ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 02 March 2020 (Unless indicated otherwise)

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 06/150: VETERINARY TECHNOLOGIST: BACTERIOLOGY, VPH MEDIA AND COORDINATION REF NO: AGR 01/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or equivalent qualification) in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid (code B or higher) driving licence. Recommendations: Experience in a diagnostic veterinary bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Written and verbal communication skills.

DUTIES: Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

ENQUIRIES: Dr M Seutloali at Tel No: (021) 887 0324
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/151: LAND USE TECHNICIAN: LAND USE MANAGEMENT REF NO: AGR 04/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Natural Resource Management/Environmental Management/Agriculture/Civil Engineering; A minimum of 3 years' post qualification experience of Natural Resources Management principles; A valid (Code B or higher) driving licence. Recommendations: Working knowledge of the agricultural sector, crop production systems, water irrigation and soil and physical properties; Experience using ArcView/GIS programs. Competencies: Knowledge of the following: Theory, design and implementation of environmental resource management plans; Legal compliance; Written and verbal communication skills; Povner computer literacy; Planning and organising skills; Problem solving and analysis skills.

DUTIES: Provide support to the land use manager; Assess and provide comments on applications for land use management; Facilitate the representation of the department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan for agricultural land use in the Western Cape; Liaison with external service providers and clients.

ENQUIRIES: Mr C van der Walt at Tel No: (021) 808 5099
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
POST 06/152 : LECTURER: AGRIBUSINESS MANAGEMENT REF NO: AGR 05/2020

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year B.Agric-degree or equivalent qualification in Agricultural Economics or Commerce or Agribusiness Management or Education; A minimum of 3 years appropriate experience; A valid (Code B) driving licence. Recommendations: In possession of an assessor and moderator certificate; Proven working knowledge of labour relations, agribusiness management, production economics, investment planning, credit and risk in agricultural and marketing. Competencies: Proven knowledge of Agricultural Economics/ Commerce or Agribusiness Management; Communication (verbal and written) skills; Leadership, planning and organising skills; Presentation skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Mr H Abrahams at Tel No: (021) 808 7658
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

POST 06/153 : PERSONAL ASSISTANT: RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 03/2020

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to Senior Management; A valid Code B (or higher) driving licence. Competencies: Maintaining of record management system; Knowledge of financial management and understanding of regulations/prescripts and procedures; Knowledge of procurement processes; Understanding of functioning, systems and processes of government; Ability to compile agendas and properly record minutes and decisions at meetings; Interpersonal skills; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic and email etiquette; Accuracy and attention to detail; Interpersonal relations.

DUTIES : Provide a secretarial/receptionist support service to the manager; Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood; Provide administrative support to manager; Managing the diary and organising meetings and appointments; Ensure and advise on effective flow of information and documentation to and from Manager’s office; Ensure all travel and accommodation arrangements for manager is well coordinated; General office organisation, including effective record management and filing; Research, compile and collate reports; Support with administration of budget, including procurement and financial processes; Provide support and logistics for meetings and events, including serving as secretariat for meetings; Practicing the eight Batho Pele principles.

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

POST 06/154 : HOUSEHOLD AID: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 07/2020

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Able to read and write (basic literacy)/ Adult basic education and training (ABET). Recommendations: Catering experience; Knowledge of working with industrial kitchen equipment; Competencies: A good understanding of the following: Catering; Preparing food (processing meat, vegetables) Working in an industrial kitchen and with equipment; General cleaning services; Communication skills; Ability to perform routine tasks as required; Interpersonal skills; Team-building skills.

DUTIES : Assisting with the processing of meat, peel off vegetables, making salads for daily meals of students; Help with the preparation of food such as baking eggs; Assist with plating of food and serving of meals; Setting and clearing of tables during meals; Assist
with the preparation of food and official functions; Daily cleaning of the kitchen; Washing of dishes before and after meals; Cleaning of the hostel kitchen on a daily basis and other facilities; Use of cleaning of equipment and detergents when cleaning the kitchen; Removal of garbage.

**ENQUIRIES**
Ms L Smith at Tel No: (021) 808 5470

**NOTE**
Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**APPLICATIONS**
To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. 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.

**CLOSING DATE**
09 March 2020

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE**
02 March 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 POSTS**

**POST 06/155**

**RESEARCHER: INFORMATION SERVICES**

**REF NO:** CAS 19/2019 R1

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

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

**REQUIREMENTS**
An appropriate Postgraduate qualification; A minimum of 1 year relevant experience; A valid code B driving licence. Recommendation: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques. Competencies: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques; Scientific report writing; Proven computer literacy (MS Office); Management and information; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Conducting scientific research: identify research projects and undertake commissioned research for the library services; Management of information and knowledge: Collate and analyse data and information from public libraries and other sections of the library services; Management of library statistics and databases; Proofreading and translations of outputs produced by the section.

