ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE: 17 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

ERRATUM: Kindly note that the post of Chief Executive Officer with Ref No: 42/302 advertised in Public Service Vacancy Circular 42 dated 22 November 2019, Telephone has been amended as follow: Tel No: (021) 815-8668.

OTHER POST

POST 43/171: DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: DEDAT 2019-44
(3 Year Contract Position)

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

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years’ relevant management experience. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills.

DUTIES: Strengthen partnerships to provide procurement promotion support to small businesses; Develop procurement promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the oil and gas sector linked to the Saldanha Bay Industrial Development Zone (IDZ); Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of procurement promotion innovation strategies and policies; Plan the sub-directorate’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Mr J Wolmarans at Tel No: (021) 483 2628

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE: 17 December 2019

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OTHER POST

POST 43/172
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: WASTE MANAGEMENT PLANNING REF NO: EADP 2019-57

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate, recognised Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification); A valid code 08 (EB) driving licence. Recommendations: Report writing skills; Proven supervisory and mentoring skills; Candidate must be willing to travel; Proficiency in Environmental Management; Proven computer literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Competencies: Ability to communicate effectively via a wide range of media to a diverse range of stakeholders; Interpret and analyse complex general and hazardous waste information documents to advise internal and external stakeholders; Conduct in-depth research; Knowledge of environmental legislation, policies and regulations; Knowledge and experience of environmental, general and hazardous waste management; Communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : Administer the verification, analysis and maintenance of waste information reported and captured on the Integrated Pollution and Waste Information System (IPWIS); Manage the development and implementation of special projects with regards to waste information management; Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management; Assist with the following: The compliance monitoring on IPWIS regarding waste information legislative framework; General office management i.e. assist with Financial Management, Human Resource Management and Office Administration; The coordination and facilitation of IPWIS capacity building training to internal and external users.

ENQUIRIES : Mr A Hoon at Tel No: (021) 483 2712

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 43/173
HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge of renal medicine and hypertension. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Administrative, clinical and financial management of the Nephrology and Hypertension division.
**DUTIES**: Provide leadership to the Division of Nephrology and Hypertension as an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO’s, interns and UCT medical students. Conduct and supervise research.

**ENQUIRIES**

Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobekon.tntusi@uct.ac.za

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 December 2019

**POST 43/174**: ASSISTANT DIRECTOR: PROJECT MANAGEMENT

Directorate: Information Management

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: An appropriate 3 years Degree/Diploma recognised three-year tertiary qualification in Computer Sciences, Programming or Database Development. Experience: Appropriate relevant work experience including project management. Experience in Transactional SQL. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement, document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills and Oracle and SQL server database administration experience. Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.

**DUTIES**

Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: - development, implementation, communicating, reporting and monitoring of the projects. Database administration including maintenance, enhancements, user support and system training Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

**ENQUIRIES**

Ms L Shand Tel No: (021) 483-2639

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 December 2019

**POST 43/175**: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT

West Coast District

**SALARY**

R316 791 per annum

**CENTRE**

West Coast District Office, Malmesbury

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services, asset management, contract management and transport activities. Appropriate supervisory experience in Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Extensive knowledge of and practical experience in LOGIS and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Ability to work independently and part of a team. Practical workable knowledge of computer systems (LOGIS and IPS).
DUTIES: Responsible for overall management for all supply chain management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition Contract management, Logistics, Asset, Inventory and Disposal Management. Accurate and timeous preparation of monthly reporting and assist with the compilation of the Annual and Interim Financial Statements in terms of Major and Minor assets for BAS VS LOGIS Recon and Notes 40 and 41. System Management (Ensure system controller functions are carried out and approver duties on IPS). Responsible for Asset management, planning and reporting for West Coast District. Management of all staff HR functions within the component including effective and efficient support to supervisors.

ENQUIRIES: Mr B Cornelissen Tel No: (022) 487-9289

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: 13 December 2019

POST 43/176: PRINCIPAL FOOD SERVICE SUPERVISOR

SALARY: R173 703 per annum

CENTRE: Red Cross War Memorial Children’s Hospital

REQUIREMENTS: Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7) and Food Certificate. Experience: Appropriate supervisory experience in Food Services Management in an industrial Food Service Unit. Inherent requirements of the job: Shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge/skills): Computer literacy (MS word and excel). Ability to maintain discipline. Good communication and interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act. Knowledge of Hazard analysis critical control point (HACCP). Good administrative abilities in the food service system.

