

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT  
DEPARTMENT OF AGRICULTURE**

**CLOSING DATE** : 30 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. The selection process will be guided by the EE targets of the employing 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 10/222** : **STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION REF NO: AGR 17/2019 R1**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Bachelor of Veterinary Science ( BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendations: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

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

**POST 10/223** : **COMMUNICATIONS OFFICER: COMMUNICATION REF NO: AGR 11/2020**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Communication, Public Relations or equivalent; A minimum of two (2) years relevant experience in communication or a communication and marketing related

field; A valid code B driving licence. Competencies: Knowledge of the following: Design and layout software such as Adobe Creative Cloud and web design software such as Drupal and WordPress; Media; Strategic thinking in the agriculture and communication field; Proven computer literacy in MS Office package (MS Word, MS Excel, MS PowerPoint, MS Outlook) and the internet; Communication skills (written, verbal and editing) skills; Sound organisational and leadership skills; Ability to implement plans and campaigns; Ability to conceptualise communication and information products; Ability to build and maintain stakeholder relationships.

**DUTIES**

: Manage Communication Services for the Farmer Support and Development (FSD) Programme of the Western Cape Department of Agriculture related to: Manage public enquiries relating to the FSD Programme; Build relations and collaborate with stakeholders to ensure integrated governance and a common communication message to the sector through the coordination of functions, exhibitions, conferences, roadshows and other events of the FSD Programme; Compile and develop communication and information products such as brochures, posters, invitation letters and advertisements in consultation with the Head of Communication (HoC) of the Department; Initiate the sponsorship campaign for the World Food Day event as well as any other similar events hosted by the Department of Agriculture; Write as well as collect articles toward the written publications of the Department (internal and external) such as writing of "feel good" human interest stories of farmers and others; Provide information timeously to the HoC for media related matters, social media as well as for website content; Ensure administrative compliance and adherence to reporting processes and structures; Develop a photo library through photographic services at events as well as of projects; Work with and give direction to communication related service providers such as videographers and writers.

**ENQUIRIES  
APPLICATIONS**

: Ms G Terblanche at Tel No: (021) 808 5196  
: 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 10/224**

: **VETERINARY PUBLIC HEALTH OFFICER: EXPORT CONTROL REF NO: AGR 12/2020**

**SALARY  
CENTRE  
REQUIREMENTS**

: R316 791 per annum (Level 08)  
: Department of Agriculture, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Environmental Health or equivalent qualification; A valid code B driving licence. Recommendations: A valid registration with Health Professions Council of South Africa; Abattoir experience; Willingness to travel and/or work after hours when required; Practical experience of meat safety risk management and export controls; Practical knowledge of hygiene management systems and food safety risk assessment applicable to food processing establishments, including abattoirs. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Knowledge of the following: Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Proven Communication (written and verbal); Good organisation skills; Good administrative skills; Analytical skills; Proven interpersonal skills Tactful, but firm Creative Thinking; Relating and networking skills; Complex writing and reporting skills; Analysing; applying expertise and technology skills; Learning and researching skills.

**DUTIES**

: Ensure meat hygiene and food safety by: Monitoring and inspecting import and export products/animals and accompanying documentation to ensure

adherence to international standards; Execute law enforcement in accordance with Meat Safety act and sterilization of abattoirs and plants. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement by: Advising public regarding informal slaughtering and exemptions; Determine slaughtering needs of communities and make recommendations; Ensure compliance with legislation, national and international export requirements by: Auditing of exports facilities for compliance; Monitoring of harvesting procedures; Collection of samples for surveillance of identified projects of disease in animal and animal products.

**ENQUIRIES** : Mr V. Twala at Tel No: (021) 808 7631  
**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 COMMUNITY SAFETY**

**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>

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#### **OTHER POST**

**POST 10/225** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: CS 04/2020**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3- year B-Degree/National Diploma or higher qualification; A minimum of 3 years management level experience in a project management/ specialist monitoring and evaluation environment; A valid code B driving licence. Recommendation: Stakeholder Management experience. A qualification in Project Management and Specialised Monitoring and Evaluation. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental Strategic alignment processes; Programme/ Project monitoring and evaluation concepts; Budget and planning policies; Performance Management Systems and processes; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Excellent communication (written and verbal) and presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work.