**ENQUIRIES**
Mr N Adonis at Tel No: (021) 483 2145

**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

**POST 06/156**

**ARCHIVIST: CLIENT INFORMATION SERVICES**

**REF NO:** CAS 27/2019 R1

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

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

**REQUIREMENTS**
An appropriate 3 year tertiary qualification (National Diploma or higher qualification) in Archival studies or History/Cultural History as major subjects; A valid driving licence. Recommendations: Working experience in the archives environment; Knowledge of retrieval and automated storage systems. Competencies: Knowledge of current archival policies and legislation; Presentation and public speaking skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills; Leadership and effective delegation.

**DUTIES**
Research and source guidance will entail the following: Provide references to customers by providing access, interpreting, finding aids, giving instruction on the proper handling of materials and providing knowledge of the records relevant to the individual researcher’s needs; Respond to written/telephonic enquiries and maintain
records and control sheets; Digitization of archival records and avail them for research purposes; Planning and Administration will entail the following: Ensure that work is completed according to work plan by overseeing, monitoring and evaluating work progress of subordinates; Compile monthly, quarterly and annual reports; People Management will entail the following: Ensure the effective utilisation and development of human capital by mentoring, coaching and training staff to master necessary skills; Compile in-service training programmes, job descriptions, performance and development plan agreements.

ENQUIRIES: Ms A Kupe at Tel No: (021) 483 0411
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

POST 06/157: HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO. CAS 04/2020 (X3 POSTS)

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year B-Degree (or higher qualification). Recommendation: Postgraduate qualifications (Honors, Masters, Doctorate) in heritage-related studies. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines (specifically those of HWC (Heritage Western Cape); Written and verbal communication skills; Related legislation in the heritage management process (such as NEMA (National Environmental Management Act), MRDA (Mineral Resources Development Act) and municipal processes where applicable); Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar.
DUTIES: Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significance of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.

ENQUIRIES: Ms W Dhansay at Tel No: (021) 483 9533
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

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 March 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 06/158: PERSONAL ASSISTANT: SKILLS DEVELOPMENT REF NO: DEDAT 01/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office;
Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

DUTIES: Provide a secretarial/receptionist support service to the manager; Renders administrative support services; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES: Mr N Joseph at Tel No: (021) 483 9011

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

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

ERRATUM: Kindly note the post of Chief Engineer: Grade A (Mechanical) with Ref No: 5/291 advertised in Public Service Vacancy Circular 05 dated 07 February 2020. The closing date have been amended to 21 February 2020.

OTHER POSTS

POST 06/159: OPERATIONAL MANAGER NURSING (SPECIALTY: ONCOLOGY) (OPD)

SALARY: R562 800 per annum (PN-B3)

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 Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Oncology after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science and 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: 06 March 2020

POST 06/160: THERAPEUTIC AND MEDICAL SUPPORT COORDINATOR (06 Months Contract)
(Chief Directorate Metro Health Services)

SALARY: Grade 1: R466 119 per annum
Grade 2: R532 959 per annum
(Plus 37% in lieu of service benefits)

CENTRE: Northern Tygerberg Sub-structure Office
**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Experience: **Grade 1**: A minimum of 3 years appropriate experience in the relevant profession after registration with the Health Professions Council of South Africa (HPCSA). Registration with the council: Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Inherent requirement of the job: Valid Code (B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of the district health service platform. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently. Ability to analyse data and prepare reports for management decision and reporting.

**DUTIES**: Coordination of therapeutic and medical support services across the platform. Plan and execute projects related to the improvement of services. Monitor and evaluate programme performance. Identify training opportunities for Allied Health professionals. Identify system improvements. Provide input into or manage special projects or organisational strategies affecting therapeutic and medical support services.

**ENQUIRIES**: Ms L Najjaar Tel No: (021) 404-2071

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

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

**CLOSING DATE**: 06 March 2020

**POST 06/161**

**OPERATIONAL MANAGER NURSING (GENERAL SURGERY) (X2 POSTS)**

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<th>SALARY</th>
<th>R444 276 per annum (PN-A5)</th>
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<td>CENTRE</td>
<td>Groote Schuur Hospital, Observatory</td>
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<td>REQUIREMENTS</td>
<td>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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/reconisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing.</td>
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**DUTIES**: Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBUs management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**: Mr A Mohamed Tel No: (021) 404-2071

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

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

**CLOSING DATE**: 06 March 2020

**POST 06/162**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**

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<th>Directorate: Supply Chain Management Sourcing</th>
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<td><strong>SALARY</strong></td>
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<td><strong>REQUIREMENTS</strong></td>
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DUTIES: Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on end-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES: Mr QJ Manuel Tel No: (021) 483-6407
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE: 06 March 2020

POST 06/163: SENIOR PERSONNEL PRACTITIONER: HEALTH, PRODUCTIVITY AND SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)
Directorate: People Practices and Administration

SALARY: R316 791 per annum
CENTRE: (Head Office, Cape Town)

DUTIES: 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. Administer Health and Safety departmental audits and reporting. 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. Assist with the development of monitoring and evaluation tools for the implementation of a DPSA M and E framework. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to health and productivity of employees in the Department. Provide administrative support to provincial steercom committees.

