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 08/161: SCIENTIST (PRODUCTION LEVEL): CLIMATE CHANGE AND RISK ASSESSMENT REF NO: AGR 10/2020

SALARY: Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Science Degree (Bsc) (Hon) in Agriculture or an appropriate 4 year Agricultural Degree; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Sciences; A minimum of 3 years post qualification natural scientific experience in climate change and risk related disciplines; A valid code B driving licence. Recommendations: An MSc or Ph.D Degree; Sound knowledge and experience on climate change and its role in the agricultural sector, preferably in the Western Cape. Competencies: Knowledge of the following: Research Programme and Project Management and its principles (scientific methodologies and data analysis, including Budget Management); Understanding of regulations/policies/prescripts and procedures in government; Ability to do technology transfer to various stakeholder groups; Ability to publish popular publications and scientific papers; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Excellent interpersonal relations; Ability to work under pressure.

DUTIES: Develop and implement research methodologies, systems and standard operating procedures in risk assessing and climate change (including the identification of gaps in the knowledge base and development of appropriate interventions; Monitoring and evaluation of research projects and performing scientific functions that require interpretation in the absence of an established framework; Providing scientific support and advice on agricultural risks and climate change to agricultural stakeholders); Perform research data analysis: Climate smart agriculture and agricultural risk reduction including leading the implementation of Climate Smart Agriculture (CSA) to proactively manage and reduce agricultural risks relating to climate change; Leading awareness and capacity building initiatives and leading effective communications and technology transfer relating to Climate Smart Agriculture (CSA), including the implementation of the Smart Agri Plan and its updates, and any other CSA initiatives; Research and development: Scientific leadership in terms of agricultural risk assessment and climate change (including the initiation and management of agri-risk projects with focus on Climate Smart Agriculture (CSA), and the identification of agri-risk challenges/gaps and the prioritisation of research needs through consultation with stakeholders); Human capital development and administrative and related functions.

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
CLOSING DATE: 06 April 2020

POST 08/162: SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 38/2019 R1 (X2 POSTS)

SALARY:
- Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
- Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
- Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS:
- An appropriate Science degree BSc (Hons) or a 4-year degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Animal Science, Agricultural Science or Zoology; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence.
- Recommendations: Member of SASAS.
- Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Problem solving and analysis.

DUTIES:
- Develop and implement methodologies, policies, systems and procedures;
- To perform scientific analysis and regulatory functions; Research and development; Human capital development;

ENQUIRIES:
- Dr C De Brouwer at Tel No: (021) 808 5220

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: 06 April 2020

POST 08/163: FARM AID: FARM SERVICES (OUTENIQUA) REF NO: AGR 09/2020 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS:
- Ability to read and write/Adult Basic Education and Training (ABET).
- Competencies: A good understanding of the following: Crop and animal production; Mixed cropping and livestock; Infrastructure development and maintenance; Communication skills.

DUTIES:
- Perform the following farm activities: Manual farm activities related to crop and animal production; Mixed cropping and livestock; Routine activities of livestock (e.g. caring, feeding and dosing); Maintaining and cleaning facilities.

ENQUIRIES:
- Mr H Gerber at Tel No: (044) 803 3727

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

CLOSING DATE: 23 March 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE: 16 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 08/164: DEPUTY DIRECTOR: GREEN PROGRAMMES AND PROJECTS REF NO: DEDAT 03/2020

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

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Engineering/Science/Resource Management/Commerce/Economics/ Sustainability/Climate Change/Environmental Science or other relevant qualification; A minimum of 5 years’ Project/Programme management experience of which 3 years must be in a management capacity. Recommendations: Honours or Masters qualification (or higher) in Engineering/Science/Resource Management/Commerce/Economics/ Sustainability/Climate Change/Environmental Science or other relevant qualification; Experience in: Developing or understanding water related strategic approaches; Understanding water related technologies and processes; Financing mechanisms, incentives and models and accessing funding, preferably water/green economy-related; Commercialisation of technology and services; Research and communications; Creative and strategic thinking, decision making, innovation & leadership; and Stakeholder engagement, particularly across multiple spheres of government, the private sector and academia; Preference for management and project/programme management experience in water/green economy related areas. An existing network of key stakeholders in the water sector. Competencies: Knowledge of applicable policies and procedures; Deciding and initiating skills; Leading and supervising skills; Working with people; Relating and networking skills; Persuading and influencing skills; Presenting and communicating information skills; Writing and reporting skills; Applying expertise and technology; Analysing; Learning and researching; Creating and innovating; Formulating strategies and concepts; Planning and organising skills; Adapting and responding to change skills; Coping with pressure and setbacks skills; Entrepreneurial and commercial thinking skills; Strong communication (written, verbal, presentation and facilitation) skills.

