

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

CLOSING DATE : 19 October 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/> 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 23/160 : **CHIEF DIRECTOR: FARMER SUPPORT AND DEVELOPMENT REF NO: AGR 48/2020**

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 Agriculture, Western Cape Government
: An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years relevant experience at a Senior Management level. Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities. Experience in the Agricultural sector at a management level. Competencies: Extensive knowledge of the needs and factors impacting farmer support and development; Broad knowledge of how government functions and how the different spheres of government operates; Knowledge of the following: All the regulations and policies that will be relevant for the post; The functioning of donor funding operations; Labour relations; Financial Management; Empowerment processes (SMME, Broad based BEE); Capacity Building; Project Management; Community facilitation; The following skills: Interpret and apply relevant policies and procedures; Human resource planning and skills; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Asset Management skills; Exceptional communication skills; Leadership skills; Negotiation/ Influencing skills; Ability to function under pressure / against tight deadlines; Entrepreneurial skills.

DUTIES : Exercise oversight over the implementation agenda of Casidra: Ensure that Casidra supports the Department with project implementation and state farm management; Promote integration internally and outside the Department: Integrate departmental work with different sector committees at provincial and national level as well as other determined platforms i.e. national outcomes and conditional grants. Ensure the department's participation at all land reform structures. Compliance with the requirements of the relevant Medium Term Strategic Framework through the Annual Performance Plan (APP) and specific projects and programmes (national and provincial); Give effect to the provincial strategies and priorities; Ensure the roll out and implementation of (Agricultural Information Management System) AIMS within the programme; Strengthen partnerships with industry in the Western Cape; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services:

Agrarian reform facilitated with agricultural support; Ensure the development of a land reform project plan in line with the provincial strategies and priorities and NDP target; Oversee the provision of extension and advisory services to farmers; Ensure farms become successful business enterprises by increasing the production of agricultural produce for the domestic and international markets; Guide the delivery of the drought relief support in the affected districts; Facilitate the development of short courses for farmers; Oversee the successful implementation of food security projects: Facilitate access to affordable and diverse food to food insecure and vulnerable communities; Provision of Strategic Leadership and Management: Provide sound leadership and management within environment; Attain full compliance with financial and associated processes; Facilitate sound human resources practices; Exercise effective risk management over programmes and projects. Oversee the implementation and optimal utilisation of AIMS.

ENQUIRIES : Dr MP Sebopetsa Tel No: (+27 21-808 5006)
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>

OTHER POSTS

POST 23/161 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RTD: PLANT SCIENCES (ANALYTICAL LABORATORY) REF NO: AGR 44/2020**

SALARY : Grade A: R311 859- R332 799 per annum (as per OSD prescripts)
 Grade B: R353 226 - R380 775 per annum (as per OSD prescripts)
 Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

CENTRE REQUIREMENTS : Agriculture, Western Cape Government
 : A 3 year tertiary qualification (National Diploma/B-Degree) in Analytical Chemistry or relevant qualification in this field; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in the relevant field; 3 years post qualification relevant technical (scientific) experience; A valid (Code B or higher) driving licence. Recommendations: Experience in the following: Scientific Technician in an agricultural laboratory (soil, plants and water); The use of ICP and LIMS; Supervision of subordinates in a laboratory. Competencies: Knowledge of the following: Laboratory (soil and water) and personnel management; LIMS, ICP and accreditation systems used in the industry; Settings, calibration and basic maintenance of appropriate equipment; Proven computer literacy; Technical management skills; Technical planning skills; Written and verbal communication skills.

DUTIES : Analyse samples (soil, feed, plant and water); Development of new analytical procedures; Perform all administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.

ENQUIRIES : Ms A Swanepoel at Tel No: (021) 808 5320
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 23/162 : **FARM AID: RTD-FARM SERVICES (ELSENBURG) REF NO: AGR 46/2020 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendation: Experience in performing general farm work; A valid (Code B or higher) driving licence. Competencies: A good understanding on how to handle and carry weights of up to 50kg; General farm work and maintenance skills; Working with research farm animals; Communication skills.