ENQUIRIES: Mr N Ismail Tel No: (021) 483-3951
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: 06 March 2020

POST 06/164: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)

SALARY: R316 791 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

**DUTIES**: Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of Non supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

**ENQUIRIES**

Mr S Ntsonkotha Tel No: (021) 658-5892

**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**: 06 March 2020

**POST 06/165**: OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 TO 2

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R210 567 per annum
Grade 2: R248 034 per annum

**CENTRE**: Metro TB Hospital Complex (DP Marais Hospital)

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Competencies (knowledge/skills): Good interpersonal, organisational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Computer literacy. Implementation of a planned Occupational Therapy Clinical Service at TB Metro Centre. Contribute to implementing Occupational Therapy assessments. Contribute to Training and Professional Development. Portray a positive image of the OT profession.

**ENQUIRIES**

Ms A Najaar Tel No: (021) 508-8305

**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. 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**: 06 March 2020

**POST 06/166**: ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)

Directorate: Engineering and Technical Services

**SALARY**

Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

**CENTRE**: Metro West District Maintenance Hub based at Zwaanswyk)

**REQUIREMENTS**

Minimum educational qualification: Appropriate Trade Test Certificate. Experience:

Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to emergencies including after hour repairs and standby duties. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Proficiency in at least two of
the three official languages of the Western Cape. Working knowledge of bricklaying and plastering techniques. Proficiency in erecting of scaffolding.

**DUTIES:**
Produce objects with material and equipment according to job specifications and standards. Bricklaying, plastering and repair of plants and buildings according to standards. Manage and assist with the execution of building projects/repairs within the health facility. Exercise control over tools and materials. Administration duties including the processing of requisitions, ordering, control of maintenance materials and equipment.

**ENQUIRIES:**
Mr B Lesch Tel No: (021) 715-5921

**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:**
06 March 2020

**POST 06/167:**
SOCIAL AUXILIARY WORKER GRADE 1 TO 3
Chief Directorate: Metro Health Services

**SALARY:**
Grade 1: R148 215 per annum
Grade 2: R176 982 per annum
Grade 3: R211 323 per annum

**CENTRE:**
Metro TB Hospital Complex (DP Marais Hospital)

**REQUIREMENTS:**
Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: **Grade 1:** None experience required. **Grade 2:** A minimum of 10 years’ appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years’ experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy. Ability to communicate in at least two of the three official languages in the Western Cape. Interpersonal skills. Basic knowledge of TB/HIV. Able to work in a multidisciplinary team.

**DUTIES:**
Effective individual, family and group counselling to inpatients and family members. Liaise with the MDT, partnering with stakeholders and linking patients with external service providers. Produce and maintain accurate records on the medical file. Support to supervisor and colleagues. Perform all required administrative tasks and stats. Attend relevant training courses for professional development.

**ENQUIRIES:**
Mr A Bhongcoshe Tel No: (021) 508-8339

**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. *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:**
06 March 2020

**POST 06/168:**
TRADESMAN AID (WORKSHOP) (X2 POSTS)
Chief Directorate: Rural Health Services

**SALARY:**
R102 534 per annum

**CENTRE:**
George Regional Hospital

**REQUIREMENTS:**
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience within a health workshop environment. Inherent requirements of the job: Must be prepared to work overtime. Capability to do strenuous physical labour. A valid (Code B/EB) driver’s licence. Perform relief duties where required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements
of the Machinery and Occupational Health and Safety Act. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handymen and Artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES**
Mr L du Plessis Tel No: (044) 802-4488

**APPLICATIONS**
Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**
Mr BH Cassiem

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

**CLOSING DATE**
06 March 2020

**POST 06/169**

**CLEANER**
Chief Directorate: Metro Health Services

**SALARY**
R102 534 per annum

**CENTRE**
Khayelitsha Community Health Clinic

**REQUIREMENTS**
Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays, night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

**DUTIES**
(key result areas/outputs): General cleaning and maintenance of cleaning equipment. Dust, sweeping, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

**ENQUIRIES**
Ms T Mshumpela Tel No: (021) 360-5208

**APPLICATIONS**
Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

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

**FOR ATTENTION**
Ms Z Willie

**CLOSING DATE**
06 March 2020

**POST 06/170**

**DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health District

**SALARY**
R102 534 per annum

**CENTRE**
Metro TB Hospital Complex (Brooklyn Chest Hospital)

**REQUIREMENTS**
Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Code (B/EB) driver's licence and Valid PDP (proof must be attached). Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official language of Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance, Inspections for defects on vehicles. Good interpersonal skills. Safe driving skills.

**DUTIES**
Effectively rendering an efficient transport service. Effectively maintaining of GG vehicles stationed at institution. Delivery and transporting of medication and store items to Clinics. Rendering of minimal administrative duties. Rendering an effective delivery service.

**ENQUIRIES**
Mr C Van Houten Tel No: (021) 508-8333

**APPLICATIONS**
Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2 Ysterplaat 7405.

**FOR ATTENTION**
Ms N Mabuya

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

**CLOSING DATE**
06 March 2020
Inherent requirements of the job: Valid (Code B/EB) drivers licence. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to be on standby, working overtime and to work on weekends and public holidays. Knowledge of Transport Regulations. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Safe driving skills.