DUTIES: Co-ordinating/supporting the co-ordination of the overall programme of water resilience work; Liaising with relevant national and provincial government departments, local municipalities, academia, the private sector and NGOs to ensure alignment, identify gaps in and publicise water-related support being provided and fill these gaps through accessing finance, establishing partnerships and continually updating lists of service providers for possible procurement; Liaising and working closely with: The outsourced water sector desk support function; The relevant stakeholders to explore,
develop and implement financial mechanisms that would support improved water resilience and enable legislative/regulatory changes where appropriate; Engaging with businesses and business associations to encourage action, provide updated information and gather information on actions undertaken and water & cost savings achieved; Developing & distributing water-related case studies on a regular basis; Supporting innovation work in the water field and engaging with other research institutes to help increase the pace of and ability for technology demonstrations and commercialization; Working with retail, construction and property businesses & business associations to support the marketing of water storage/augmentation products and services.

ENQUIRIES:
Ms H. Davies at Tel No: (021) 483 7845

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 ENVIRONMENTAL AFFAIRS

APPLICATIONS:
The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.

CLOSING DATE:
16 March 2020

FOR ATTENTION:
Human Resources

NOTE:
Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POSTS

POST 08/165: SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A-C: TOP PREDATOR RESEARCH REF NO: OC01/2020

SALARY:
R311 859 –R473 574 per annum (All inclusive remuneration package)

CENTRE:
Cape Town

REQUIREMENTS:
An appropriate recognized Diploma or BSc in natural or biological science, or equivalent qualification with at least 3 year relevant post- qualification experience. Registration with SACNASP is compulsory (must provide certified copy of Registration Certificate, or proof of recent application for registration plus payment for such). A valid code 08/EB driver's license. Demonstrated experience in research design and application of data collection methods. Familiarity with data management/quality control and parameters for validation. Demonstrated experience and/or qualification in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Experience working with large marine vertebrates (turtles; sharks; marine mammals and seabirds). Ability to
organize and participate in field work and/or go to sea for extended periods. Technical report writing skills as well as data analysis. Willingness and ability to go on and independently conduct field trips regularly and for extended periods, sometimes in isolated localities. Successful candidate must be within the basic parameters to satisfy sea-going & commercial diver medical/physical and Safety at Sea Training. The following would be an added advantage: a small craft skipper’s certificate (Merchant Shipping Act, 1951); commercial dive qualification or willingness to train for one.

**DUTIES**: Research and development in the use and application of animal and environmental monitoring equipment. Assist with research design, logistic coordination and supervision of staff and apply instruments and equipment under practical field conditions. Data collection, management and analysis. Provide general technical assistance on data collection and other top predators related research activities. Participate and plan research operations and field trips. Conduct and participate in research field trips and cruises. Assist with small boat operations. Assist with procurement and purchase of research equipment. Maintenance and operation of sampling equipment, and the design and development of sampling equipment if necessary. Manage and participate in categorising, storage and maintenance of samples and data collection. Data analysis, report writing and assisting with publishing research in peer-reviewed scientific journals. Promote public awareness of scientific activities. Develop skills, mentor and supervise junior staff, interns and students.

**ENQUIRIES**: Dr A Makhado Tel No: (021) 8195021/Ms S Singh Tel No: 0218195048/Mr M Seakamela Tel No: (021) 8195049

**POST 08/166**: SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: DATABASE ADMINISTRATOR REF NO: OC02/2020

**SALARY**: R311 859 per annum

**CENTRE**: Cape Town

**REQUIREMENTS**: An appropriate recognized National Diploma/Degree in Computer Science, Information Systems Engineering or equivalent qualification, plus minimum three years relevant post-qualification experience. Experience of advanced software development using Python programming. Experience of SQL database design and implementation. Additional experience in web development using programming languages such as HTML, CSS, Javascript, or PHP will be advantageous. The applicant should be familiar with the Linux environment. Experience in programme and project management, scientific methodologies and research and development. Registration with SACNASP as a certified Natural Scientist or relevant professional body is compulsory. Applicants failing to provide a certified copy of Registration Certificate, or proof of recent application for registration with SACNASP will not be considered.