DUTIES: Responsible for food services management systems (LOGIS) and relieve the manager when on leave. Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and stock/supplies. Control of food expenditure by implementation of prescribed guidelines. Control and maintain adequate levels of hygiene, safety and security in the kitchen.

ENQUIRIES: Ms M Coetzee Tel No: (021) 658-5407

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: 13 December 2019

POST 43/177: CLEANER (Garden Route District)

SALARY: R102 534 per annum

CENTRE: Riversdale Clinic

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Relief in other facilities/mobiles when necessary. Competencies (knowledge/skills): Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Able to handle conflict and the ability to work under pressure.

DUTIES: Provide clean, safe and hygienic environment (sweeping, dusting, scrubbing, mop, polish, refuse removal, cleaning of windows, light shades, walls, toilets, sluice, drains and clinic grounds). Effective and efficient utilisation and storage of cleaning material and equipment. Handling of waste. Attend in-service training appropriate to service delivery. Effective support to supervisor.

ENQUIRIES: Ms E Braaf Tel No: (028) 713-8644

APPLICATIONS: The District Manager; Garden Route District Office, Private Bag X6592, George, 6530

FOR THE ATTENTION: Ms S. Pienaar

NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2019

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

CLOSING DATE : 17 December 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. 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

MANAGEMENT ECHELON

POST 43/178 : CHIEF DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: HS 2019-74

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : A NQF level 7 qualification in the Social Science/Built environment or related as recognised by SAQA; A minimum of 5 years’ senior management experience in the built environment sector; A valid driver’s licence, or alternative mode of transport for people with disabilities. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Knowledge of Human Resource Management; Basic knowledge of labour relation legislation and regulations; Financial management; Knowledge of the creation and sustainable of integrated human settlements.

DUTIES : Line Management: Oversee research, development of policies of sustainable human settlements; Oversee the planning for integrated and sustainable human settlements; Oversee the planning and management of housing assets; Oversee the facilitation of affordable housing delivery; and Coordinate the compilation of the departmental annual business plan; Strategic Management: Define and review on a continual basis the purpose, objective, priorities and activities of the Chief Directorate; Participate in the Department’s and Chief Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate against pre-determined key measurable objective and standards; Report to the Head of Department on the activities of the Chief Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Chief Directorate’s Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound employee relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief Directorate; Financial Management: Active participation in the
budgeting process at Chief Directorate level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Chief Directorate’s finance; Report to the Head of Department on all aspects of the Chief Directorate’s finances; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate’s assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribe norms and standards.

ENQUIRIES: Ms JJ Samson Tel No: (+2721) 483-2869

POST 43/179: DIRECTOR: PLANNING REF NO: HS 2019-75

SALARY: R1 057 326 per annum (Level 14). (All–inclusive salary package)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: A relevant NQF level 7 qualification or equivalent in the Built environment as recognised by SAQA; A minimum of 5 years’ experience middle/senior management experience; A valid driver’s licence, or alternative mode of transport for people with disabilities. Competencies: Proven knowledge and understanding of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge and understanding of integrated human settlement planning; Proven knowledge and understanding of planning and environmental regulatory requirements; Proven knowledge and understanding of Human Settlement, Local Government and Stakeholder Management; Proven knowledge and understanding of Human Settlement and Stakeholder Management; Proven knowledge and understanding of the built environment (Human Settlements) Proven knowledge and understanding of Municipal Spatial Development Frameworks and 5-year Human Settlement Plans on municipal level; Proven knowledge and understanding of program and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of GISc systems and the management of spatial databases; Proven knowledge and understanding of public service procedures, processes and systems; Proven communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Intranet, Internet and other relevant software packages; Proven leadership skills with specific reference to the ability to display thought leadership in complex applications; Proven planning and organising skills; Proven problem solving and dispute resolution/conflict management skills; Proven conceptual and formulation skills; Ability to interpret relevant legislation, policies, guidelines, standards, procedures and best practice; Ability to conceptualise and drive strategic planning processes; Ability to forge sustainable relationships and utilize resources effectively and economically to achieve key deliverable.

