ensure effective implementation of Functional Business Unit/Area reporting structures. Develop and maintain regular and ad-hoc reports for management (i.e. Financial, Budget/Expenditure, Personnel, Patient Statistics and Research). Data analysis, prepare and present reports as well as accurate and timely reporting. Plan and assist in the Budgeting Process and Cost Centre Management of Functional Business Units (BMI). Sustain, update and amend the Cost Centre Management Masterfile and structures. Provide guidelines, train and assist hospital staff in Cost Centre Management and Budgeting. Assist with operational and statistical matters
including supervising staff in the IM unit. Effective reconciliations between Accounting Systems and the various feeder systems. Regular and/or Ad Hoc reconciling of Cost Centre or FBU requisitions.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 41/269
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 41/270
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS

Mr E Jacobs, Tel No: (021) 658-5786
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
29 November 2019
ADMINISTRATIVE OFFICER: SUPPORT SERVICES
Chief Directorate: Metro Health Services
R257 508 per annum
New Somerset Hospital
Manage the environmental hygiene services within the hospital, including service delivery outputs (i.e. Integrated Medical and Domestic Waste Disposal Management, Porters, Cleaning within Clinical and Non-clinical areas and Cleaning of External Grounds). Manage and oversee Contract Management i.e. Cleaning, Waste management, and any other adhoc contract services. Manage and oversee Porters, Linen services, Registry & transport, Switchboard/telecom services, gardening service, pest control. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, Project Management, Training and Development of staff. Provide relieve duty in the absence of the Assistant Director (Support Services) and provide support to Supervisor. Conduct compliance checks with regard to National Core Standards, Internal Policies and Practices.
Ms F Hardnick Tel No: (021) 402-6461
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
No payment of any kind is required when applying for this post.
29 November 2019
HOUSEHOLD AID
Chief Directorate: Metro Health Services
R102 534 per annum
Lentegeur, Stikland, Valkenberg and Alexandra Hospital
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents; stock and linen.
Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection. Ensure that cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
Ms C Veldman Tel No: (021) 815-8839
The Chief-Director: Metro Health Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Ms G Owies
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Kindly indicate your preference of institution on your Z83. A separate application has to be submitted if you apply for more than one institution. If a Z83 is received with more than one preference, only the first preference will be considered.

CLOSING DATE: 06 December 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 02 December 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 41/271: DEPUTY DIRECTOR: POST RESTITUTION SUPPORT: RURAL AREAS AND SETTLEMENT CONTROL REF NO: HS 2019-68

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in a land and asset management environment; A valid code B driving license. Recommendation Working knowledge and understanding of the administration of the assets (e.g. leasing and maintenance, normalisation of tenure, transfers, leases, cancellation of bonds etc.) Competencies: Knowledge and understanding of the following: Rural Areas Act, Western Cape Land use Planning Act, The Prevention of Illegal Eviction from and Unlawful Occupation of Land Act; The Restitution of Land Rights Act; The Rental Act, no 50 of 1999; The Consumer Protection Act; Property maintenance administration including erven in accordance to the policy and maintenance plan; Relevant public service procedures, property management and maintenance from a rental perspective; Skills: Communication(written and verbal); Proven computer literacy in MS Office, Intranet and Internet; Proven dispute, conflict resolution and problem-solving.
DUTIES: Manage the following: The letting and maintenance of the Departmental stock in terms of the Rental Act, nr 50 of 1999 and the Departmental Rental Policy; The transfer/conveyancing of Departmental properties to beneficiaries; Settlement control and field services; Rural areas in terms of Act 9 of 1987 and the Western Cape Land Use Planning Act 4 of 2014 to finalise the administration of these areas; Strategic Management; Financial and People Management.
ENQUIRIES: Mr RC Stewart at Tel No: (021) 483 4444

POST 41/272: CANDIDATE TOWN AND REGIONAL PLANNER: LAND PLANNING AND DISPOSAL REF NO: HS 2019-72 (X2 POSTS) (3-Year Contract)