DUTIES : Perform the following routine activities: Crop production (e.g. planting, harvesting and irrigation); Cleaning, loading and maintaining water supply systems; Maintain fences, roads and pipelines.

ENQUIRIES : Mr B Aucamp at Tel No: (021) 808 5222
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not

submitted on or before the closing date as well as faxed copies will not be considered.

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form

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>

CLOSING DATE : 26 October 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/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 23/163 : **HEAD OF DEPARTMENT: COMMUNITY SAFETY REF NO: DCS 18/2020**

SALARY : R1 521 591. per annum (Level 15) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE : Community Safety, Western Cape Government

REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills.

DUTIES : Promote safety and security by facilitating the implementation of the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implementation of both national and provincial policies on safety and security; Provide security risk management services to the Western Cape in respect of property, assets, equipment, visitors and Heads of Provincial Institutions; Manage and engage all spheres of government in integrated safety and security development through programmes and projects; Optimise capacity building with communities and render support services to neighborhood watch structures to decrease the levels of crime; Drive the development and implementation of the

Provincial Community Safety Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES : Ms LS Esterhuysen Tel No: (+27 21 483 5856 / 083 629 3244)

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 26 October 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-ntnyprogramme/> 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 23/164 : **HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDAT 18/2020**

SALARY : R1 978 533 per annum (Level 16) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE : Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities. Experience in the Agricultural sector at a management level. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; 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 ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities. Facilitate the creation of opportunities to influence economic growth and job creation with specific priority sectors, Financial Services and ICT Sector, Oil, Gas and Maritime, Tourism and Agri-processing. Promote the transformation of the Western Cape economy towards green economic growth. Facilitate the strengthening of energy

resilience in the Western Cape. Optimise communication and stakeholder relationships with economic stakeholders and partners. Drive the development and implementation of the Provincial Economic Development and Tourism Strategy as well as the departmental strategic planning processes. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department. Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES : Ms LS Esterhuysen Tel No: (+27 21 483 5856 / 083 629 3244)

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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 : 19 October 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 POST

POST 23/165 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION LEVEL): POLICY COORDINATION REF NO: EADP 33/2020**

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

CENTRE REQUIREMENTS : Environmental Affairs and Development Planning, Western Cape Government
: An appropriate Honours Degree in Environmental Management, Natural Sciences, Law, Planning, Environmental Sciences or related fields; A valid code B driving licence. Recommendations: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform; Proven years of experience in Planning and environmental legislation and policies, policy and law reform processes related to development planning and environmental management; Strategic initiatives, such as policy and law reform and spatial planning. Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management; Computer Literacy; Sound interpersonal skills; Communication (written and verbal) and report writing skills; Must have the ability to work well within a team; Must have the ability to work under pressure and independently; Honesty and Integrity.

DUTIES : Policy research and analysis; Coordination of and participation in policy and law reform processes; Specialists policy advice, awareness raising and capacity building related to policy, legislation and strategic planning; Stakeholder engagements and communication related to policy, legislation and strategic issues; Project Management.

ENQUIRIES : Ms A. Rossouw at Tel No: (021) 483 2900

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.

MANAGEMENT ECHELON

<u>POST 23/166</u>	:	<u>CHIEF DIRECTOR: EMERGENCY AND CLINICAL SERVICES SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support stationed at Bellville Health Park, Bellville/
<u>SALARY</u>	:	R1 251 183 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 years' experience at a senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance under the name Certificate for entry into the SMS and the full details can be sourced by following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . All costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems. Proven strategic and leadership capabilities. Project management and programme knowledge and skills. Proven knowledge and understanding of Change -, Financial -, People Management and empowerment. Proven leadership capabilities.
<u>DUTIES</u>	:	Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective emergency and clinical services support in support of departmental service delivery, which include Emergency Medical Service and Forensic Pathology Services across the Western Cape. Facilitation of an integrated implementation approach to key service policy priorities i.e. manage the system for clinical governance, life-course interventions, wellness and disease outbreak response. Coordination of Medicines, Laboratory and Blood Services delivery and utilisation in the Western Cape. Facilitation of optimal health service delivery through the development of innovative alternative service delivery models and continuous improvement initiatives. Corporate support to the Chief Directorate, including Emergency Medical Services and Forensic Pathology Services. As Top Executive Committee (TEXCO) member responsible for strategic management of the Chief Directorate: Emergency and Clinical Services Support in alignment with the departmental strategic processes. Overall responsible for People - and Financial Management of the Chief Directorate.
<u>ENQUIRIES</u>	:	Dr S Kariem Tel No: (021) 815-8708
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	The post will be filled once the Management Efficiency and Alignment Project (MEAP) structure has been implemented. No payment of any kind is required when applying for this post. Applicants may be subjected to a competences assessment test.
<u>CLOSING DATE</u>	:	16 October 2020