**DUTIES**: Participate in the design, development, and maintenance of ocean scientific information system. Maintain, develop and implement methodologies, systems and procedures related to ocean data, ocean information products. Participate in the collation, dissemination and management of oceanographic data produced from various data collection platforms. Collect areas of either management of research interests that require solutions and translate them into appropriate software design. Document all code written or amended within a repository. Develop skills, mentor interns and students. Participate in local, regional and international ocean information systems and systems-of-systems discussions and standards forums (such as GOOS, GEOSS). Conduct relevant research and development projects. Develop and maintain standard operating procedures on the Wiki and technical reports on the Marine Information Management System.

**ENQUIRIES**: Marjolaine Krug Tel No: (021) 819 5003/Jimmy Khanyile Tel No: (021) 819 5007

**NOTE**: Short-listed candidates may be required to undergo a theoretical and practical test of their competency in Python programming. The following would be an added advantage: Django web development, a demonstrated
presence on Github, Sourceforge, or other open-source repository. Knowledge of scientific data formats and format translation; knowledge of implementation of scientific data formats, data processing and/or QA/QC.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 16 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 08/167 : DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: EADP 06/2020
SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Financial Management or a related financial field; A minimum of 3 years management level experience within a Financial Accounting environment. Recommendations: Experience in management and completion of financial statements. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Presentation skills; Deciding and initiating action; Leading and supervising skills; Applying expertise and technology; Analysing and reporting skills; Strategic planning skills.
DUTIES : Manage recording of departmental revenue, expenditure and assets and liabilities from an accounting and legislative perspective; Direct and manage financial accounting reporting requirements; Management of the Sub-Directorate: Financial Accounting.
ENQUIRIES : Mr JC Fritz at Tel No: (021) 483 2759
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 08/168 : ASSISTANT DIRECTOR: RECORDS MANAGEMENT AND REGISTRY SERVICES REF NO: EADP 04/2020
SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendations: Records Management Course/training. Competencies: Knowledge of the following: Registry procedures, filing systems, Provincial Archives and records services of the Western Cape, 2005 (Act no 3, 2005); Government Environment Information Management; Records Management Systems; Electronic Content Management; Policy and prescripts related to records and knowledge management; Project Management; Communication (written and verbal) skills; Problem solving; Excellent
planning and organising skills; People Management skills; Leading and supervising skills; Proven computer literacy in MS Office packages.

**DUTIES**
Implement and maintain file plan and a schedule for records other than correspondence systems through revision and ensure departments utilises an approved file plan; Ensure that: All records are kept in safe custody and conduct regular inspection and address shortcomings appropriately; There is a systematic disposal programme; Implement and monitor sound records management practises; People Management including supervision, performance management and allocation of tasks.

**ENQUIRIES**
Mr I. Batchelor Tel No: (021) 483 2711

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

**DEPARTMENT OF HEALTH**

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

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

**OTHER POSTS**

**POST 08/169**
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

**SALARY**
R562 800 per annum (PN-B3)

**CENTRE**
Louwville Clinic, Saldanha Bay Sub-district

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisability nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisability experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**
Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

**ENQUIRIES**
Ms NT Mkhwela Tel No: (022) 709 5067
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: 20 March 2020

POST 08/170: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)

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

CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the (SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognizable experience after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. Willingness to work weekends and public holidays. Competencies (knowledge/skills): NIMART training or experience. Current proof of prescribing and dispensing licence. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service. Ability to assess, manage and ensure safe disposal of patients in an Emergency Centre. Ability to triage patients according to SATS. Ability to assess and manage wounds.

DUTIES:
The candidate will be responsible to see patients presenting in the Emergency Centre: Assess, manage and safely discharge/refer patients and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Provision of comprehensive and cost effective patient care. Triage Queue Management. Link with the community structures and NPO’s. Collect data and submit reports. Participate in FBU and M&M Meetings on a monthly basis.

ENQUIRIES:
Ms M Franken Tel No: (021) 658-5187

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: 20 March 2020

POST 08/171: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)
Chief Directorate: Metro Health Services

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

CENTRE: Khayelitsha District Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable...
experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work overtime, shifts and night duty. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Able to plan and organise own work and that of support personnel to ensure holistic quality nursing care. Display leadership skills as Specialist midwife, promoting teamwork, responsibility and accountability.