**DUTIES** : To facilitate collaboration with Senior Managers in the development of Strategic directives and operations programmes; Facilitate in collaboration with Senior managers in the development of operational projects; Act as Monitoring and Evaluation coordinator for strategic directives/ operational programmes for internal and external projects; Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management process of the department's line and staff function components; Proactively facilitate organisational

performance monitoring and reporting as per departmental strategic , annual performance plans and service delivery improvement plans; Proactively facilitate programme and project performance monitoring and reporting as per provincial strategic objectives and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Facilitate alignment of departmental policies, strategic planning and budget process; Facilitate the compliance reporting requirements as prescribed; Component management, control, monitoring of Human Capital Management, Financial Management and participate in Strategic Management.

**ENQUIRIES** : Ms A Mohamed at Tel No: (021) 483 3868

**DEPARTMENT OF CULTURAL AFFIARS AND SPORT**

**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** : 30 March 2020

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**OTHER POSTS**

**POST 10/226** : **STATE ACCOUNTANT: PUBLIC ENTITIES REF NO: CAS 06/2020**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Public Finance or related qualification with Accountancy as a passed subject; A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence; Experience in the following: PASTEL Accounting; GRAP. Competencies: Knowledge in the following: GRAP; Debt Management; SARS guidelines; Communication (written and verbal) skills; Proven computer literacy; Time management skills.

**DUTIES** : Responsible for Debt Management; Ensure that SARS (South African Revenue Service) is paid and reconciles; Responsible for bookkeeping and financial statements; Liaison with line management and auditors; Capturing of journals and invoices on PASTEL; Ensure that payments captured on Nedbank.

**ENQUIRIES** : Ms Z Ebrahim at Tel No: (021) 483 9536

**POST 10/227** : **LIBRARIAN (1 POST IN WORCESTER REGION AND 1 POST IN SWELLENDAM REGION) REF NO: CAS 15/2019 R1**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Library Science/ Information Science or equivalent qualification; A valid Code B driving licence. Recommendation: Experience in a library environment; Post Graduate Diploma (B.Bibl Degree); Project Management experience. Competencies: Knowledge of the following: Automated Library Management Systems; Project Management; Library and Information Science matters; Prescripts and legislation; Proven

computer literacy (MS Office); Communication (written and verbal) skills; Ability to work as part of a team; Supervision skills; Conflict Management skills; Organising and conflict management skills.

**DUTIES** : Information collection development; Asset Management; Stock control of library material; Management and control of regional library office; Facilitate the provision of library and Information Management Systems; Promote library services; Professional liaison and support.

**ENQUIRIES** : Mr S Booysen at Tel No: (021) 483 2332

**POST 10/228** : **ADMINISTRATION CLERK: REGIONAL OPERATIONAL SUPPORT REF NO: CAS 10/2020**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Certificate in Office Management/Secretarial. Proven administration experience. Competencies: A good understanding of the following: Sports; Talent identification and Development; Training and education; Rural development; Project Management; Operation/ utilisation of specific computer software packages and efficient utilisation of both hardware and software; Planning and organising; Verbal and written communication skills; Interpersonal skills; Research skills; Negotiation skills.

**DUTIES** : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

**ENQUIRIES** : Mr C Cornelson at Tel No: (022) 713 2727

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

**APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION** : Human Resource Management

**CLOSING DATE** : 31 March 2020

**NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

## OTHER POST

<b><u>POST 10/229</u></b>	:	<b><u>PROJECT COORDINATOR REF NO: EP9017/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791per annum (Total package of R460 251 per annum/ conditions apply)
<b><u>CENTRE</u></b>	:	North West
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Bachelor's Degree/National Diploma in Natural/Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
<b><u>DUTIES</u></b>	:	Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of project advisory committees. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
<b><u>ENQUIRIES</u></b>	:	Mr X Tsobo Tel No: (012) 252 1032

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	30 March 2020
<b><u>NOTE</u></b>	:	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. The selection process will be guided by the EE targets of the employing 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