OTHER POSTS

<u>POST 23/167</u>	:	<u>CLINICAL MANAGER: GRADE 1 (MEDICAL)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.
<u>CENTRE</u>	:	Swellendam and Cape Agulhas Sub-districts (Management Unit) (Based in Bredasdorp)
<u>REQUIREMENTS</u>	:	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 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid Code (B/EB) driver's license. Clinical work at Cape-Agulhas sub-district. Commuted overtime at Otto du Plessis Hospital. Clinical Management of both Swellendam and Cape-Agulhas sub-districts. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anaesthetic and relevant experience. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages

<u>DUTIES</u>	:	of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking. Strategic management of clinical services in addressing the burden of disease. Clinical service delivery at Cape-Agulhas sub-district as part of a multi-disciplinary team and responsible for clinical service delivery. Ensure clinical governance of doctors and Allied Health Professionals at Swellendam and Cape-Agulhas in co-operation with the Family Physician. Ensure skills development and in-service training of the multi-disciplinary team at Swellendam and Cape-Agulhas. Human Resource Management of the doctors and Allied Health Professionals at Swellendam and Cape-Agulhas. Financial management of laboratory services, blood, medication and medical/ surgical consumables at Swellendam and Cape-Agulhas. Engage with all relevant stakeholders regarding clinical services at Swellendam and Cape-Agulhas.
<u>ENQUIRIES</u>	:	Dr JP Du Toit Tel No: (028) 514-1142
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/168</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)</u> Groote Schuur Hospital
<u>SALARY</u>	:	Grade 1: R1 1060 40 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of a successful candidate to participate in a system of remunerated overtime.)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Radiation Oncology. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects.
<u>DUTIES</u>	:	Run one or more Oncology clinics at Groote Schuur Hospital performing clinical, teaching and administrative duties. Assessment of cancer patients, mentoring registrars, formulating treatment plans (chemotherapy and radiotherapy), running combined clinics and developing treatment protocols. Initiate and support research and supervise registrar MMed projects. Assist with departmental administration and outreach. Conduct teaching and training in Radiation Oncology.
<u>ENQUIRIES</u>	:	Dr Z Mohamed/Ms Z Olkers, Tel. No: (021) 404-4263
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/169</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum

		(A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Caledon Hospital
	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, PowerPoint and Excel).
<u>DUTIES</u>	:	Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as well implementing the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.
<u>ENQUIRIES</u>	:	Dr MS Rambiyana, Tel. No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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)"
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/170</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Southern/Western Sub-structure Office
	:	Minimum educational qualification: Appropriate 3-year National Diploma / Degree. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).
<u>DUTIES</u>	:	Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance of the Sub-structure. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Dr K Grammer Tel No: (021) 202-0900
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 October 2020

POST 23/171 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Rural Health Services

SALARY : R562 800 per annum (PN-B3)
CENTRE : Citrusdal 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 Diploma qualification with 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: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1 year post-basic qualification in Diploma Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management w.r.t data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, 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, transport. Quality management wrt Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES : Ms M Sandt Tel No: (027) 482-1484
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. You may be requested to do a practical session prior to the interview.
CLOSING DATE : 16 October 2020