SALARY: R535 563 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendation Ability to work across disciplines in multi-disciplinary teams at different scales (project municipal planning or forward planning). Competencies: Knowledge of town and regional planning legal and operational compliance; Knowledge of town and regional planning systems and principles;
Communication (written and verbal) skills; Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Intranet, Internet, Arc Map GIS/Arc View GIS, AutoCAD and other relevant software packages; Project management skills; Research and development skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently; Ability to draft complex technical reports, memorandums and submissions; Ability to work within specific timeframes; Ability to interpret relevant town and regional planning legislation, policies, prescripts, guidelines, norms and standards, procedures and best practice.

**DUTIES**: Perform planning functions and activities in accordance with town and regional planning principles in land development entail: Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Adhere to legal requirements in town and regional planning; Coordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Provide support in the compilation and adoption of technical and planning standards, norms and guidelines; Implement planning legislation, guidelines, policies and regulations; Coordinate site clearance processes in terms of Project Execution Plans; Support the planning and design of sustainable human settlement; Provide technical assistance in the compilation of spatial development frameworks (SDF), as part of the IDP processes; Office Administration; Research and Development.

**ENQUIRIES**: Mr H Mostert at Tel No: (021) 483 3684

**DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE**: 02 December 2019

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POST**

**POST 41/273**: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B)

**REF NO**: DOTP 2019-91

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

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (B-Degree or equivalent) in Commerce/Law/Auditing/Forensics with a minimum of 3 years’ experience in conducting forensic investigations into economic crime; A valid code B driving licence. Recommendation Experience in investigations within the public sector; Qualification of B. Com Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Knowledge of relevant legislation in the field of forensic investigation in governance; Good interviewing skills and ability to take statements during investigations; Project management skills; Forensic report writing skills; Written and verbal communication skills.

**DUTIES**: Planning and execution of forensic investigations and managing multiple investigations at the same time; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES**: Mr R Janse van Rensburg at Tel No: (021) 483 0901
PROVINCIAL TREASURY

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

CLOSING DATE: 02 December 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 41/274: DEPUTY DIRECTOR: INFORMATION AND RECORDS MANAGEMENT REF NO: PT 2019-45

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

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years management experience in a records management or similar environment. Recommendation: A post-graduate qualification; Completed the following courses: Registry clerks course, Records Management Course, Records Audit Course and Electronic Records Management Course. Competencies: Specialist knowledge of the following: Records Management practice; Applicable legislative and regulatory requirements, policies and standards; Applicable Information Management Systems; Excellent communication (written, verbal, presentation) and report writing skills in at least two of the three official languages of the Western Cape; Planning and organising skills.

DUTIES: To ensure that records management is an objective in the departments strategy and strategic plan; To determine what the current records keeping and records management situation is and to ensure that relevant information is available regarding the records keeping and records management practises of the department; Ensure that information contained in records is managed effectively throughout the department by drafting and implementing a records management policy; Ensure that records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; To ensure that information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; Ensure that all records are kept in safe custody; Ensure that there is a systematic disposal programme in place; Ensure that all record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and Records Services, good governance and standards; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices.

ENQUIRIES: Mr P. Pienaar at Tel No: (021) 483 5618


SALARY: R257 508 per annum (Level 07)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in office administration and rendering support services to Senior Management. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administrative systems and procedures; Procurement Processes and legislation; Financial administration; Proven computer literacy in MS Office; Planning and organising skills; Written and verbal communication skills.
DUTIES: Provides a secretarial support service to the manager; Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr L Brinders at Tel No: (021) 483 6684

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 02 December 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 41/276: STATE ACCOUNTANT: CREDIT CONTROL REF NO: DSD 2019-130

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in a financial management or related environment. Recommendation: None. Competencies: Knowledge of financial norms and standards (Public Finance Management Act PFMA, National Treasury regulations NTRs, Provincial Treasury Directives/Instructions PTIs); Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Communication (written and verbal) skills; Computer Literacy; Numeric and mathematical skills.