## OTHER POSTS

<b><u>POST 10/230</u></b>	:	<b><u>CONTROL GISc TECHNICIAN REF NO: EADP 08/2020</u></b>
<b><u>SALARY</u></b>	:	R446 202 per annum, OSD as prescribed.
<b><u>CENTRE</u></b>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendations: Proven Environmental and Town Planning experience. Competencies: Knowledge of the following: Geographic Information Science; GIS Standards; Geo-database implementation; Understanding GIS

		applications and spatial data; Good communication (verbal and written) skills; Theory principles and practices of GIS; Networking, working with people and ability to meet customer expectations; Project Management skills; Personnel Management skills.
<b><u>DUTIES</u></b>	:	Manage, supervise and perform technical GISc activities; Maintain effectiveness within the GIS unit; Governance; Financial Management; People Management; Functional requirement analysis; Research.
<b><u>ENQUIRIES</u></b>	:	Mr A Gaffoor at Tel No: (021) 483 5128
<b><u>POST 10/231</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: EADP 38/2019 R1</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience working within a strategic planning environment. Recommendations: Experience in the following: Project Management; Monitoring and evaluation; Strategic plans and Annual Performance Plans; Records management; Operational support and logistics when working within a Provincial Strategic or related strategic environment. Competencies: Knowledge of the following: Strategic planning methodologies and practices; Relevant legislation/policies/prescripts and procedures; Drafting and compiling strategic and annual performance plans; Records management processes and procedures; Project management; Written and verbal communication skills; Proven computer literacy; Minute taking and presentation skills; Developed interpretive and conceptualisation/formulation ability; Ability to work independently, as well as within a team; Ability to handle conflict.
<b><u>DUTIES</u></b>	:	Assist with the facilitation of departmental strategic planning processes; Ensure the drafting, compilation and timeous submission of the Departmental Strategic Plan (SP) and Annual Performance Plan (APP); Ensure the effectiveness and efficiency of the Departmental Project Office; Ensure identified Project Management Plans (PMP) and closure reports are loaded onto the BizProject system; Provide strategic and operational support to VIP Work groups; Render a secretariat support function to ExCo meetings; Facilitate the sub-directorates record management system; Ensure that the sub directorates record management database is updated and maintained on a quarterly basis, utilising the MyContent system.
<b><u>ENQUIRIES</u></b>	:	Mr S Botha at Tel No: (021) 483 0784
<b><u>POST 10/232</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (PRODUCTION): BIODIVERSITY MANAGEMENT REF NO: EADP 09/2020</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 - R302 691 per annum (as per applicable OSD prescripts). Grade B: R318 267 - R353 226 per annum (as per applicable OSD prescripts). Grade C: R373 209 - R473 574 per annum (as per applicable OSD prescripts).
<b><u>CENTRE</u></b>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Environmental Science, Natural Science or Earth Science; A valid code B driving licence and willingness to travel as required. Recommendations: Exposure to biodiversity and environmental management legislation, policies and regulations; Project Management experience. Competencies: Knowledge of the following: Biodiversity and Environmental Management , legislation, policies and regulation; Ecological processes; Excellent communication (written and verbal) and

presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines, be self-motivated and ability to use own initiative; Ability to work well under pressure, well within a team and independently; Excellent report writing skills; Ethical and transparent governance; Innovation and resourcefulness; Professionalism and integrity.

- DUTIES** : Assist in the development of biodiversity policies, legislation, strategies, action plans, guidelines, norms and standards; Support the implementation of the Provincial Biodiversity Strategy and Action Plan (PBSAP); Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Assist with biodiversity mainstreaming and capacity building in the department municipalities and other stakeholders; Project management, provide operational support, prepare and make function related submissions, perform and manage administrative functions for the component.
- ENQUIRIES** : Mr A Ackhurst at Tel No: (021) 483 8364

#### **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 10/233** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
West Coast District
- SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE** : Swartland Sub-District (Swartland Hospital)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.
- DUTIES** : Strategic and operational management of the Health Services in the Swartland Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
- ENQUIRIES** : Dr A Hawridge Tel No: (022) 487-9203
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").



**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 March 2020

**POST 10/234** : **STOMATOLOGIST GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum

**CENTRE** : Oral Health Centres  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist and an appropriate post basic Master's degree in Maxillo Facial Radiology. Registration with a professional council: Registration with the HPCSA as a Dentist. Experience: **Grade 1:** None after registration with the HPCSA as Dentist and after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 2:** Minimum of 5 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 3:** Minimum of 10 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring and the appropriate Master's degree in Maxillo Facial Radiology. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Registered as an Independent Practitioner by the HPCSA with post-graduate training and expertise in Maxillo Facial Radiology. Competencies (knowledge/skills): Proficiency in at least two of the official languages of the Western Cape.