**DUTIES**

Provide specialised nursing care within a professional legal framework and according to relevant set standards. Manage material and human resources in a cost-effective way. Accept responsibility as team leader and promote service excellence in the unit. Keep abreast of developments in the Nursing and Midwifery profession. Relevant education and demonstration to health care users as well as training and development of health care providers in the unit. Effective communication with other stakeholders interdepartmental and at different service levels.

**ENQUIRIES**

Ms G Mashaba Tel No: (021) 360-4408

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

**CLOSING DATE**

20 March 2020

**POST 08/172**

**ARTISAN FOREMAN: GRADE A (ELECTRICAL)**

Cape Winelands Health District

**SALARY**

R304 263 per annum

**CENTRE**

Stellenbosch Hospital

**REQUIREMENTS**

Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years’ appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills. LOGIS (Inventory Control System) knowledge. Supervisory skills. Ability to draw up specifications for contract work, contractors and site inspections.

**DUTIES**

Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage performance of staff. Supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.

**ENQUIRIES**

Dr RPA Davids Tel No: (021) 808-6173
**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**: 20 March 2020

**POST 08/173**: ARTISAN FOREMAN: GRADE A (ELECTRICAL)
Chief Directorate: Rural Health Services

**SALARY**: Grade A: R304 263 per annum

**CENTRE**: Worcester Regional Hospital

**REQUIREMENTS**: Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: 5 years’ appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Must have a valid wireman’s license. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

**DUTIES**: Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks accordance to the OHSA Act. Management of Human Resources.

**ENQUIRIES**: Mr C van der Westhuizen Tel No: (023) 348-1100

**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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

**CLOSING DATE**: 20 March 2020

**POST 08/174**: ADMINISTRATION CLERK: ADMISSIONS (MEDICAL RECORDS)
(Chief Directorate: Rural Health Services)

**SALARY**: R173 703 per annum

**CENTRE**: Paarl Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience of medical records in a hospital environment. Inherent requirement of the job: Prepared to work 12 hour shifts (which include night duty), weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy, good interpersonal and communication skills. Ability to communicate in two of the three official languages of the Western Cape. Sound knowledge of Clinicom system.

**DUTIES**: Rendering an administrative support service to patients, public, supervisor and staff. Effective file management, filling, retrieving of files,archiving, destruction of folders, tracing folders and management of folders.

**ENQUIRIES**: Ms M Frieslaar Tel No: (021) 860-2591

**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**: 20 March 2020

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE**: 16 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 08/175 : DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 20/2019 R1

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 or higher qualification) in Planning/Development or related field as recognised by the South African Qualification Authority (SAQA) and/or eligible to register as a professional planner with South African Council for Planners (SACPLAN); A minimum of 4 years’ relevant management level experience; A valid code B driving licence. Recommendations: Municipal strategic management and strategic planning experience; Change Management experience; Appropriate experience in development planning or local government planning processes, including Performance Management. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guiding manuals; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Project Management skills; Presentation and facilitation skills; Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

DUTIES : Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDP’s; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.

ENQUIRIES : Mr W Carelse at Tel No: (021) 483 2859

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 08/176 : COMMUNITY DEVELOPMENT WORKER: REGION - EDEN (GEORGE), REF NO: LG 01/2020

SALARY : R208 584 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’ proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services
POST 08/177: COMMUNITY DEVELOPMENT WORKER: REGION - CITY OF CAPE TOWN (KHAYELITSHA) REF NO: LG 04/2020

SALARY: R208 584 per annum (Level 06)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES: Mr M Bell at Tel No: (021) 483 3039
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 08/178: COMMUNITY DEVELOPMENT WORKER: REGION - CITY OF CAPE TOWN (KRAAIFONTEIN) REF NO: LG 05/2020

SALARY: R208 584 per annum (Level 06)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES: Mr M Bell at Tel No: (021) 483 3039
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 THE PREMIER

CLOSING DATE : 16 March 2020
NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 08/179 : CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 2020-03
(Contract - Maximum 4-Years)