DUTIES:
Daily transporting of officials passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Ensure that all vehicles are kept clean and tidy. Relief staff within the component when required.

ENQUIRIES:
Mr. A Basson
Tel No: (021) 815-8868

APPLICATIONS:
The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.

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

CLOSING DATE:
06 March 2020

POST 06/172:
HOUSEHOLD AID (Chief Directorate: Metro Health Services)

SALARY:
R102 534 per annum

CENTRE:
Karl Bremer Hospital

REQUIREMENTS:
Minimum Requirement: Basic Numeracy and Literacy. Experience: Appropriate experience of cleaning services. Inherent requirement of the job: Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects and stay on feet for long hours. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to function within the multi-disciplinary team. Good organisational and time management skills. Knowledge of environmental hygiene and waste management. Ability to operate cleaning apparatus and equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Basic literacy, both written and verbally.

DUTIES:
Ensuring and maintaining high standards of environmental cleanliness and hygiene within the wards. Provision of meals and beverages to patients. Effective use, maintenance and safekeeping of supplies and equipment. Management of clean and used linen (counting of linen, packing linen room, etc.) Support and relief the supervisor and team members.

ENQUIRIES:
Ms ET Linden-Mars
Tel No: (021) 918-1224

APPLICATIONS:
The Senior Medical Superintendent, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

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

CLOSING DATE:
06 March 2020

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE:
02 March 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 POSTS

POST 06/173:
ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: HS 28/2019 R1

SALARY:
R376 596 per annum (Level 09)

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 appropriate experience in a strategic environment; A valid code EB driving licence. Recommendations: An appropriate post-graduate qualification in Strategic Management, Research, Monitoring and Evaluation or Business Analysis. Competencies: Knowledge of the following: Strategic planning and reporting processes; Human Resource and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of
DUTIES: Assist with the facilitation of departmental strategic planning processes; Provide support to the compilation of the departmental Strategic and Annual Performance Plans; Ensure alignment of departmental Strategic and Annual Performance Plans with the Multi Year Housing Development Plan and its Business Plan as well as provincial and national strategic imperatives; Co-ordinate alignment of Annual Performance Plan and Housing Business Plan and Budget plan; Co-ordinate Medium Term Expenditure Committee engagements with Provincial Treasury; Assist with the compilation of the department’s annual report; Provide a support service to the minister and head of department in respect of strategic engagements with senior managers; Support the Batho Pele principles through the coordination of all the Batho Pele initiatives undertaken by the department; Co-ordinate inputs in preparation for cabinet engagements; Provide support to directorates in the development of business plans.

ENQUIRIES: Ms S Adams at Tel No: (021) 483 8159

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

POST 06/174: PORTFOLIO ADMINISTRATOR: PROJECT INITIATION PLANNING AND USER SUPPORT: INFORMATION MANAGEMENT REF NO: HS 07/2020

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of service benefits

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-degree; A minimum of 3 years relevant experience in a Human Settlement Project Management Office (PMO) working environment. Competencies: Knowledge of the following: Project Management Office (PMO) procedures; Modern systems of governance and administration; Project Management methodologies and procedures; System administration of Information Systems; Portfolio and Project Management system; Written and verbal communication skills; Proven computer literacy; Planning, organising, people management and networking skills; Problem solving, dispute and conflict resolution skills; Presenting, facilitating, interviewing and listening skills; Implementation and monitoring skills; Ability to work under pressure; Ability to work independently and in a team under tight deadlines.

DUTIES: System administration of the Portfolio Management Office System (BizProjects); Assist with the development and the implementation of project management in so far as project application processes are concerned; People Management.

ENQUIRIES: Mr J van Wyngaardt at Tel No: (021) 483 3634

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

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE: 02 March 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 POSTS

POST 06/175: DEPUTY DIRECTOR: MUNICIPAL ICT POLICY AND STRATEGY REF NO: LG 02/2020

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

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years’ relevant experience in the Information Communication Technology Policy Development of which 3 years must be management level experience. Recommendations: Working knowledge and experience in the following: Geographic Information System; Information Communication Technology Governance; Information Communication Technology Policy development. Competencies: Advanced knowledge of the following: Geographic Information System; Public policy analysis and public policy development processes; Strategy development; Strategy management; Strategy monitoring and review processes; Modern systems of governance and
administration; Legislative procedures; Excellent written and verbal communication skills; Proven computer literacy; Strong conceptual and formulation skills.

**DUTIES**: Develop Information Communication Technology policy frameworks, guidelines, circulars and advisory notices for implementation by municipal role-players regarding Information Communication Technology strategy, Information Communication Technology governance and Geographic Information System; Develop an annual calendar of milestones in terms of governance targets for municipalities; Develop an Information Communication Technology governance capability maturity model/matrix for municipal assessment in line with Information Communication Technology governance policy and a differentiated model for Information Communication Technology support; Plan and manage the components budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES**: Mr N Rylands at Tel No: (021) 483 0646

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

**POST 06/176**: OFFICE MANAGER: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT

**REF NO**: LG 12/2019 R1

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

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years' experience in managing administration functions and rendering an executive support service to senior management. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

**DUTIES**: Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memorandum with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and-under spending.