DUTIES: Line Management: Facilitate provincial human settlement forward planning; - Facilitate the development of implementable human settlement plans within the IDP of municipalities; Manage GIS support; Coordinate and manage the integration of the informal settlements policy into provincial and municipal planning. Strategic Management: Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department’s and Directorate’s strategic planning process; Activate involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respects of adequate and appropriate record-keeping of the activities of the Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the number and grades appropriate to ensure achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Monitor information capacity building within the Directorate; Active involvement in the compilation of the People Management Plan, a Service
Delivery Improvement Programme, and an Information Resources Plan for the Directorate; Promote sound employee relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Actively participate in the budgeting process at Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate's finance; Report to the Chief Director on all aspects of the Directorate’s finance; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

ENQUIRIES : Ms JJ Samson Tel No: (+2721) 483-2869

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 17 December 2019

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OTHER POST

POST 43/180 : ASSISTANT DIRECTOR: SERVICE DELIVERY INTEGRATION (INTERGOVERNMENTAL RELATIONS) REF NO: LG 2019-36 (12 Months Contract)

SALARY : R376 596 per annum (Level 09)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience in an intergovernmental relations/stakeholder management environment. Recommendations: Working knowledge of the Intergovernmental Relations Framework Act (IGR Framework Act); Experience of Project Management, Strategic Management, Human Resource Management, Financial management as well as aspects of Supply Chain Management such as procurement and asset management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Legislation and policy frameworks applicable to local government (Constitution, Municipal Systems Act, Municipal Structures Act); Proven computer literacy (MS Office); Written and verbal communication skills; Minute writing and report writing.

DUTIES : Rendering logistical and administrative support to the Intergovernmental Relations component through the following: Compiling and providing input for operational plans (Project Plan, Standard Operating Procedures, Quarterly Performance Reports, Annual Performance Plan), Finalise trip authorities; Draft minutes and finalise resolution reports for submission in respect of committees and forums The Minister’s and Mayoral Technical Forum (MinMayTech), Minister’s and Mayoral Forum (MinMay), Premier’s Coordinating Forum (PCF), District Coordinating Forum Technical Committee (DCFTech) and The District Coordinating Forum DCF) Follow up resolutions and key outcomes for: Provincial and Municipal Interface (‘Meet and Greet’), MinMayTech and Premier’s Coordinating Forum Technical Committee (PCFTech); Assist with the compilation of budget reports [Monthly cash flow, Mid Term Expenditure Framework]; Track expenditure in line with the budget; Procurement of all goods and services (Equipment, booking of venues, accommodation, technical services); Compilation and finalising of claims (S&T, cell phone, overtime); Controlling of Sub directorate assets (Coordinating and
submission of control verification information); Processing of invoices for payment; Meeting attendance of: MinMayTech, MinMay, PCF, Joint District Approach (JDA), Provincial and Municipal Interface ("Meet and Greet"), DCFTech and DCF (as and when required).

ENQUIRIES:
Mr NJ Witbooi at Tel No: (021) 483 4249

DEPARTMENT OF THE PREMIER

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

CLOSING DATE:
20 January 2020

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 43/181:

CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-92

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma or higher qualification which is media related.); A minimum of 2 years’ experience in an online publishing environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing; Experience with a large publication would be an advantage. Competencies: Knowledge of the following: Content production systems; Ability to research independently; Ability to use multimedia equipment; Proven writing ability; Good understanding of Search Engine Optimisation (SEO); Excellent communication skills (written and verbal).

DUTIES:
Write and publish online content implementing international best practices, including functions such as interviews; Assess content brief, conduct research and aggregate content for production; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES:
Mr L Rushin at Tel No: (021) 483 9772

PROVINCIAL TREASURY

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

CLOSING DATE:
17 December 2019

NOTE:
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OTHER POST

POST 43/182:

CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2019-48 (X2 POSTS)

SALARY:
R257 508 per annum (Level 07)
CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years relevant experience. Recommendation: Basic knowledge of financial systems such as LOGIS; Supervisory skills. Competencies: Basic knowledge and understanding of the following: Financial systems such as LOGIS; Financial Administration; Strategic planning and organising skills; Communication skills (written, verbal and presentation); Proven computer literacy.

DUTIES: Data cleansing of Logis item master; Enable a clean and up to date asset register; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with the creation of ICN’s.

ENQUIRIES: Mr F Fillis at Tel No: (021) 483 9632

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 17 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 43/183: SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 2019-137

REQUIREMENTS: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recongizable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Government processes and systems; Older persons legislation, strategies and policies in South Africa; Older persons sector in the Western Cape; International best practices in terms of older persons; Policy development; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.

DUTIES: Develop and facilitate the development of policies for rendering a social work service in departments; Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work and management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Perform and/or ensure that all the administrative functions required in the unit are performed.