**DUTIES** : Assessment of pre-clinical and clinical work done by students and evaluation of attendance records of junior and senior students. Available as a Consultant in a patient referral network in the Western Cape. Compilation and assessment of test and examinations and maintaining standards in student assignments. Planning, organising and implementing of preclinical and clinical courses. Provide leadership in teaching and training and to utilise the platform for operational research in order to optimise service delivery with the efficient utilisation of state resources. Related administrative support to the Radiology Cluster.

**ENQUIRIES** : Dr. E. Prince Tel No: (021) 937 3196  
**APPLICATION** : Applications are submitted: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 March 2020

**POST 10/235** : **ASSISTANT MANAGER: NURSING (SPECIALTY AREA: OBSTETRICS AND GYNAECOLOGY)**

**SALARY** : R614 991 per annum (PN-B4)  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Advance Midwifery Nursing with a duration of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/

recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills.

**DUTIES** : Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support/deputise for the deputy manager nursing, and support the Nursing department and the institution. The candidate will be responsible for management and co-ordination of clinical nursing care In the Obstetrics and Gynaecology Department of the hospital.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : Applications are submitted: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 March 2020

**POST 10/236** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
 West Coast District

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Velddrif Clinic, Bergriver-Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent 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 ME Ramokgadi Tel No: (022) 9130-3062  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 March 2020

**POST 10/237** : **CLINICAL CODING TRAINER**  
(Contract until 31 March 2021)

**SALARY** : R316 791 per annum (plus 37% in lieu of service benefits)  
**CENTRE** : Emergency and Clinical Services Support  
**REQUIREMENTS** : Minimum educational qualification: A three-year health related National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in providing training, as well as the Development of Training material for Diagnostic and Procedural coding in South Africa. Appropriate experience level of Clinical coding in diagnostic and Procedural coding in South Africa. Inherent requirement of the job: Valid motor vehicle driver's license. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, and Outlook). Excellent people, technical and conceptual skills. Excellent presentation, facilitation and training skills and abilities. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. ICD-10 Basic and Intermediate Certificates would be an advantage. Train-the-Trainer or equivalent qualification would be an advantage.

**DUTIES** : Accurate record keeping and accurate and timeous distribution of training material. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. General office and ad-hoc duties. Professional communication both telephonically and in writing with all role players.

**ENQUIRIES** : Ms TJ Augustyn Tel No: (021) 826-5743  
**APPLICATION** : Applications are submitted: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
Candidates may be subjected to a competency test.

**CLOSING DATE** : 27 March 2020

**POST 10/238** : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**

**SALARY** : R304 263 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in the Electrical Engineering Environment. Experience: 5 years post qualification experience as an Artisan. Inherent requirements of the job: Physically fit to perform duties. Willingness to do standby duties. Valid (Code B/EB/) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Excellent communication, interpersonal, conflict management and Computer literacy skills. Competent with hands-on practical work to component level.

**DUTIES** : Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials and in service training to subordinates. Assist Chief Artisan with the execution of engineering

projects/repairs at institution. Ensure maintenance, inspection, repair and servicing of plant, equipment and record keeping. Manage the performance of staff. Supervising of load tests on generators, trip batteries etc, on a monthly basis.

**ENQUIRIES APPLICATIONS** : Mr G Slater/Mr C Wakefield Tel No: (021) 404-3300/6210  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

**POST 10/239** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**  
Cape Winelands Health District

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

**CENTRE** : Breede Valley Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's licence (Code B/EB) and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

**DUTIES** : Maintenance and repair of all plant and equipment at Brewelskloof Hospital and Clinics in the Breede Valley Sub-district under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering, tiles and dry walling where required. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with maintenance projects as required.