**ENQUIRIES**: Ms E Barnard at Tel No: (021) 483 6126

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

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE**: 02 March 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 POSTS

POST 06/177: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DOTP 05/2020

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Appropriate 3-year tertiary qualification (Degree or National Diploma or higher qualification) in International Relations/Political Science/Political Economy/ Economics/ Law or other relevant field; A minimum of 3 years management experience within a research or international relations or related environment. Competencies: Knowledge of the following: International and Diplomatic relations; South African Foreign Policy; Strategy development, Strategy Management; Strategy monitoring and review processes; Public policy analysis and public policy development processes; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven computer literacy; Communication (written and verbal) and presentation skills; Project Management skills; Strong conceptual and formulation skills; Networking skills; Outstanding planning skills; Organising and People Management skills; Proven computer literacy skills; Excellent understanding of diplomacy and protocol.

DUTIES: Research; Provide strategic guidance regarding the Western Cape’s international engagements; Analyse and development responses to Global, National and local events that impact the Western Cape governments international engagements. Identify opportunities, potential partners and areas of collaboration relating to the WCG’s international engagements; Build and maintain relations critical to the WCG’s international engagements, Manage and facilitate effective and efficient cooperation with foreign stakeholders; Assist with driving the strategic agenda and WCG’s priorities.

ENQUIRIES: Mr N Lala at Tel No: (021) 483 6444
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

POST 06/178: PROJECT MANAGER (ECONOMIC GOVERNANCE AND ADMINISTRATION) REF NO: DOTP 04/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: A 3-year tertiary qualification (National Diploma/B-Degree or higher); Applicable course/training in Project Management; A minimum of 3 years’ experience in project management or similar environment. Recommendation: Project Management Experience for enterprise projects utilising PMBOK and/or Prince2 methodologies. Competencies: Understanding of: Information and Communication technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and financial management; Project management skills; Communication skills (written and verbal); Strategic thinking and Data analytics abilities.

DUTIES: Ensure regular, accurate and timely reporting within agreed project management standards; Appropriate communication and escalation of project plans, definition, status and overall progress; Organise and lead project definition workshops and all related project meetings or planning sessions; Develop project definition reports and high level project plans; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Coordinate projects and liaise with resources to ensure timely delivery of milestones; Ensure focus for resources on project milestones and delivery according to plan; Participate in the process of programme/project allocation within the E-Government and ICT environments.

ENQUIRIES: Mr D. Alexander at Tel No: (021) 467 3650
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

POST 06/179: PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 09/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following:
Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

DUTIES: Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES: Mr S. Martin at Tel No: (021) 483 8293
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

PROVINCIAL TREASURY

CLOSING DATE: 02 March 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 POSTS

POST 06/180: LOCAL GOVERNMENT PUBLIC FINANCIAL MANAGEMENT COORDINATOR: (CHIEF DIRECTORATE: LOCAL GOVERNMENT FINANCE) REF NO: PT 28/2019 R1

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: A 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Public Finance/Business Management or Economics (or related); Proven financial management experience of 5 years of which 3 years must be at management level; Experience in municipal budgeting, In-Year Monitoring analysis, reviews and co-ordination; A valid Code B driving licence. Recommendation: Strong financial background specifically in Local Government. Competencies: Knowledge of applicable financial legislation, procedures and processes on a managerial level; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Proven computer literacy; Excellent Communication (written and verbal) and reporting skills; Ability to write submissions, Presentation skills; People Management and conflict resolution skills.

DUTIES: Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES: Mr C. Mapeyi at Tel No: (021) 483 6100
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

POST 06/181: PROCUREMENT MANAGER: PROVINCIAL GOVERNMENT: SUPPLY CHAIN MANAGEMENT REF NO: PT 03/2020

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year B-Degree (or higher qualification) in Finance/Economics/Accounting Law; A minimum of 5 years’ experience within a Supply Chain Management environment of which 3 years must be management experience. Recommendation: Proven track record on Supply Chain Management capacitation and development. Competencies: Knowledge of procurement activities and Supply Chain Management Capacitation and Development; Written and verbal communication skills; Analytical and problem-solving skills; Research and reporting procedures.
DUTIES: Develop and implement strategies for Supply Chain Management and Asset Management capacity development; Provide knowledge management and capacity development services to internal and external clients; Give effect to capacity, knowledge and skills development through integrated and bespoke training, workshops, forums and road shows to internal stakeholders; Give effect to development strategies through supplier road shows, workshops, training and open days.

ENQUIRIES: Ms N Ebrahim at Tel No: (021) 4836 4748/8957

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

POST 06/182: EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 02/2020

SALARY: R376 596 per annum (Level 09)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance/Accounting/Economics; A minimum of 3 years’ appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication skills (written and verbal); Research and econometric skills.

DUTIES: In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.

ENQUIRIES: Mr S. Arnold at Tel No: (021) 483 4945

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

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE: 02 March 2020 (Unless indicated otherwise)

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 06/183: HEAD: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 02/2020

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3 year- B-degree or equivalent qualification; A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project Management; Legislative and regulatory requirements, policies and standards; Public Management and Administration; Policy analysis and development; Relationship management; Ability to compile complex reports.

