ANNEXURE O

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 10 August 2020
NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. 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 17/142 : CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: EADP 20/2020

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : Honours degree or 4-year Bachelor's degree (NQF level 8) as recognised by SAQA. A qualification in the Physical, Natural or Environmental Sciences, or City/Town and Regional Planning, Spatial Planning or Development Planning fields would be preferable. Professional Registration required, either with the South African Council for Planners (SACPLAN) or Environmental Assessment Practitioners Association of South Africa (EAPASA). At least 5 Years’ experience at a senior managerial level. Competencies: Knowledge of the following: Current national and provincial environmental management governance frameworks (statutory and strategic); National and provincial land use management and spatial planning governance frameworks (statutory and strategic); Latest international, national, provincial and local trends and developments in respect of environmental legislation, policies and strategies; Latest international, national, provincial and local trends and developments in respect of land use management legislation, policies and strategies; Theory and practice of environmental impact management; Theory and practice of land use management and spatial planning. Proven track record of good governance and administration skills; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi-task, deal with multiple projects/processes concurrently and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Strategic management, guidance and advice in respect of the provisioning of Development Planning Services. This includes the following functions: Ensure the provision of development facilitation services to Provincial and Municipal...
stakeholders; Guide and direct the provision of WCG Municipal IDP and LGMTEC support; Strategic management of the WCG Regional Socio-Economic Programme Project Office; Direct the management of regional integrated environmental management regulatory services; Ensure the provision of specialist integrated land use management services on a regional basis; Ensure the provision of land use regulatory support services to the Municipalities; Guide and direct the promotion and provision of sustainable spatial planning on a Provincial and regional basis; Guide and direct the provision of development planning intelligence management and research services; Evaluate the performance of the Chief Directorate on a continuous basis against predetermined key measurable outcomes and standards; and Ensure that sound people and financial management practices are adhered to in the Chief Directorate.

ENQUIRIES
Mr Ayub Mohamed Tel No: (+27 21 483 3722) (Cell: +27 72 400 0550)

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 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.

CLOSING DATE
31 July 2020

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 17/143
ASSISTANT MANAGER NURSING (SPECIALTY AREA: TRAUMA AND EMERGENCY)

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 (SANC). A post basic nursing qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General with 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): Computer literacy in Word and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Good organisational skills and the ability to function in a team and under pressure. 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 and development and participation in research within the clinical environment. Responsible for management, supervision and co-ordination of clinical nursing care in the Trauma Unit and the Emergency Component. Support / deputise for the Head of Nursing and support the Nursing department and the institution.
POST 17/144: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Central Karoo District

SALARY: R562 800 per annum (PN-B3)
CENTRE: Kwa-Mandlenkosi Community Clinic
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 and Midwife. Post-basic 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: 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 requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Knowledge of Human resource and financial policies.

DUTIES: Collect, verify and submit accurate statistics timeously. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Organise a cost-effective service on a daily basis. Participate in community involvement. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets.

ENQUERIES: Mr W J Erasmus Tel No: (023) 414-8200
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.

POST 17/145: CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Central Karoo District

SALARY: Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE: Zoar Amalien Steyn Community Clinic
REQUIREMENTS: Minimum educational qualification: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a 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 a 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 recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) drivers licence and willing to drive
mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

**DUTIES**: Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmed in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

**ENQUIRIES**: Ms S Labuschagne Tel No: (028) 551-1342

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

**NOTE**: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**POST 17/146**: PROFESSIONAL NURSE: GRADE 1 OR 2 (SPECIALTY: COMMUNITY MENTAL HEALTH) (X2 POSTS)

Central Karoo District

**SALARY**: Grade 1: R383 266 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**: Beaufort West PHC (Stationed at Central Karoo District Office)

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (code B/EB) drivers’ licence. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Knowledge of Mental Health Legislation and psychopharmacology, as well as of relevant legislation and policies of the Western Cape. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Computer Literacy.

**DUTIES**: Actively participate as a specialist nurse in the monitoring and provision of acute and chronic mental health care to patients/clients of all age groups at Health Facilities in the Central Karoo District. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers Responsible for clinical governance evaluation (clinical audits) relating to mental health services in the district Data Management.