SALARY : R1 251 183 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Post graduate qualification in policy and research methodology; 5 Years of experience at a senior managerial level. Recommendation: Master’s Degree in any of disciplines relating to public administration, public policy and research methodologies, fields of Socio-economic, political and development studies. Competencies: Expert knowledge across public sector policy including public policy analysis and development processes, strategy development, management and monitoring and review. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights, opportunities. Excellent analytical, critical appraisal, problem solving and organizational skills including time management and ability to work at a high level with minimal direct supervision. Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector including the ability to interpret and apply legislation, policies, processes, procedures, practices and report; inter-governmental relations and, communications, public relations, public participation. Ability and experience of building and developing excellent relationships, working collaboratively and interfacing with stakeholders to successfully drive delivery. Demonstrated experience in developing partnerships, eliciting cooperation and working effectively with a range of stake holders. Project Management or project coordination experience. High level interpersonal, conflict resolution and consultation skills. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organising and people management skills. The ability to multi task, deal with ambiguity and be responsive to and manage change in an ever-changing environment and under pressurised circumstances. Commitment to uphold and be a steward of the Mission, Vision and Values of the Western Cape Government.
**DUTIES**: Strategic management, leadership and coordination in respect of the development and implementation of high level integrated provincial policies and strategies on the economic, culture, innovation, social and governance and administration terrains. Drive and direct policy and strategy implementation, and interface with the associated delivery partners in departments and entities within and outside of the Western Cape Government in support of integrated service delivery. Engage effectively with key stakeholders to ensure the delivery of desired project outcomes on time and on budget; Lead and direct a group of policy/research experts in providing high level, evidence based policy development, analysis and specialist research services. In collaboration with the Strategic Management Information unit in the Branch drive the institutionalisation of a performance culture in the Western Cape Government through the implementation of evidence based practices and results based monitoring and evaluation through research and strategic data analysis and compile background information to strategic opportunities including but not limited to the identification and negotiation of new projects and initiatives emanating from the analysis; Provide strategic advice and support on policy implementation and review and facilitate the initiation of innovative, integrated government programmes and projects in pursuance of provincial priorities as required. Drive the Chief Directorate’s strategic planning process by continuously defining and reviewing the purpose, objectives, priorities and activities of the Chief Directorate and ensuring appropriate integration with counterparts within the Provincial Strategic Management Branch and integrated service delivery and governance partners. Demonstrate management of uncertainty, change, conflict and sensitive issues to achieve positive outcomes with a high degree of probity and integrity. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Participate in the identification of current and future strategic options and assist in the development of submissions, reports or briefs to achieve desired outcomes; Ensure that sound people management practices are adhered to in the Chief Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning. Ensure sound financial management practices are adhered to by participating in and actively managing key areas to include preparation of annual budgets and adjustments thereof, accountability for effective budget and expenditure control, ensure correct tender and procurement procedures are followed, comply with efficient and correct record keeping and management of assets.

**ENQUIRIES** : Mr Andre Joemat Tel No: (+27) 21 483 6708

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

**POST 08/180** : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 10/2020 (X3 POSTS)

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

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

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) majoring in Accounting and Auditing; A minimum of 3 years relevant experience in Audit or similar environment. Recommendations: Studying towards or having a professional certification. Competencies: Knowledge of the following: Information Gathering; Client Focus; International Standards and Professional Practice of Internal Auditing (Standards); Analytical Thinking; Interactive communication; Teamwork and writing skills.

**DUTIES** : Ensuring information obtained is relevant and reliable and logical conclusions are drawn in each step of the prelim survey; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive
understanding of how risks ought to be mitigated; Providing comprehensive and accurate systems description; Providing an appropriate extracted sample based on effective analysis of population and elements or control; Ensuring test procedures are developed in line with engagement objective requirements and key control design; Ensuring working papers are complete and accurate accompanied by useful, relevant, sufficient and reliable evidence delivered and coaching noted are signed off; Ensuring the elements of audit findings are appropriately aligned including adequate evaluation.

ENQUIRIES: Mr P Swartbooi at Tel No: (021) 483 8294
APPLICATONS: 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

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

POST 08/181: MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 12/2020 (12 Month Contract Period)

SALARY: R376 596 per annum (Level 09) (plus 37% in lieu of service benefits)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years’ experience in a planning, implementation and/or reporting environment. Recommendations: Formal training or work experience in the following: Project management; Statutory planning (i.e Strategic Plans, Annual Performance Plans, Quarterly Performance Reports as well as Annual Reports. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; BizProjects and strategic management as it relates to Provincial Government; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Written and verbal communication skills.

DUTIES: Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APP), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintenance of all Programme Definitions and projects maintained on BizProjects.