DUTIES: Develop, monitor and revise methodologies for investigations; Conduct investigations within the statutory mandate sphere; Prepare analysis and assessments; Commission and manage outsourced investigations; Reporting and monitoring including drafting of factual reports which include findings and recommendations; Advise the MEC and HOD on significant risk exposure and control measures and possible actions to be
DUTIES
Supervise subordinates; Responsible for the general maintenance and repairs of equipment; Written and verbal communication skills.

REQUIREMENTS
Grade 10 or equivalent qualification. Competencies: A good understanding of the following: Repairs; Plumbing; Welding; Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance and care of cleaning equipment; Written and verbal communication skills.

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

APPLICATIONS
ENQUIRIES
M A Van Reenen at Tel No: (021) 483 3125

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

POST 06/184
DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DSD 03/2020

APPLICATIONS
ENQUIRIES
Ms A Van Reenen at Tel No: (021) 483 3125

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

POST 06/186
GENERAL FOREMAN: ADMIN (HORIZON) REF NO: DSD 01/2020

APPLICATIONS
ENQUIRIES
Ms A Van Reenen at Tel No: (021) 483 3125

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

POST 06/185
ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 05/2020

APPLICATIONS
ENQUIRIES
Ms A Van Reenen at Tel No: (021) 483 3125

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

POST 06/185
ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 05/2020

APPLICATIONS
ENQUIRIES
Ms A Van Reenen at Tel No: (021) 483 3125

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

POST 06/184
DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DSD 03/2020

APPLICATIONS
ENQUIRIES
Ms A Van Reenen at Tel No: (021) 483 3125

APPLICATIONS
ENQUIRIES
Mr G Laubscher at Tel No: (021) 483 3072
furniture, equipment, electrical wiring and installation; Maintenance of gardens and grounds; Cleaning of the grounds and offices; Ensure refuse removal; Exercise control over tools, supplies and other equipment; Assist with all maintenance projects at facility when necessary; Ensure record keeping of all work done.

ENQUIRIES
APPLICATIONS
Mr E Buys at (021) 986 9100
(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
Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

TO APPLY, YOU MUST SUBMIT A MANUAL APPLICATION. PLEASE COMPLETE AN APPLICATION FORM (Z 83) AND CURRENT CV (5 PAGES MAXIMUM) TOGETHER WITH COPIES OF ID, ACADEMIC QUALIFICATIONS AND PROOF OF OTHER REQUIREMENTS AS INDICATED IN THE ADVERTISEMENT. THE POSITION BEING APPLIED FOR AND THE REFERENCE NUMBER MUST BE CLEARLY INDICATED ON THE Z83 APPLICATION FORM.

POST 06/187
DRIVER WITH SECONDARY FUNCTIONS: LOGISTICAL SERVICES (VREDENBURG), REF NO: DSD 04/2020

SALARY
R145 261 per annum (Level 04)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Grade 10 (or equivalent qualification) with a minimum of 1 year relevant experience; A valid code B driving licence. Competencies: A good understanding of the following: Procedures to perform messenger functions and routine office support functions; Procedures to ensure that the motor vehicle is maintained properly; Communication skills; Interpersonal relations and team work skills; Ability to perform routine tasks as required.

DUTIES
Drive light and medium vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and log books with regards to the vehicle and goods handled; Collect and deliver documentation and related items in the department; Copy and fax documents; Assist in the registry.

ENQUIRIES
MS D Smith at Tel No: (022) 713 2272

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
Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

TO APPLY, YOU MUST SUBMIT A MANUAL APPLICATION. PLEASE COMPLETE AN APPLICATION FORM (Z 83) AND CURRENT CV (5 PAGES MAXIMUM) TOGETHER WITH COPIES OF ID, ACADEMIC QUALIFICATIONS AND PROOF OF OTHER REQUIREMENTS AS INDICATED IN THE ADVERTISEMENT. THE POSITION BEING APPLIED FOR AND THE REFERENCE NUMBER MUST BE CLEARLY INDICATED ON THE Z83 APPLICATION FORM.

CLOSING DATE
09 March 2020

CLOSING DATE
02 March 2020

OTHER POSTS
POST 06/188: PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 16/2020 (X3 POSTS)

SALARY: Chief Engineer - Grade A: R1 042 827 per annum (OSD as prescribed). (All-inclusive salary package)
Chief Construction Project Manager – Grade A: R1 042 827 per annum (OSD as prescribed). (All-inclusive salary package)

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

REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license. Or BTech or higher qualification (Built Environment field); A minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving license. Recommendations. Experience in management of infrastructure programmes; Project management skills, and experience in the use of Microsoft Projects or similar industry - standard project management tools; Registration with the following Professional Body- SACPCMP. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES: Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Prepare the Infrastructure Programme Implementation Plan based on the client Departments’ approved Infrastructure Programme Management Plan; Manage the procurement process of projects; Manage the professional in-house project teams and relevant committees for a particular project or package of projects; Monitor and control project implementation; Manage and coordinate project information for the Project Management Information System; Manage the implementation of Facility Technical Condition Assessments.