**ENQUIRIES**: Ms A Jooste Tel No: (023) 414-3590

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

POST 17/147: PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)

Chief Directorate: Metro Health Services

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

CENTRE:
District Six CDC

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post–basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the 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 Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid (Code B/EB) drivers licence as an added advantage. Competencies (knowledge/skills): Good interpersonal and communication skills Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES:
Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES:
Ms A Neethling Tel No: (021) 421 0288 / 0212020883

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

NOTE: No payment of any kind is required when applying for this post “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”
POST 17/148: ASSISTANT DIRECTOR: FINANCE
West Coast District

SALARY: R376 596 per annum
CENTRE: West Coast District Office, Malmesbury

REQUIREMENTS:

DUTIES:
Monitor, control and report on expenditure, income and budget of finance, supply chain management and performance information. Manage the Human Resource Management functions of personnel in the division. Manage budget allocation of the District and monitor expenditure and revenue. Manage processes to ensure compliance to finance policies, the PFMA and regulations as well as Treasury Instructions to achieve quality Corporate Governance. Control and analyse monthly AFS Disclosure Reporting.

ENQUIRIES:
Mr RH Layman Tel No: (022) 487-9212

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

NOTE:
No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and undergo competency assessment.

CLOSING DATE:
31 July 2020

POST 17/149: ADMINISTRATIVE MANAGER: (CORPORATE SERVICES)
West Coast District

SALARY: R376 596 per annum
CENTRE: Radie Kotze Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES:
Efficient and effective strategic planning of the corporate services in the Bergriver Sub-district (Radie Kotze Hospital, Lapa Munnik Hospital with support to PHC Services). Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES:
Dr C Prins Tel No: (022) 487-9201

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

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

POST 17/150: FOOD SERVICES SUPERVISOR
Tygerberg Hospital, Parow Valley

SALARY: R145 281 per annum
CENTRE: Tygerberg Hospital, Parow Valley
**REQUIREMENTS**

Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes.

**DUTIES**

Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

**ENQUIRIES**

Ms R Keyser Tel No: (021) 938-4135

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Mr R McKenzie

**NOTE**

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

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**FOOD SERVICES AID**

**SALARY**

R102 534 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**

Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

**ENQUIRIES**

Ms R Keyser Tel No: (021) 938-4135

**APPLICATION**

The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms VG De Jager

**NOTE**

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

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**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE**

31 July 2020

**NOTE**

Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Assessment.
Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/

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 17/152 : CHIEF DIRECTOR: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 50/2020

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' relevant senior managerial level experience in a Social Welfare environment. Recommendations: A valid driving licence; High level in-house advisor experience. Competencies: Advanced knowledge of modern systems of governance and administration; Knowledge of the following: Modern trends and future developments in the Social Sector; How to manage the implementation and quality of developmental social welfare and community development interventions within regions; Providing a mechanism for members of the public to provide feedback and complaints regarding the departments service delivery and other related matters; Intergovernmental and international relations; People Management processes and practices; Employee Relations; Financial Management; Project Management; Strategic capability and visionary leadership skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Financial Management skills; Change Management skills; Programme and Project Management skills; Service Delivery Innovation.

DUTIES : Ensure the effective and efficient implementation of the Programmes for children and families within the regions; Ensure the effective and efficient implementation of Special Programmes (i.e. Substance abuse, prevention and rehabilitation, services, care and support services to the older persons and Services to persons with disabilities) within the regions; Oversee the implementation and management of the following services within the regions; Ensure the effective and efficient management of the implementation of Social Crime Prevention Programmes and Community Development programmes within the regions; Ensure business planning, information and stakeholder management within the regions; Strategic Management; People Management; Financial Management.

ENQUIRIES : Dr R Macdonald at Tel No: (021) 483 3083

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 17/153 : CHIEF DIRECTOR: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 53/2020

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
CENTRE REQUIREMENTS: Department of Social Development, Western Cape Government
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant senior managerial level experience in a Children and Families Service environment; A valid driving licence. Recommendations: High level in-house advisor experience. Competencies: Knowledge of modern trends and future development in the Social Sector; Advance knowledge of the following: Formulating and managing facilities and quality assurance programme; Formulating and managing the restorative and special programmes; Modern systems of governance and administration; Knowledge of the following: Assessment systems; Management principles; Public Service procedures; People Management processes; Employee relations; Financial Management; Project Management; Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills.

DUTIES: Formulate and manage the restorative programme, namely victim empowerment, crime prevention and support and substance abuse programmes; Formulate and manage special programmes, namely disability, and older people’s programmes; Manage, quality assure and monitor all facilities across various programmes, outsourced child and youth care centres; Strategic Management; People Management; Financial Management.

ENQUIRIES: Dr R Macdonald at Tel No: (021) 483 3083
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 17/154:
DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD 51/2020

SALARY: R1 057 326 per annum (Level 13). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE REQUIREMENTS:
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant middle-managerial level experience in a SCM environment; A valid driving licence. Competencies: Knowledge of the following: Assessment Systems; Management principles; Public Service procedures; Employee relations; Financial management; People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills; Proven computer literacy (tech savvy); Team building and strong interpersonal skills.