**ENQUIRIES APPLICATIONS** : Mr G Scanlen Tel No: (023) 348-1347  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

**POST 10/240** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
(Metro West, Zwaanswyk)

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

**CENTRE** : Directorate: Engineering and Technical Support Services  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the

		relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's license and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<b><u>ENQUIRIES</u></b>	:	Mr K Matthews Tel No: (021) 715-5921
<b><u>APPLICATIONS</u></b>	:	Applications are submitted: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 March 2020
<b><u>POST 10/241</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in a creditor's environment. Appropriate experience in capturing information on LOGIS and BAS systems. Inherent requirement of the job: Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MS Office). Good communication and writing skills in at least two of the three official languages of the Western Cape. Knowledge of BAS and LOGIS systems. Systematic thinking and attention to detail.
<b><u>DUTIES</u></b>	:	Clearing suspense amounts and capture journals and payments on BAS system. Calculate and check subsistence and travel claims. Debt Management. Process LOGIS payments. Effective and efficient financial control of all financial Transactions and Matters. Statement Reconciliation and document control.
<b><u>ENQUIRIES</u></b>	:	Ms I Slabbert Tel No: (044) 804-4495
<b><u>APPLICATIONS</u></b>	:	Applications are submitted: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 April 2020
<b><u>POST 10/242</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R148 215 per annum Grade 2: R176 982 per annum Grade 3: R211 323 per annum
<b><u>CENTRE</u></b>	:	Inzame Zabantu Community Day Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: <b>Grade 1:</b> None experience required. <b>Grade 2:</b> A minimum of 10 years' appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Auxiliary Work after

registration as a Social Auxiliary Worker with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting. Skills in psycho-social assessments. Skills and knowledge in substance use, parenting and grief management. Sound knowledge of relevant community resources. Computer literacy. Sound interpersonal and communication skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

**DUTIES** : Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and upskilling of patients and staff. Facilitate and participate in educational and awareness programmes.

**ENQUIRIES** : Ms B Nunu Tel No: (021) 374-6063  
**APPLICATIONS** : Applications are submitted: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 03 April 2020

**POST 10/243** : **ECM SCANNING OPERATOR**  
 Chief Directorate: Rural Health Services

**SALARY** : R145 281 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a scan centre environment dealing with patient clinical files. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution and knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work under pressure, independently and in a team. Computer literacy (MS Windows, Word, Excel).

**DUTIES** : Batching of files. Prepare files to be scanned and scanning of files. Index and archive content to ECM. Quality assurance. File physical files in boxes. Support to Supervisor and other Departments.

**ENQUIRIES** : Ms C Burger Tel No: (044) 805-4609  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION** : Mr B Cassiem  
**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 03 April 2020

**POST 10/244** : **HANDYMAN (ELECTRICAL)**  
 (Metro West, Zwaanswyk)

**SALARY** : R145 281 per annum  
**CENTRE** : Directorate: Engineering and Technical Services

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.

**DUTIES** : Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

**ENQUIRIES** : Mr K Matthews Tel No: (021) 715-5921

**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

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

**CLOSING DATE** : 27 March 2020

**POST 10/245** : **HOUSEHOLD AID**  
Chief Directorate: Rural Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of infection control and safety procedures of a hospital environment.

**DUTIES** : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues.

**ENQUIRIES** : Ms JM Hardine Tel No: (021) 860-2504

**APPLICATION** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

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

**CLOSING DATE** : 27 March 2020

**POST 10/246** : **GENERAL WORKER STORES ASSISTANT**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Alexandra Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a stores environment. Appropriate experience in packaging and delivery of stock and stocktaking. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work

independently and in a team. Perform other duties as assigned by the supervisor.

**DUTIES** : Deliver stock to wards, departments, and administration building. Ensure issue vouchers are captured, filed and issued on the LOGIS system. Assist with receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores as well as receive goods delivered by the suppliers and check the condition. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist with stock take process and perform general duties e.g. keep the store neat, tidy and clean in order to comply with safety regulations.

**ENQUIRIES** : Ms C Moodley Tel No: (021) 503 -5069  
**APPLICATIONS** : The Chief Executive Officer: Private Bag X1, Maitland, 7405  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 March 2020

**POST 10/247** : **TRADESMAN AID**  
West Coast District

**SALARY** : R102 534 per annum  
**CENTRE** : Swartland Hospital, Malmesbury  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: Valid (code B/EB) drivers licence. Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Mr CA Vermaak Tel No: (022) 487-9226  
**APPLICATIONS** : The Director: West Coast, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

**POST 10/248** : **CLEANER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Cleaning experience within a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work. Willingness to undergo formal and Informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape. Ability to operate machines or equipment in a cost-effective manner.