ENQUIRIES: Mr C Croeser at Tel No: (021) 483 2848
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

POST 06/189: PROGRAMME MANAGER (CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR) REF NO: TPW 16/2020 (X3 POSTS)

SALARY: Chief Architect – Grade A: R898 569 per annum (OSD as prescribed). (All-inclusive salary package)
Chief Quantity Surveyor – Grade A: R898 569 per annum (OSD as prescribed). (All-inclusive salary package)

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

REQUIREMENTS: B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving license. Or Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving license. Recommendations: Experience in management of infrastructure programmes; Project management skills, and experience in the use of Microsoft Projects or similar industry - standard project management tools; Registration with the following Professional Body - SACPCMP. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES: Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Prepare the Infrastructure Programme Implementation Plan based on the client Departments’ approved Infrastructure Programme Management Plan; Manage the procurement process of projects; Manage the professional in-house
project teams and relevant committees for a particular project or package of projects; Monitor and control project implementation; Manage and coordinate project information for the Project Management Information System; Manage the implementation of Facility Technical Condition Assessments.

ENQUIRIES
APPLICATIONS: Mr C Croeser at Tel No: (021) 483 2848
Only applications submitted online will be accepted. To apply submit your application online via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/190
ASSISTANT DIRECTOR (WALK-IN-CENTRE: VANGATE) REF NO: TPW 05/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years supervisory experience. Competencies: Knowledge of the latest advances in: Public management theory and practices; Organisation development, Human Capital, Management, Institutional performance system and processes of culture change social capital development; Advance knowledge of modern systems of governance and administration; Knowledge of the following: The policies of the Government of the day, Intergovernmental and international relations Media management, Public relations, Public participation, Public transport and knowledge regarding the National Land Transport Act, 5 of 2009, Financial management prescripts; Records management, Office administration, Project management, Analysing financial data and advise on control measures. Above average Communication skills (written and verbal).

DUTIES: Management of the applications for operating licenses; Attendance of stakeholder meetings; Management and administrative duties; Effective management of business processes by utilizing the reporting capabilities of relevant system; Establish and strengthen liaison with Local Authorities and other key stakeholders; Staff & Performance Management.

ENQUIRIES: Mr P. Davids at Tel No: (021) 483 0312
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

POST 06/191
ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): TECHNICAL SUPPORT SERVICES (GEOMETRIC DESIGN) REF NO: TPW 205/2019 R1

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

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Recommendations: Proficient in the use of Bentley Open Roads Designer/Civil 3D or similar geometric design software packages Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience compiling/preparing tender documents and supervising technical staff/teams. Competencies: Knowledge of the following: Technical; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES: Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature
ENQUIRIES : Mr M Hendrickse at Tel No: (021) 483 3107
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/192 : ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MECHANICAL
REF NO: TPW 46/2019 R1

SALARY : Grade A: R311 859- R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

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

REQUIREMENTS : National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendation: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Proficient in the use of Bentley Open Roads Designer/Civil 3D or similar geometric design software packages Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience compiling/preparing tender documents and supervising technical staff /teams. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Written and verbal communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr H Strydom at Tel No: (021) 483 2130
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

POST 06/193 : TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT
REF NO: TPW 81/2019 R1

SALARY : R316 791 per annum (Level 08)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving licence. Recommendation: Knowledge and experience of Construction Training programmes, EPWP and National Youth Service. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES : Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor
SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES: Mr F Jacobs at Tel No: (021) 483 8541
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

POST 06/194: QUALITY CONTROLLER: QUALITY CONTROL (OFFICE OF THE DISTRICT ROADS ENGINEER-OUTDTSHOORN) REF NO: TPW 29/2019 R1

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 equivalent qualification) A minimum of 3 years technical experience working with machinery and related road construction/maintenance; A valid code C (or higher code) driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Duel axel tip truck, Water truck, Chip-spreaders, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, reparation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills; Supervision skills.

DUTIES: Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment and leave management.

ENQUIRIES: Mr J Prodehl at Tel No: (044) 272 6071
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

POST 06/195: ADMINISTRATIVE OFFICER: DOCUMENT MANAGEMENT REF NO: TPW 20/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years appropriate experience; A valid Code B driving licence. Competencies: Knowledge in the following: National Archives Act; National Land Transport Act 5 (2009); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act; Communication (written and verbal) skills; Planning and organising skills; Problem solving skills; Ability to work independently as well as in a team; The ability to work under pressure and meet deadlines.

DUTIES: Manage staff within registry; Provide registry, messenger and driver services; Manage the franking machine; Manage the distribution and controlling of registers; Provide an electronic filing system; Manage the correct and neat filing of documentation, including maintenance of index pages in files and maintenance of file covers; Management of access of information.

ENQUIRIES: Ms E Searle at Tel No: (021) 483 0271
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

POST 06/196: ACCOUNTING CLERK: FINANCIAL ACCOUNTING (OUTDTSHOORN) REF NO: TPW 106/2019 R1

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject; A valid code B driving licence.
Relevant experience within the Finance sphere. Competencies: A good understanding of the following: BAS Financial System or similar systems; Public Finance Management Act, National/ Provincial; Treasury Instructions and prescripts; Strong computer skills (proficiency in Word/ Excel/ Outlook); Written and verbal communication skills; Ability to work under pressure and meet deadlines; Able to work independently and apply own initiative at times.