POST 23/172 : **OPERATIONAL MANAGER NURSING: SPECIALTY AREA: TRAUMA AND EMERGENCY**

SALARY : R562 800 per annum (PN-B3)
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. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership,

<u>DUTIES</u>	:	decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the Trauma unit. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/173</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> Garden Route District
<u>SALARY</u>	:	R444 276 per annum (PN-A5)
<u>CENTRE</u>	:	Alan Blyth Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms AK Laubscher Tel No: (028) 551-1010
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/174</u>	:	<u>SOCIAL WORK SUPERVISOR: GRADE 1</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R384 228 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2020/21. Experience: A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Advanced knowledge, skills and experience in health-related social work. Ability to lead supervise and work in a social work team and as a member of a multi-disciplinary team in a general specialist acute health care setting. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	(key result areas/outputs): Lead, coordinate and supervise the delivery of the Social Work services and support institutional management. Provide social work services including psycho-social assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.

ENQUIRIES : Ms S Jaftha Tel No: (023) 348-6496
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 October 2020

POST 23/175 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (COMPLIANCE)**
Head Office, Cape Town
Directorate: Information Management

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid driver's license (Code B/EB) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, Tier etc. Excellent leadership, training, interpersonal and communication (verbal and written English) skills. Advanced computer skills in MS Office.

DUTIES : Develop and manage operational and project plans pertaining to internal and external performance information audits and special projects. Coordinate and conduct support/assessment visits to provide assurance on data quality and compliance with provincial and national policy, standard operating procedures and tools. Generate and communicate performance and progress reports for management and stakeholders. Develop, implement and monitor remedial action plans and corrective measures, including training material and tools, after conducting assessments and root cause analysis. Develop and maintain digital tools to conduct and report on assessments and provide training. Supervise, manage, lead and develop a cohesive team/unit.

ENQUIRIES : Ms L Shand Tel No: (021) 483-2639
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Candidates may have to complete a skills competency test.
CLOSING DATE : 16 October 2020

POST 23/176 : **QUALITY ASSURANCE COORDINATOR**
West Coast District

SALARY : R376 596 per annum
CENTRE : Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate 4 year Health related Diploma/degree or equivalent qualification that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health and Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : To support the Health Establishment staff and Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms and Standards requirements. To ensure the maintenance of the Infection Prevention and Control (IPC) standards. To establish measures that will ensure Health and Safety of staff and users. To help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs. To Monitor data quality in the Health Establishment and update the Health Establishment Training data base.

ENQUIRIES : Ms E Van Ster Tel No: (022) 487-9269

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Applicants may be subjected to competency assessments.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/177</u>	:	<u>ADMINISTRATION CLERK: REGISTRY</u> Central Karoo District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a registry and/or archives environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook Programmes). Knowledge of policies regarding registry and archives. Knowledge of working with confidential documents. Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Open, sort, distribute and frank mail. Efficient and the confidential handling of mail. Opening, closing, archiving of files and identify files to be dispose according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the HR functions. Maintaining update registers. Ordering of goods/stationary and completion of LOGIS documents.
<u>ENQUIRIES</u>	:	Mr EJ Jewel Tel No: (023) 414-8291
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/178</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	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 (KRA's) of the post. Experience: Appropriate experience of Asset Management and Warehousing in a LOGIS environment. Appropriate experience of the LOGIS, WINRDM and EPS (Electronic Procurement System). Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.
<u>DUTIES</u>	:	Responsible for demand and acquisition management functions. Perform duties related to EPS processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Assisting with Asset Management functions. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks.
<u>ENQUIRIES</u>	:	Ms T September Tel No: (021) 808-6112
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/179</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (INFORMATION MANAGEMENT)</u> Garden Route District
<u>SALARY</u>	:	R173 073 per annum
<u>CENTRE</u>	:	Ladismith Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in information Management in a health environment. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHIS/IDEAL CLINIC/CLINICOM/Sinjani/Tier.net). Advance computer literacy (MS Office: Word, Excel and PowerPoint). Proficiency in at least two of the