DUTIES: Bookkeeping: Maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; Manage financial instructions and circulars and in-year and annual reports on recorded financial affairs and financial systems. Credit Control: Check, verify and reconcile the current payments of Head Office; Follow up on payments not processed within the 30-compliance period and on current payments in the regions to ensure all current accounts are paid each month. Debt management: Collect revenue; Recover debt; Allocate monies received; Manage the information of the disclosure of debtors in the financial statements; Administer debtor accounts; Write off and take on debt. Supervision of subordinates and managing human resource and finance related matters.

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

POST 41/277: SOCIAL WORKER: SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 2019-129

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 - R424 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R525 228 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.
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. Recommendation: None. 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 CA Nell at Tel No: (027) 213 2096

**POST 41/278**: **REGISTRY CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 2019-131**

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

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

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Recommendation: None. Competencies: Team building and interpersonal skills; proven computer literacy (MS Office); Planning, organising and people management skills; Written and verbal communication skills.

**DUTIES**

Receive and disseminate mail; manage incoming and outgoing mail (franking and courier services); Maintain the filing system of the region (collecting, storing, disseminating and disposal/archiving of documents and records); Assist with the e-filing of the region (assist in managing electronic documents, e.g. ECM); Search for urgent/outstanding files.

**ENQUIRIES**

Mr M Skosana at Tel No: (044) 814 1660

**POST 41/279**: **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LANGA) REF NO: DSD 2019-132**

**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. OR **Grade 2**: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP 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. Recommendation: None. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

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

ENQUIRIES: Ms V Swartz at Tel No: (021) 483 7961

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 02 and 09 December 2019, as indicated
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 41/280: DEPUTY DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 2019-277

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 (B-degree or higher qualification) with a minimum of 3 years management experience; A valid code driving licence and willingness to travel away from the office as required. Recommendation: Experience in the following: Budget Management and Financial Management; Human Resource Management; Transport enforcement or legal environment; Competencies: Knowledge of the following: National Land Transport Act; Criminal Procedures Act; National Road Traffic Act; PFMA; Conflict Management; Mediation skills; Excellent communication skills (written, verbal and presentations); Relationship Management; Problem solving and decision making; Planning, organising and research skills.

DUTIES: Manage the Conflict Monitoring, Analysis and Prevention unit; Monitor conflict areas and establish a system of early warning signs; Set up and ensure the effective functioning if intergovernmental stakeholder committees and commuter forums; Assist with the implementation of extra-ordinary measures in declared areas as defined by the NLTA; Make recommendations to enforcement and regulatory authorities on enforcement and other sanctions against errant transport operators and groups.

ENQUIRIES: Mr Y Ahmed at Tel No: (021) 483 2137
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 02 December 2019

POST 41/281: MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 2019-228

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: Department of Transport and Public Works, Western Cape Government

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

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

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

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

CLOSING DATE: 02 December 2019

POST 41/282: ENGINEER: CONSTRUCTION MAINTENANCE (CONSTRUCTION COORDINATION) REF NO: TPW 2019-226

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 prescribed).

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

REQUIREMENTS:
Civil Engineering degree (B Eng/BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendation: Post graduate studies in the field; Extensive experience in the field. Competencies: Knowledge in Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Computer literacy (MS Office); Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis; Computer literacy; Technical report writing skills; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication and people management skills.