**DUTIES** : Provide a clean, hygienic environment within the institution. Effective and safe handling and storage of equipment. Serving of meals and beverages to patients on ward level. Cost effective utilisation of consumables or resources. Promotion of Quality assurance, Infection Control and Occupational Health and Safety within the Department. Effective waste and linen management.



**ENQUIRIES** : Ms J Van der Riel Tel No: (021) 799-1270  
**APPLICATIONS** : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.  
**FOR ATTENTION** : Ms Z Peter  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

**POST 10/249** : **CLEANER**  
West Coast District

**SALARY** : R102 534 per annum  
**CENTRE** : Velddrif Clinic, Bergriver Sub-district  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirement of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling, cleaning windows and interior walls; maintenance of general neatness and hygiene of the clinic area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policy. Support Waste Management. Render support to the Operational Manager with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Adheres to loyal service ethics.

**ENQUIRIES** : Ms E Dietrich Tel No: (022) 913-3223  
**APPLICATIONS** : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

**POST 10/250** : **MESSENGER**

**SALARY** : R102 534 per annum  
**CENTRE** : Red Cross War Memorial Children Hospital, Rondebosch  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a Medical Records/Registry environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Deliver folders and other documents to wards and clinics. Collect folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc task at Medical records.

**ENQUIRIES** : Mr G Slater/Mr C Wakefield, Tel. No: (021) 404-3300/6210  
**APPLICATIONS** : The Chief Executive Officer: Red Cross Hospital, Private Bag X5, Rondebosch, 7700.  
**FOR ATTENTION** : Ms T Nqola  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 April 2020

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>  
**CLOSING DATE** : 30 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. The selection process will be guided by the EE targets of the employing 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POST**

**POST 10/251** : **DEPUTY DIRECTOR: RENTAL HOUSING TRIBUNAL REF NO: HS 11/2020**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in Law or legal field of study; A minimum of 3 years middle management experience in a rental housing tribunal working environment ; A valid code B driving license. Recommendations: Post-graduate qualification in Law or Legal field of study. Competencies: Proven knowledge of: Public Service policies and inter-governmental relations in South Africa; Conflict management and mediation; Council and political dynamics; The composition of communities and their functioning in the Western Cape; Existing service delivery levels in the Western Cape; Research methods and techniques; Project management principles and processes; Development studies; Public service procedures and property management and maintenance from a rental perspective. Communication (written and verbal) and report-writing skills; Proven computer literacy skills in MS Office, Intranet and Internet; Strong leadership, project management, legal administration, strategic planning, organising; people management, problem solving and dispute resolution/conflict management skills, research and relationship-building and networking skills. Ability to interpret relevant acts, policies, regulations, codes, strategies, frameworks, procedures, standards, guidelines, etc; Ability to communicate well with people at different levels from different backgrounds.

**DUTIES** : Render administrative and technical support services to the Rental Housing Tribunal by Overseeing: Management of documentation for the clerk of the court, provision of administrative support to the tribunal hearings and investigation of lodged complaints. Promote the Rental Housing Tribunal by: Engaging with municipal managers, Thusong Centre Managers and other stakeholders, Increase public awareness in terms of rental housing act, regulations and services of the Rental Housing Tribunal. People and Financial Management: Participate in the recruitment process, managing performance and ensure discipline within the component.

**ENQUIRIES** : Mr NB Adriaanse Tel No: (021) 483 2868

#### **DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 30 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. The selection process will be guided by the EE targets of the employing

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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POSTS**

**POST 10/252** : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 13/2020 (X2 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years relevant experience in a Recruitment and Selection environment. Recommendations: Experience in the following: Technical recruiting which includes e-recruit support, competency-based recruitment and selection and administrative processes associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent; Candidate sourcing across various professions and platforms; Complex data management; Supervision of staff; Willingness to work longer hours in line with print media publication times; Consulting with various stakeholders on different management level. Competencies: Knowledge of various employment laws and practices; In-depth knowledge of recruitment and selection prescripts (legislation and policy documents); Gather and analyze information skillfully and resolve problems at this level; Demonstrate resourcefulness and initiative in dealing with daily challenges; Ability to work under pressure and meet deadlines; Excellent interpersonal and coaching skills; Skills in database development management and reporting; Supervisory skills; Consultative skills and effective Problem solving; Effective oral and written communication skills.