		three official languages of the Western Cape. Ability to function independently and within a team context.
<u>DUTIES</u>	:	Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retravel efficiency. Assist with campaign data.
<u>ENQUIRIES</u>	:	Ms AK Laubscher, Tel No: (028) 551-1010
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/180</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an administration environment. Inherent requirement of the job. Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel). Knowledge of Department of Health complaints management and excellent interpersonal skills, as well as telephone etiquette. Strong sense of confidentiality and trustworthiness and Ability to ensure confidentiality of sensitive information and use own initiative, work independently and under pressure.
<u>DUTIES</u>	:	Drawing of inpatient lists - mid-day and midnight. Answering of telephones and referral of enquiries. Handle telephonic and personal enquiries with regards to patients. Handle visitor enquiries. Comply with Ideal Facility requirements with regards to patient centred experience. Provide relief clerical and administrative support to the supervisor.
<u>ENQUIRIES</u>	:	Ms S Nieuwoudt Tel No: (023) 348-64585
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/181</u>	:	<u>ADMINISTRATION CLERK (SUPPORT): WASTE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Valkenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of health care risk waste and domestic waste in a hospital environment. Inherent requirement of the job: Ability to do physical work. Ability to lift heavy objects. Valid (Code B/EB) driver's license. Willingness to work overtime if required. Competencies (knowledge/skills): Computer literate. Good reading and writing skills in at least two of the three official languages of the Western Cape. Knowledge of cleaning materials and agents. Knowledge of domestic and health care risk waste regulations and protocols.
<u>DUTIES</u>	:	Effectively manage of domestic and health care risk waste departments processes and adhere to infection control as well as health and safety regulations. Ensure compliance to service level agreement and deal with outsourced services. Manage the collection, reprocessing, decontaminating and or disposal of dirty, used or expired items. Manage the procurement of consumables, as well as the packing, supply, delivery of readily prepared items to the various hospital departments. Provide optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms M Froneman, Tel No: (021) 826-5864
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	16 October 2020

POST 23/182 : **ADMINISTRATION CLERK: SUPPORT (MENTAL HEALTH CARE ACT COORDINATOR)**
Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Appropriate Experience in a health environment. Appropriate office administration experience. Good verbal and written communication skills with all levels and the public in at least two of the three official languages. Sound secretarial, organisational and planning skills. Knowledge of Mental Health Care Act related policies and regulations. Proven computer literacy, i.e. MS Office package and Clinicom experience.

DUTIES : Receive, check, monitor and co-ordinate all documents in respect of mental health care users relating to admissions, discharges, transfers, leave of absence, periodic reports (both acute and forensics) and documents processed to be referred to the MHRB or Western Cape High Court. Data capturing of information and managing databases. Responsible for record keeping, the receipt and sending of all post. Handle face to face and telephonic, verbal and electronic communications to and from the hospital, i.e. with patients and the public. Provide training on the completion of MHCA Forms to all staff when requested. Perform administrative tasks and provide support to clerical staff, i.e. Admissions; Waiting List, Ward and Quality Assurance Clerk.

ENQUIRIES : Ms T Ellis Tel No: (021) 826-5808
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 October 2020

POST 23/183 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R145 281 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

DUTIES : Responsible for overall planning, control, organising, performing and coordinating at task related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-5099
APPLICATIONS : Please submit your application to the Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380

FOR ATTENTION : Mr S Cupido
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 October 2020

POST 23/184 : **HANDYMAN (X2 POSTS)**
Head Office, Cape Town

SALARY : R145 281 per annum
CENTRE : Directorate: Engineering and Technical Services (Metro East District Maintenance Hub, Lenteguur Hospital)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience as a handyman within a Government Department. Inherent requirements of the job: Valid (Code B/EB) driver's license with zero restriction. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function

independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards.