DUTIES:
Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources and provide input for resource utilisation; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continues professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

ENQUIRIES:
Mr A Nell at Tel No: (021) 483 2167

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

CLOSING DATE:
02 December 2019

POST 41/283:
ARCHITECT (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH
REF NO: TPW 2019-225 (X2 POSTS)

SALARY:
Grade A: R618 732 - R666 540 per annum
Grade B: R707 451 - R754 953 per annum
Grade C: R797 670 - R939 621 per annum
(Salary will be determined by post registration experience- OSD as prescribed)

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

REQUIREMENTS:
B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Proven experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Contract documentation and administration, act /regulations of Occupation Health and Safety (OHS -Act), National Building Regulations, SANS and all relevant built environment legislation; Programme and Project Management, research and planning procedures; Financial management; Leadership, communication, organising and teamwork; Verbal and written
communication skills; Ability to work under pressure and meet deadlines; Conflict management.

**DUTIES**
Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research & professional development.

**ENQUIRIES**
Mr L Binkowski at Tel No: (021) 483 3237

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

**CLOSING DATE**
02 December 2019

**POST 41/284**
**PROJECT ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-222**

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

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

**REQUIREMENTS**
An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year experience. Recommendations: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Written and verbal communication skills; Data management; Proven computer literacy.

**DUTIES**
Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walkthroughs, inspections and acceptance process; Plan and execute internal audits.

**ENQUIRIES**
Mr H Coetzee at Tel No: (021) 483 2214

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

**CLOSING DATE**
02 December 2019

**POST 41/285**
**ADMINISTRATIVE OFFICER: FLEET RENTAL SERVICES REF NO: TPW 2019-216**

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

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

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A Minimum of 3 years Fleet Management experience; A valid Code B (08) driving licence. Recommendation: Supervisory experience in an office administration environment. Competencies Knowledge and understanding of the following: GMT policies and standard operating procedures; National Treasury regulations; Provincial Treasury Instructions; Public Finance Management Act; Written and verbal communication skills; Proven computer literacy.

**DUTIES**
Ensure Effective GMT Rental Services function; Control and coordinate GMT shuttle service; Plan and budget for vehicles; Monitor and control accidents and losses pertaining to GMT fleet rental services; Ensure adherence to policies and regulations pertaining to GMT rental vehicles and bookings; Administration and supervision of subordinates within section; Human Resource Management.

**ENQUIRIES**
Mr R Fourie at Tel No: (021) 467 4747

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

**CLOSING DATE**
02 December 2019
POST 41/286: DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-212 (X3 POSTS)

SALARY: R257 508 per annum (Level 07)

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

REQUIREMENTS: An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years’ appropriate experience. Recommendation: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills; Programme/ Project Management and Administration; Planning and organising skills.

DUTIES: Provide regional project office support; Ensure all project expenses are captured and provide support to regions in this regard; Update all project plans regarding progress; Update Premier’s dashboard; Collate and update EPWP information on National EPWP system; Allocate project numbers and compile reports, letters and other documents for publication and electronic transmission; Maintain an electronic filing system to maintain project information and data; Provide administrative support to component and project managers.

ENQUIRIES: Mr H Coetzee Tel No: (021) 483 2214

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

CLOSING DATE: 02 December 2019

POST 41/287: ROAD WORKER: OUDTSHOORN REF NO: TPW 2019-213

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: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Ability to work within a team; Reliable.

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 D Plaatjies at Tel No: (044) 272 3699

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 Enica 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, 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. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will be given preference.
communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 09 December 2019

**POST 41/288** : **DRIVER REF NO**: TPW 2019-217

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

**CENTRE** : Department of Transport and Public Works, Western Cape Government:
- Maitland (X4 Posts)
- George (X1 Post)

**REQUIREMENTS** :
- Ability to read and write/Adult Basic Education and Training (ABET);
- A minimum of 7 months experience as a driver by occupation;
- A valid code 8 driving license with a professional valid driving permit (PDP);
- Recommendations: None.
- Competencies: A good understanding and knowledge of the following:
  - Driving and operating a (flatbed) tow truck;
  - To jumpstart a vehicle, and changing a wheel;
  - Basic administration to complete forms, as well as to be able to operate a Garmin (navigation device), smart phone (and a hands free kit), digital camera, two-way radio and a tablet/laptop;
  - Reporting procedures with reference to accidents, hijacking/vehicle theft and vehicle maintenance;
  - Communication skills;
  - Ability to work under pressurised circumstances and meet deadlines;
  - Ability to deal with diversity;
  - Telephone etiquette;
  - Good client liaison skills;
  - Able to work in a team and individually.