ENQUIRIES: Mr J Barnard at Tel No: (021) 483 4569
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

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
POST 08/182 : STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DOTP 06/2020

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years relevant experience in an Internal Control/Audit/Financial Accounting/Governance environment. Recommendations: Working knowledge in terms of the evaluation of policies, instructions, and circulars. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Communication (written and verbal) skills; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning and organising skills.

DUTIES : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits/inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

ENQUIRIES : Ms E Adams at Tel No: (021) 483 9451
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

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

PROVINCIAL TREASURY

CLOSING DATE : 16 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 08/183 : LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 05/2020 (X2 POSTS)

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Accounting/Internal Auditing/ Finance or Economics; A minimum of 3 years’ experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector
department. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**

- Assess municipal budgets in respect of revenue and expenditure management;
- Compile monthly, quarterly and bi-annual in-year monitoring assessments;
- Assess MFMA implementation against framework;
- Provide Technical assistance and research to Municipalities;
- Facilitate training and other support to Municipalities;
- Assist with the arrangement of Municipal IGR Functions;
- Conduct and facilitate municipal visits.

**ENQUIRIES**

Mr E Johannes at Tel No: (021) 483 4229

**APPLICATIONS**

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

**POST 08/184**

**ASSISTANT DIRECTOR: CLIENT INTERFACE REF NO: PT 07/2020**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years relevant experience in co-ordination of budgetary process environment; A valid code B driving licence. Recommendations: Strong financial background; Working knowledge of budget processes and procedures; Working knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.

**DUTIES**

- Monitor and coordinate the Provincial and Local Government medium term expenditure committee (MTEC) Processes;
- Coordinate the process of assessment of performance (Provincial and Municipal);
- the management of budgetary information;
- Assist with the process of data information management.

**ENQUIRIES**

Mrs T Bosser at Tel No: (021) 483 6422

**APPLICATIONS**

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

**POST 08/185**

**PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years’ experience as a Procurement and Supply Chain professional. Recommendations: Experience in vendor management and supplier development; Project Management. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) 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; Provide support at client support centers for government and the public suppliers in respect of procurement.

ENQUIRIES : Ms T. Rakiep at Tel No: (021) 4836 4720
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 08/186 : ADMINISTRATOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME REF NO: PT 06/2020

SALARY : R316 791 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Financial Management or Human Resource Management; A minimum of 1-year relevant experience. Recommendations: Experience of administering a similar independent SAICA accredited office. Competencies: Knowledge of the following: SAICA training regulations; Policy development; Financial norms and standards; Financial management and budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Procurement policies/procedures/contract management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Perform line function support services; Give inputs into the maintenance of policy; Give inputs into the development and maintenance of recruitment, placement and retention strategies; Liaise with service providers; Perform administrative support functions; Register trainee contracts with SAICA and coordinate the SAICA trainee contracts and requirements; Perform contract management on SAICA’s learner tracking system; Assist in the recruitment and appointment of trainees.

ENQUIRIES : Ms A Aboo at Tel No: (021) 483 9081
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 : 16 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 08/187 : SOCIAL WORK SUPERVISOR: KHAYELITSHA SERVICE DELIVERY TEAMS REF NO: DSD 11/2020

SALARY : R384 228 – R445 425 per annum (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social
work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

**DUTIES**

Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**

Ms M Harris at Tel No: (021) 001 2145

**APPLICATIONS**

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

**POST 08/188**

**ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT**

**REF NO:**

DSD 06/2020

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Relevant legislation governing the facility’s administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills.

**DUTIES**

Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Support the facility with operational matters.

**ENQUIRIES**

Mr S Nqwazi at Tel No: (021) 826 6059

**APPLICATIONS**

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

**POST 08/189**

**SOCIAL WORKER: PHILLIPI SOCIAL WORK SERVICES**

**REF NO:**

DSD 07/2020 (X2 POSTS)

**SALARY**

Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social
Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts; Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Ms I April at Tel No: (021) 763 6217

**APPLICATIONS**

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

**POST 08/190**

CHILD AND YOUTH CARE SUPERVISOR: LINDELANI PROFESSIONAL SERVICES REF NO: DSD 08/2020

**SALARY**

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

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills.