**DUTIES** : Quality control of all operational work; Project Management control and allocation of tasks; Provide training/workshops on Talent Sourcing, e-recruit and reporting; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision , as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit performance.

**ENQUIRIES** : Mr F Gerber at Tel No: (021) 483 6028

**POST 10/253** : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 14/2020 (X4 POSTS)**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years' experience in a Recruitment and Selection environment. Recommendations: Experience in the following: Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management; Advising Senior and Executive management on the recruitment and selection process and best talent; Willingness to work longer hours and travel when required; Valid Code B driving license. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service/government policies; Online

recruitment; Excellent communication (verbal and written) skills. Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.

- DUTIES** : Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes.
- ENQUIRIES** : Mr F Gerber at Tel No: (021) 483 6028

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- 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** : 30 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. The selection process will be guided by the EE targets of the employing 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POSTS**

- POST 10/254** : **CHIEF ENGINEER (MECHANICAL/MECHATRONIC/INDUSTRIAL MECHANICAL): ROAD DESIGN REF NO: TPW 43/2020**
- SALARY** : Grade A: R1 042 827 per annum (All-inclusive salary package) (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a registered professional; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: Further post graduate studies in the field. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111-structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Ms MK Hofmeyr at Tel No: (021) 483 3999
<b><u>POST 10/255</u></b>	:	<b><u>CHIEF ARCHITECT: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 39/2020</u></b>
<b><u>SALARY</u></b>	:	R898 569 per annum (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs

according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES**

: Ms J Thomas at Tel No: (021) 483 2004

**POST 10/256**

: **MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 228/2019 R1**

**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 REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
 : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical

skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

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

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

**POST 10/257** : **ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 196/2019 R1**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma (or higher qualification); A minimum of 1 year relevant experience; A valid code B driving licence. Recommendations: An appropriate 3-year B-Degree. Competencies: Knowledge of the following: Information Management; Principles and processes for providing customer and personal services; Quality control; Public Administration; Written and verbal communication and report writing skills; Proven computer literacy.

**DUTIES** : Conduct participant inductions within the set-up of the EPWP (Expanded Public Works Programme); Conduct on-site verifications; Design, implement and manage data process flow; Draft reports; Provide administrative support to the Assistant Manager; Analyse EPWP (Expanded Public Works Programme) performance data.

**ENQUIRIES** : Mr A Klaas Tel No: (021) 483 0982

**POST 10/258** : **DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 212/2019 R1 (X2 POSTS)**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years' relevant experience. Recommendations: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management

or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills; Programme/ Project Management and Administration; Planning and organising skills.

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

**ENQUIRIES** : Mrs L Jacobs Tel No: (021) 483 7831

**POST 10/259** : **SUPPLY CHAIN MANAGEMENT LIAISON OFFICER: SYSTEM SUPPORT REF NO: TPW 223/2019 R1**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the relevant legislative and regulatory requirements; Communication (written and verbal) skills; Proven computer literacy with proficiency in Excel; Report writing skills; Conflict and Diversity Management; Problem Analysis; Creative Thinking; Problem-solving.

**DUTIES** : Supervise the following: Development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Implementation of the annual strategy for managing the supply base; Key identified supplier's relationships with respect to cost delivery and communication; Review the formal process for increasing the capability of suppliers in line with the departmental objectives.

**ENQUIRIES** : Ms P van der Merwe at Tel No: (021) 483 6915

**POST 10/260** : **CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 235/2019 R1**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 -year National Diploma/B-Degree or higher qualification; A minimum of 3 years' experience in the built environment; A valid code B driving licence. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication skills (written and verbal); Proven computer literacy with MS Office Package (Word, Excel, Project and PowerPoint).

**DUTIES** : Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved Health and Safety Plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Review and validate fee claims of appointed health and safety agents; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable



prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Appoint health and safety agents; Ensure the services of appointed Health and Safety Agents are correctly executed.

**ENQUIRIES**

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