DUTIES: Ensure the development and implementation of the SCM strategies, policies, systems, practices and procedures for Governance, Demand, Training and Development, Risks and Performance Management Services; Oversee the rendering of a service with regard to acquisition, contract and logistics management; Oversee the management of departmental assets; Strategic Management including change management; People Management; Financial Management.

ENQUIRIES: Mr JO Smith at Tel No: (021) 483 8679
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 17/155: REGIONAL MANAGER: WEST COAST REGION REF NO: DSD 52/2020

SALARY: R1 057 326 per annum (Level 13). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant middle-managerial level experience in a in the SCM environment; A valid driving licence. Recommendation: An appropriate Masters Degree. Competencies: Knowledge of the following: How to manage the implementation of developmental social welfare and community development interventions in the region; Providing a mechanism for members of the public to provide feedback and complaints regarding the regions service delivery and other related matters; Advanced knowledge of modern systems of government and administration; Extensive knowledge of the applicable or relevant policies and procedures; people management processes and practices; Intergovernmental and international relations; Employee relations; Financial management; Project Management; Sound Budgeting skills; Communication and facilitation skills (including report writing and presentation skills); Strong organisational skills; Strategic thinking and planning; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis.

DUTIES: Coordinate and support the implementation of programmes within the Region (Local Offices and Service Delivery Units (SDU’s)); Oversee the management of the following: Implementation of Families and Children Programmes within the region; Special programmes within the region; Social Crime Prevention Programmes within the region; Implementation of Community Development programmes within the region; Business planning, information management and stakeholder management within the region (Local Offices and Service Delivery Units (SDU’s)); Strategic Management; People Management; Financial Management.

ENQUIRIES: Dr R Macdonald at Tel No: (021) 483 3083

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: 31 July 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. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/156: PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: TPW 65/2020

SALARY: R316 791 per annum (Level 08)

CENTRE: Posts Available At Various Locations: Vredenburg, Vredendal, Caledon, Knysna, Mossel Bay, George, Oudtshoorn, Beaufort West, Laingsburg And Worcester)

REQUIREMENTS: Grade 12 (or equivalent qualification); A minimum of 6 years working experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; Valid driving licences (A and EC); No criminal record. Recommendations: Tertiary level
qualification; Supervisory experience in Traffic Law Enforcement; Extensive experience in Road Traffic and Public Transport policies and Regulations; Vehicle Inspections and impoundment experience; Registered as an Examiner of driving licence and Examiner of vehicles; Labour relations, leadership, conflict management and resolution; Organising, planning, co-ordinating and decision-making skills

Competencies:
Knowledge of the following:
- National Road Traffic Act (NRTA) 93/96;
- National Road Traffic Regulations (NRTR) 2000;
- Criminal procedures Act (CPA) 51/77;
- Average speed over distance (ASOD);
- Firearm and Ammunition Control Act 60/2000;
- Proven computer literacy and meeting skills;
- Ability to work under pressure and resolve conflict;
- Communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape;
- Operational planning and deployment skills.

**DUTIES**

Supervise, co-ordinate and execute various planned traffic law enforcement activities and relevant auxiliary services based on changing driver and other road users behaviour on public roads; Create an enabling environment in respect of legal compliance and road safety initiatives; Compilation and timely submission of accurate and verified operational information; Responsible for the effective maintenance of law enforcement operational equipment and patrol vehicle fleet as part of Asset Management; Coordinate, manage and report on financial expenditure with regards to official patrol vehicle fleet, individual and subordinates financial claims and all other assets. Mentor and coach Senior Provincial and Provincial Inspectors.

**ENQUIRIES**

Mr N Arendse Tel No: (021) 483 0533

**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 17/157**

**ADMINISTRATIVE OFFICER: TRAFFIC LAW ENFORCEMENT – HEAD OFFICE**

**REF NO: TPW 66/2020**

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Senior Certificate/Grade 12 (or higher qualification); A minimum of 6 years' experience in an information and data management or similar environment and/or Experience in Administration and Finance. Competencies: Knowledge of the following:
- Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Basic project administration; Communication (written and verbal) skills; Administrative and financial planning;
- Proven computer literacy (MS Word, Excel, PowerPoint); Basic numeracy skills; Report writing; Research and analytical skills; Planning and organizing skills; Presentation and facilitation skills. Experience working in an environment that relies extensively on extracting information from electronic systems. Ability to work under pressure and willingness to work irregular hours.

**DUTIES**

Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, Expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES**

Ms A.C Fennie at Tel No: (021) 483 0839

**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 17/158

PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT
REF NO: TPW 62/2020

SALARY: R208 584 per annum (Level 06)

CENTRE: Posts Available At Various Locations: Caledon, Swellendam, Mossel Bay, George, Knysna, Vredenburg And Vredendal.