**DUTIES**

Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.
ENQUIRIES : Ms D Baugaard at Tel No: (021) 826 5972
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 08/191 : CUSTOMER CARE ASSISTANT: CUSTOMER CARE (CAPE AGULHAS) REF NO: DSD 10/2020

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months administration experience. Recommendations: Customer Care/NGO experience; A valid Code B or higher driving licence. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES : Ms M Arendse at Tel No: (023) 348 5300
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 08/192 : CHILD AND YOUTH CARE TEAM LEADER: LINDELANI PROFESSIONAL SERVICES REF NO: DSD 09/2020

SALARY : Grade 1: R157 245 - R176 982 per annum, (OSD as prescribed)
CENTRE : Department of Social Development; Western Cape Government
REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid Code B driving licence. Recommendations: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES : Ms D Baugaard at Tel No: (021) 826 5972
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 TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 16 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 08/193: ELECTRICAL ENGINEER (PRODUCTION LEVEL), HEALTH INFRASTRUCTURE REF NO: TPW 29/2020

SALARY: Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum

(Salary will be determined based on post registration experience as per OSD prescript)

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

REQUIREMENTS: Engineering Degree (B Eng/BSc (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience in programme and project management. Competencies: Knowledge of: Review and updating of the electrical department’s Norms and standards. Technical working knowledge of the following: Medium and low voltage electrical distribution in buildings and medical location, emergency power systems, lighting design and applications, electronic services such as CCTV, access control and fire detection. Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Creating a high performance culture; Professional judgement; Contract documentation and administration, act/ regulations and Occupational Health and Safety (OHS-ACT), National Building Regulations, SANS, and all relevant built environment legislations; Proven Computer literacy (MS Office); Decision making skills; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Planning and organising; Conflict management; Problem solving and analysis; People Management; Technical report writing; Change Management and innovation.

DUTIES: Design and installation of electrical engineering works for health facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Coordinate tender procedures; Undertake project leading and investigations; Plan the maintenance of electrical engineering works and reporting thereof; Supervise technical personnel and ensure training and development; Implement legal requirements and standards; Continuous professional development to keep up with new technologies and procedures; Monitor and control expenditure and report on expenditure and service delivery; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure through evaluation that
planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Verify documentation compiled by other professional disciplines; Approve engineering works according to prescribed norms and standards; Human capital development will entail the following: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning will entail the following: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery.

ENQUIRIES: Mr Y Jacob Tel No: (021) 483 8514
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 08/194: ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES, REF NO: TPW 35/2020

SALARY:
Grade A: R618 732 - R666 540 per annum (OSD salary determined as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD salary determined as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD salary determined as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in using Autodesk Revit & Sketchup. Competencies: Knowledge in the following: Architectural planning, producing construction documents and administration of JBCC 2000 PBA and NEC3 EEC contracts; Using Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Legal compliance with various acts including the Occupation Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Ability to work under pressure and meet deadlines; Self-motivated; Conflict management; Leadership, organising and teamwork; Verbal and written communication in skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Ms C Skillcorn Tel No: (021) 483 4605
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 08/195: CHIEF WORKS INSPECTOR: BUILDING, COMMUNITY HEALTH CENTERS (METRO EAST/WEST) REF NO: TPW 25/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:
A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience; A valid code B driving licence. Recommendation: Experience in preparation of
specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of building contracts and contract administration; Technical experience of occupational health and safety act and regulations. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; Construction regulations within the Occupational Health and Safety Act; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written).

**DUTIES:**

Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers e.g. contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development, good time management and effective neat housekeeping; Ensure that the socio-economic impact [job creation] is mandated; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No. 19 of 2007), are delivered consistently.

**ENQUIRIES:**

Mr L Titus at Tel No: (021) 483 5215

**APPLICATIONS:**

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

**POST 08/196:**

CHIEF WORKS INSPECTOR MECHANICAL: COMMUNITY HEALTH CENTERS (METRO EAST/WEST) REF NO: TPW 26/2020

**SALARY:**

R316 791 per annum (Level 08)

**CENTRE:**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**

A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience; A valid code B driving licence. Recommendation: Building construction on-site experience; Appropriate experience in the mechanical environment; Contract administration with regards to the installation and maintenance of lifts, air conditioning, refrigeration, fire-fighting equipment, fire alarms, pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings as well as the ability to interpret Bills of Quantities; Technical experience of mechanical matters. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; sans 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173: 2003, 1744:2017 and SANS 10142 (Electrical wiring code) compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

**DUTIES:**

Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

**ENQUIRIES:**

Mr L Titus at Tel No: (021) 483 5215

**APPLICATIONS:**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
POST 08/197  :  CHIEF WORKS INSPECTOR ELECTRICAL: COMMUNITY HEALTH CENTERS (WEST COAST/WINELANDS) REF NO: TPW 36/2020

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Recommendation: Technical experience of occupational health and safety act and regulations. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 (Electrical wiring code) compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus at Tel No: (021) 483 5215
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 08/198  :  PERSONAL ASSISTANT: PUBLIC PRIVATE PARTNERSHIP REF NO: TPW 23/2020

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) 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 Administration/Management; Procurement processes; Understanding of functioning, systems and processes of government; 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, planning and report writing skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail; High level of assertiveness and professionalism.