**DUTIES** :
- Deliver vehicles to merchants for quotations, services and repairs, and collect once serviced/ repaired;
- Perform GMT tow truck duties for local and long distance trips, as well as perform VIP standby duties (i.e. after hours call out and roadside assistance);
- Transporting vehicles from GMT to the auction site (for monthly auctions);
- Transporting new, relief and redundant vehicles between GMT's premises;
- Moving vehicles on site – booked in at Division Repairs and Maintenance Coordination;
- Assist with fitment or removing decals from vehicles at the GMT premises or at Client Departments premises;
- Assist with charging vehicles batteries, and jumpstarting vehicles at GMT premises and Top Yard (Cape Town), and call outs to VIP clients.

**ENQUIRIES** :
- Mr R Fourie at Tel No: (021) 467 4747

**APPLICATIONS** :
- To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) 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.

**CLOSING DATE** : 09 December 2019

**POST 41/289** : **TECHNICAL AID: REPAIR AND MAINTENANCE REF NO**: TPW 2019-218

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

**CENTRE** : Department of Transport and Public Works, Western Cape Government
- Maitland (X2 Posts)
- George (X1 Post)

**REQUIREMENTS** :
- Basic education/ABET; A valid driving licence and Prdp with a willingness to utilise a GG vehicle in the execution of official duties;
- Recommendations: Grade 10 (Junior Certificate or equivalent qualification);
- Operate hand tools and equipment in a workshop environment.
- Competencies: Have a good understanding of the following:
  - As a driver, you should be familiar with reporting procedures with reference to accidents, hijacking/vehicle theft and vehicle maintenance;
  - Jumpstart a vehicle, and change a wheel;
  - Able to perform routine tasks.
DUTIES: Fitting decals to vehicles or removing the decals, fitment of number plates, licence and COF disks, GMT Toll free number window sticker, jumpstart vehicles, charging vehicle batteries, washing and cleaning vehicles; Moving office and vehicle equipment, general workshop duties, assist with moving vehicles on site and transporting vehicles; Assist with setup of vehicles on the vehicle lifts for inspection and “invites to quotes”; Assist with the monthly vehicle auctions held for GMT; Assist the Technical Assistants to setup vehicles on the vehicle lifts and/or tripod stands for vehicle inspections and/or invite to quote.

ENQUIRIES: Mr R Fourie at Tel No: (021) 467 4747

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.

CLOSING DATE: 09 December 2019

ENQUIRIES : Mr L Ely Tel No: (021) 467-2537

POST 41/291 : DISTRICT DIRECTOR: METROPOLE NORTH EDUCATION DISTRICT
OFFICE REF NO: 321
Job Purpose: To manage the quality of education and education institutions in the district.

SALARY : R1 057 326 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE : Metropole North Education District Office, Parow

REQUIREMENTS : Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level within an educational environment. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation. Additional Requirements: Proven relevant management experience in an education environment. Valid drivers’ licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers; Management and governance; Curriculum: FET, Senior and Intermediate and Foundation Phases; Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES : Mr HA Lewis Tel No: (021) 467-2105

POST 41/292 : DIRECTOR: FINANCIAL ACCOUNTING REF NO: 323
SALARY : R1 057 326 per annum (Level 13) all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE : Cape Town, Head Office

REQUIREMENTS : Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level, valid driver’s licence. Additional Requirements: A post graduate qualification in Finance or Economics.

DUTIES : Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end
accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor-General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

ENQUIRIES
Ms E Veldman Tel No: (021) 467-2544