REQUIREMENTS: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code 8 manual driving licence; No criminal record. Recommendations: Conflict management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES: Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Coordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES: Ms VS Chetty Tel No: (021) 483 8257

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 17/159

PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT
REF NO: TPW 61/2020

SALARY: R208 584 per annum (Level 06)


REQUIREMENTS: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code 8 manual driving licence; No criminal record. Recommendations: Conflict management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES: Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Coordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES: Mr N Arendse Tel No: (021) 483 0533

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 17/160  ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT – HEAD OFFICE
REF NO: TPW 67/2020

SALARY : R173 703 per annum (Level 05)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Administrative experience in an information and data management or similar environment. Competencies: Good understanding of the following: Departmental prescripts and policies; General administrative functions; Basic report writing skills; Proven computer literacy in MS Word, Excel, PowerPoint; Communication (written and verbal) skills; Planning and organisation skills; Basic numeracy skills. Willingness to work irregular hours.

DUTIES : Asset/Inventory Control; Data management by collecting, capturing and collating of traffic law enforcement information and data to ensure data integrity and quality control standards are met; Registry functions and record keeping; General administrative function, processing of statistics and loss/asset control; Provide a professional information support service; Assist with the management of hardware and software utilised to obtain law enforcement information and data.

ENQUIRIES : Ms A.C Fennie at Tel No: (021) 483 0839
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

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.
CLOSING DATE : 31 July 2020
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 17/161  DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 144
Branch: Financial Accounting

SALARY : R733 257 per annum plus benefits (Level 11)
CENTRE : Cape Town
REQUIREMENTS : A B. Degree or equivalent qualification in Accounting with at least 5 years? experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver’s license. Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow; Project Management. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
DUTIES: Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Provide input into longer-term objective setting, financial planning sequences and directing and executing accounting procedures and processes. Manage the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Oversee and facilitate the monthly late payment report. Oversee the monthly and year-end financial book closure. Effective management of financial batches. Manage the effective detection and recovery of losses. Ensure adherence and compliance regarding the management of unauthorised, irregular and fruitless and wasteful expenditure. Management and maintenance of the BAS system and other financial systems within WCED. Provide an accounting service to the Department, including, inter alia performing bookkeeping and accounting control functions (month and yearend closing procedures, all interfacing subsystems and related accounting procedures). Liaise with the Auditor-General and Internal Audit on the audit of the Department and respond to audit queries for the Department. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.

ENQUIRES: Mr Z Mpisi Tel No: (021) 467 2511

POST 17/162: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 156
Branch: Education District Office Metro North

SALARY: R733 257 per annum plus benefits (Level 11)
CENTRE: Parow
REQUIREMENTS: National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver’s licence. Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills.

DUTIES: Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practices. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

ENQUIRES: Ms W Horn Tel No: (021) 938 3133

POST 17/163: ASSISTANT DIRECTOR: BUSINESS PLANNING & STRATEGY REF NO: 140
Branch: Business Strategy & Stakeholder Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Cape Town
REQUIREMENTS: National Diploma (NQF 6) or Degree in Project Management plus 3 years administrative experience. Expert knowledge of strategic management processes. Expert knowledge of government planning processes and cycles. Sound knowledge and understanding of departmental operations. Knowledge of the policies of the government of the day, with specific reference to the HCDS. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of

**DUTIES**

Facilitate the departmental strategic and operational planning processes. Compile strategy documents and reports. Ensure alignment of departmental policies, strategic planning and budget processes. Ensure the efficacy of the strategic review processes. Facilitate the drafting and publication of departmental annual report. Investigate and implement alternative service delivery options.

**ENQUIRIES**

Ms W Conrad Tel No: (021)-467 2053

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**POST 17/164**

**E-LEARNING PROJECTS FACILITATOR REF NO: 152**

Branch: Education District Office Metro East

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Kuilsriver

**REQUIREMENTS**


**DUTIES**

Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with CeI for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT/IT/EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and CeI) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from CeI, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET/GET Curriculum, IMG, ICT Committee and CeI with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the eLearning database. Develop, manage, and maintain an updated database/records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.

**ENQUIRIES**

Mr B Schereka Tel No: (021) 900 7000

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**POST 17/165**

**ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 153**

Branch: Education District Office Metro East

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Kuilsriver

DUTIES: Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Sourcelink, Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES: Mr B Schereka Tel No: (021)-900 7000

POST 17/166: ASSISTANT DIRECTOR: COMPLIANCE REF NO: 154
Branch: Education District Office Metro East

SALARY: R376 596 per annum (Level 09)
CENTRE: Kuilsriver

DUTIES: Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES: Mr B Schereka Tel No: (021) 900 7000