DUTIES : Provide a secretarial/receptionist support service to the Senior Manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the managers with the administration of the budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood; Ensuring effective flow of information/documents through the office; Safe-keeping and filing of documents; Compile reports and scrutinise routine submission, reports and draft documents as required; Manage travel arrangements.

ENQUIRIES : Mr T Pillay at Tel No: (021) 483 2186
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 08/199

SENIOR ASSET PRACTITIONER: DISPOSAL MANAGEMENT REF NO: TPW 31/2020

SALARY

R257 508 per annum (Level 07)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

A Grade 12 (Senior certificate or equivalent qualification); A minimum of 6 years relevant experience in asset disposal or similar environment. Recommendations: Experience in Accounting and/or Logistics Information System (LOGIS); Knowledge of Standard Charts Of Accounts and Systems (SCOA); A valid Code B (or higher) driving licence. Competencies: Good understanding of the following: Asset Management; Accounting; SCOA Public Finance Management Act; LOGIS; Communication (verbal and written) skills; Computer literacy in MS office Package.

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: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/200

CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE REF NO: TPW 34/2020 (X6 POSTS)

SALARY

R257 508 per annum (Level 07)

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 2 years’ experience in a mechanical, panel beating or similar fleet management environment; A valid (Code B or higher) driving licence. Recommendation: Relevant working experience in the following: Government and/or other motor transport fleet agencies; Retail Motor Industry (RMI)/South African Motor Body Repairers’ Association (SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system; Cost analyses. Competencies: Knowledge of the following: Repair, maintenance, panel beating and spray painting of vehicles (i.e. Motorcycles, Quads, Sedans, LDV’s, Panel vans, Cranes, Trucks and Busses); BBB-EE Act; Fleet Management Systems; Office administration; Client Liaison Management; Written and verbal communication skills; Planning and organisational skills; Good problem solving and conflict resolution skills; Ability to work in a team and result orientated.

DUTIES

Receive incoming calls from Client institutions on a daily basis; Capture said Fleet Repair and Maintenance service requests (SR’s) on the GMT system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle inspections performed by GMT, the R&M service provider (Nedbank) and
Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

ENQUIRIES
APPLICATIONS
: Mr S Tyman at Tel No: (021) 467 4756
: 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 08/201
: ADMINISTRATION CLERK: STATUTORY REPORTING AND STAKEHOLDER RELATIONS REF NO: TPW 32/2020

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). Competencies: A good understanding of the following: Government Motor Transport administration; Verbal and written communication skills; Good writing skills; Customer care skills; Professional approach towards service delivery; Proven computer literacy (MS Word, Excel, PowerPoint); Organising skills; Ability to work in a team and independently; Ability to work under pressure; Ability to interpret relevant Acts, policies and contracts.
DUTIES
: Render a support function; Render client provisioning services; Administration and record keeping in terms of Client Service Level Agreements; Client relationship support services; Client service delivery monitoring; financial control (Sectional Buyer) assistance.
ENQUIRIES
APPLICATIONS
: Mr G Simandla at Tel No: (021) 467 4703
: 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 08/202
: ACCOUNTING CLERK: DEBT MANAGEMENT, REF NO: TPW 37/2020

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 as a passed subject; A minimum of 6 months experience in a Debt Management environment; A valid code B driving licence. Competencies: Financial reporting skills; Systematic approach; Numerical skills; Proven computer literacy; Written and verbal communication skills; Analytical thinking.
DUTIES
: Process all collection of revenue administration and follow-up on outstanding debt; Update and maintain the customer database; Draw documentation and handle debtor administration, audit queries and reports; Responsible for reversing and adjusting of claims.
ENQUIRIES
APPLICATIONS
: Mrs K Proctor-Fourie at Tel No: (021) 467 4792
: 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