**DUTIES**

- Processing and capturing of all payment transactions on Basic: Accounting System (BAS);
- Reconciliation between BAS and LOGIS of all payments;
- Process transactions where clearance and follow-up of asset and liability accounts and income and expenditure objectives with faulty balances are involved; Act as relieve cashier and assist in the absence of Costing Clerk as need be;
- Request all BAS reports monthly and per request;
- Administrate the financial administrative functions for the Section:
  - Expense management with respect to processing of payments, clarifying of Ledger and Suspense Accounts;
  - Pre – audit of transactions in addition to aspects concerning the Public Finance Management Act (PFMA);
- Other functions in support of the Finance Component as or when needed.

**ENQUIRIES**

Ms M Barnard at Tel No: (044) 272 6071

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only:

- [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 06/197**: ASSET CLERK: ASSET MANAGEMENT REF NO: TPW 128/2019 R1

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

- Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A valid Code B (or higher) driving licence;
- Experience in accounting;
- Working knowledge of SCOA and Asset Management.

**Competencies:**

- Good understanding of the following: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS;
- Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

- Order and receive assets by ensuring that there is funding available and a need exists;
- Receive, capture and file Log1;
- Obtain quotes in accordance with policies and prescripts;
- Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts;
- Maintain accurate records of contracts utilised and available for use;
- Marking assets;
- Maintaining an accurate ledger of assets on logis;
- Identify shortages and surpluses;
- Update asset register;
- Update theft and losses register;
- Report on movement of assets by capturing all donations received and issued;
- Download asset reports;
- Participate in annual (bi-annual) stock take;
- Check if transactions comply with legislative requirements with regards to transaction control sheet.

**ENQUIRIES**

Mr C Matthyse at Tel No: (021) 483 4636

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only:

- [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 06/198**: ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: TPW 09/2020

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

- Grade 12 (Senior Certificate or equivalent with Accounting as a passed subject); A minimum of 6 months relevant experience in an expenditure management environment; A valid code B driving licence.

**Competencies:**

- A good understanding of the following: Financial reporting skills; Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills; Numerical skills; Systematic approach; Problem solving skills; Ability to work under pressure and meet strict deadlines.

**DUTIES**

- Handle all payment activities (creditor accounts);
- Handle Subsistence and travel allowances and Cellular Phone Accounts;
- Handle the collection/re-imbursement of all Petty cash related expenditure and top-up of float;
- Handle the financial aspects regarding the maintaining of Vehicle Fleet Account;
- Handle the document control function.

**ENQUIRIES**

Mr D Abrahams at Tel No: (021) 467 8749

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only:

- [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
POST 06/199 : ADMINISTRATION CLERK: FLEET RENTAL SERVICES (GMT) REF NO: TPW 19/2020

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) driving licence. Relevancy: Relevant working experience in an administrative environment. Competencies: A good understanding of the following: National, provincial and departmental policies, prescripts and practices governing the work; Appropriate computerized systems (Fleetman); Departmental structures and procedures; Basic knowledge of technical aspects of vehicles; Communication (written and verbal) skills; Organisational skills; Ability to work in a team and independently; Ability to work under pressure; Good leadership skills.

DUTIES : Administration of the hiring/booking of government vehicles; Inspection of vehicles prior to hiring out and on return; Coordinate vehicle preparation and maintenance; License distribution of GMT Rental vehicles; Administration within section; Coordinating accident and losses reports for GMT Rental vehicles.

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

POST 06/200 : OPERATOR: GRADER (PAARL) REF NO: TPW 176/2019 R1

Re-advertisement, applicants who previously applied must re-apply as your previous application will not be considered

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years’ working experience in doing grader related activities; A valid Code EC1/EC driving licence with a valid PDP. Relevancy: Experience in operation of construction machinery; Working experience in operating heavy machinery, grader. Competencies: A good understanding of the following: Heavy machinery; General road maintenance, tools; Tar and gravel road surfaces; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

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

ENQUIRIES : Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (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 : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form

CLOSING DATE : 09 March 2020

POST 06/201 : ROAD WORKER SUPERVISOR: VANRHYNDSDORP (MALMESBURY) REF NO: TPW 101/2019 R1

Re-advertisement, applicants who previously applied must re-apply as your previous application will not be considered

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/EC driver’s license with a professional drivers permit (PDP) is required. Relevancy: Experience in the operating of the minor construction machines. Competencies: A good understanding of the following: Building, maintenance and reparation of roads; Communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team.
DUTIES: Supervise train and inspect work of a team of road workers; Carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; Repair of the bitumen road surface; Repair/erection of road signs; Perform general duties to support road specialists with respect to maintenance, reparation and building, and cleaning of roads as well as related activities.

ENQUIRIES: Mr M Erasmus Tel No: (023) 814 2646

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@westerncape.gov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993NB: 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 March 2020