DUTIES : Assist with repairs and installation of projects, emergency breakdowns. Maintain and repair of plant equipment. Assist in preventive maintenance procedures, such as; autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing, electrical, carpentry, welding, repairs and installations. Assist with the control and requisitioning of material and parts. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES : Mr OJ Buys Tel No: (021) 370-1119

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 16 October 2020

POST 23/185 : **SECURITY OFFICER**
Red Cross War Memorial Hospital

SALARY : R122 595 per annum

CENTRE : Red Cross War Memorial Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA, at level of Grade 'C'. Experience: Appropriate experience as a Security Officer in a Hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated .Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): Able to communicate at least two of the three official languages of the Western Cape. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.

DUTIES : Access/Egress control also escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Ensure effective patrolling of the buildings, parking areas and the perimeters. Effective application of service delivery and efficient support to the supervisor. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/ patient related activities.

ENQUIRIES : Ms S Cupido Tel No: (021) 658-5452

APPLICATIONS : Please submit your application to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

CLOSING DATE : 16 October 2020

POST 23/186 : **DIETICIAN: GRADE 1 TO 3 (3/8TH POST)**
(3-Year Contract)

SALARY : Grade 1: R119 241 per annum
Grade 2: R139 803 per annum
Grade 3: R164 688 per annum plus 37% in lieu of service benefits

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa as a Dietitian. Experience: **Grade 1:** None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Dietetics in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Dietetics in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the Health

Professional Council of South Africa (HPCSA) in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics with focus on the field of Bariatric/Metabolic surgery. Good interpersonal, communication and organizational skills. Ability to work under pressure. Computer literacy. Fluent in at least two of three official languages of the Western Cape.

DUTIES : Render a therapeutic service to in- and out-patients. In-service training to personnel and dietetic students. Support to supervisor.

ENQUIRIES : Ms C Schübl Tel No: (021) 938-4351

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

CLOSING DATE : 16 October 2020

POST 23/187 : **HOUSEHOLD AID**

SALARY : R102 534 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital setting. Inherent requirements of the job: Must be physical, mentally and emotionally fit to provide an essential service. Must be able to maintain effective relationships with staff, patients and public. Competencies (knowledge/skills): Ability to participate and work as part of a team. Ability to work flexi hours, shifts, weekends and night-duty. Basic knowledge of cleaning and the cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Effectively delivered environmental hygiene. Participate in activities of the cleaning service. Utilise and manage available human and financial resources to fulfil the operational needs of the clinical area. Effective support to the housekeeper and nursing staff related to e.g. cleanliness of environment and patient meal services. Maintain protective clothing code.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055

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

FOR ATTENTION : Mr R McKenzie

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

CLOSING DATE : 16 October 2020

POST 23/188 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents; and stock.

DUTIES : Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms M Froneman Tel No: (021) 826-5864

APPLICATIONS : Please submit your application to the Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms AL Stephens

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

CLOSING DATE : 16 October 2020

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** : 19 October 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 POST

- POST 23/189** : **ASSISTANT DIRECTOR: DEPARTMENTAL STRATEGY DEVELOPMENT REF NO: DOTP 46/2020**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree in Management; A minimum of 3 years experience in a strategic management environment and/ or monitoring and evaluation environment Competencies: Knowledge of the following: Strategic management processes; Government planning processes and cycles; Public sector monitoring and evaluation; Policies of the government of the day with specific reference to the strategic plan of the Western Cape Government; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Sound knowledge and understanding of departmental operations; Communication (written and verbal) skills.
- DUTIES** : Strategic planning and reporting processes; Provide inputs on strategic imperatives that inform the functional terrains of the Department; Provide inputs into the drafting and maintenance of departmental strategy development policy frameworks and development of strategic, annual and operational plans; Departmental Project Office; Coordinate an annual programme and project management system for the Department; Quality assure Project Initiation Documents on an annual basis; Staff supervision; Supervise the administrative assistant of the component.
- ENQUIRIES** : Ms Y Christians at Tel No: (021) 483 4424

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 19 October 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 23/190** : **SOCIAL WORK POLICY MANAGER: DISABILITY REF NO: DSD 68/2020**
- SALARY** : R794 889 per annum (All-inclusive salary package) (OSD as prescribed)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community

Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.