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

POST 43/184: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DSD 2019-141

REQUIREMENTS: An appropriate 3 year National Diploma/ B-Degree (or higher qualification); A minimum of 5 years relevant experience in an Internal Control and Governance environment of which 3 years’ experience must be on a management level. Competencies: Knowledge of the following; Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act;
National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Written and verbal communication skills.

**DUTIES**

Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate.

**ENQUIRIES**

Mr JO Smith at Tel No: (021) 483 8679

**POST 43/185**

**ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSD 2019-136**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.

**DUTIES**

Develop and implement departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Provide support and guidance in the management of Provincial Project Management and Information systems.

**ENQUIRIES**

Ms L Bam at Tel No: (021) 483 5685

**POST 43/186**

**EDUCATION MANAGER: EDUCATION (CLANWILLIAM) REF NO: DSD 2019-142**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 4-year teaching qualification in Education (or higher qualification); Registration with SACE; A minimum of 3 years’ experience as an Educator/Educationalist. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Written and verbal communication skills; Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

**DUTIES**

Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective
operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

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

**POST 43/187**
SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE REF NO: DSD 2019-138

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

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

**REQUIREMENTS**
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; **Grade 1:** A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 2:** A minimum of 18 years’ appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Written and verbal communication skills; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

**DUTIES**
Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

**ENQUIRIES**
Ms T Hamdulay at Tel No: (021) 483 4829

**POST 43/188**
SOCIAL WORKER POLICY DEVELOPER: SUBSTANCE ABUSE REF NO: DSD 2019-140

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

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

**REQUIREMENTS**
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; **Grade 1:** A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 2:** A minimum of 18 years’ appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Written and verbal communication skills; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.
**DUTIES**: Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

**ENQUIRIES**: Mr D Cowley at Tel No: (021) 483 6296

**POST 43/189**: SOCIAL WORKER: ECD AND PARTIAL CARE REF NO: DSD 2019-133

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

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

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Competencies**: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Monitor NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Perform all the administrative functions required of the job.

**ENQUIRIES**: Ms S Davis at Tel No: (021) 483 4153

**POST 43/190**: SOCIAL WORKER: SERVICES TO FAMILIES REF NO: DSD 2019-134

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

**CENTRE**: Department of Social Development, Western Cape Government
REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

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; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

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

POST 43/191: SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) REF NO: DSD 2019-139

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty,
inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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 D de Bruyn at Tel No: (028) 214 3000

**POST 43/192**: CUSTOMER CARE ASSISTANT: CUSTOMER CARE (KNYSNA) REF NO: DSD 2019-135

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

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months’ customer care experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Written and verbal communication skills; Proven computer literacy in (MS Office); Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.

**DUTIES**: Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist with the logistical arrangements for the local office at the community based programmes; Render general administrative support services; Maintaining of a filing system and ministerial record keeping for the customer care related matters.

**ENQUIRIES**: Mr K Mazeleni at Tel No: (044) 814 1925

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

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

**CLOSING DATE**: 17 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 43/193**: TECHNICAL ASSISTANT REF NO: TPW 2019-230

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

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

**QUALITY ASSURANCE (X4 POSTS)**

**Client Care Centre (X1 Post)**

**REQUIREMENTS**: NTC 3 Certificate (or equivalent vocational certificate); A minimum of 3 years’ practical work experience in Mechanical, Panel beating or similar fleet management environment; A valid code EC driving licence with PDP to ensure stand-by duties will be performed. Recommendations: National/Advanced Certificate as a Qualified Motor Mechanic/Panel Beater; Experience in
Government Motor Transport or other agencies fleet agencies. Competencies
Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Excellent communication skills (written and verbal) Strong technical acumen; Excellent planning and organisational skills; Ability to conduct technical research and report writing.

**DUTIES**

Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident) and approve/decline said requests; Review vehicles technical history, and recommend/decline quotes for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Monitor Government Motor Transport work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service.

**ENQUIRIES**

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

**POST 43/194**

CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 2019-235

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3 -year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years’ experience in the built environment; A valid code B driving licence. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication skills (written and verbal); Proven computer literacy with MS Office Package (Word, Excel, Project and PowerPoint).

**DUTIES**

Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved H&S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Review and validate fee claims of appointed health and safety agents; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Appoint health and safety agents; Ensure the services of appointed Health and Safety Agents are correctly executed.

**ENQUIRIES**

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