DUTIES : Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and/monitoring framework processes of funded and/or unfunded NPO's (inclusive of cluster foster care schemes); The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management /Relationship Management (International / National / Provincial /Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare and the community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

ENQUIRIES : Mr D Cowley at Tel No: (021) 483 4212
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 23/191 : **SOCIAL WORK SUPERVISOR: CEDERBERG (SERVICE DELIVERY TEAMS)**
REF NO: DSD 69/2020

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

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

ENQUIRIES : Dr L. Rossouw at Tel No: (022) 713 2272
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 23/192 : **ASSISTANT DIRECTOR: MONITORING (DISABILITY) REF NO: DSD 67/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political,

<u>DUTIES</u>	:	economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.
	:	Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labor relations within the Division.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Cowley at Tel No: (021) 483 6296
	:	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
<u>POST 23/193</u>	:	<u>ASSISTANT DIRECTOR: MONITORING (CRIME PREVENTION AND SUPPORT) REF NO: DSD 70/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Disputer esolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labor relations within the Division.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Gaba at (021) 483 4212
	:	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
<u>POST 23/194</u>	:	<u>ADMINISTRATIVE OFFICER: (MONITORING) DISABILITY REF NO: DSD 62/2020</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; Decision making skills; Problem analysis; Technical proficiency; Problem-solving and decision-making

<u>DUTIES</u>	:	skills; Diversity management; Planning and organising; Written and verbal communication skills.
	:	Assist with the development of monitoring and review systems; Assist with the evaluation of the current systems and recommend improvements; Conduct Financial and Governance assessments for existing and new NPO's; Arrange and conduct site visits; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Analyse progress report; Administration of the Non-Financial Data (NFD) process; Check the correctness of reporting templates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Momoza at Tel No: (021) 483 4015
	:	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
<u>POST 23/195</u>	:	<u>ADMINISTRATIVE OFFICER (MONITORING): SUBSTANCE ABUSE REF NO: DSD 65/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Social Development, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; The following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.
<u>DUTIES</u>	:	Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Isaacs at Tel No: (021) 483 8442
	:	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
<u>POST 23/196</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT REF NO: DSD 64/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Social Development, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Financial Management, Public Administration or similar environment; A minimum of 1 year relevant experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives/Instructions (PTI's); Strategic and annual performance planning processes and procedures; Industry trends and best practices per commodity groups; Procurement policies/procedures; Strategic Sourcing and Preferential Procurement /BEE; A guide to Accounting Officers and Authorities; Records Management – inclusive of registry services, and policy and procedures governing these functions Proven computer literacy (SCM systems); Written and verbal communication skills; Planning and organising skills; Presentation skills.
<u>DUTIES</u>	:	Render demand management services; Assist and provide input with regards to the development of the procurement/sourcing strategy; Research, analyse and plan the procurement requirements of the department; Research the determined supplies and needs (inline with the supply chain strategy); Compile annual procurement plan; Collect and collate information for the annual procurement plan; Compile tender/quotation specifications as required; Determine whether a specification for the relevant commodity exists if not collect information and compile specification in terms of reference (standardisation); Perform spend analysis with respect to payments, quotations and contracts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kamalie at Tel No: (021) 483 8681
	:	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
<u>POST 23/197</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF NO: DSD 66/2020</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Social Development, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/Degree or higher qualification) in Financial Management, Public Administration or relevant field; A minimum of 3 years experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives/Instructions (PTI's); Strategic Sourcing and Preferential Procurement/BEE; Supply Chain Management regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Proven computer literacy; Written and verbal communication skills; Planning and organising skills.
<u>DUTIES</u>	:	Policy implementation; Assist and provide input with regards to the development of the procurement/sourcing strategy; Review and align delegations; Develop standard operating procedures pertaining to the review and alignment of delegations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kamalie at Tel No: (021) 483 8681
	:	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
<u>POST 23/198</u>	:	<u>SOCIAL WORKER: DISABILITY REF NO: DSD 63/2020</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed). Grade 2: R316 794 – R363 801 per annum (OSD as prescribed). Grade 3: R384 228 – R445 425 per annum (OSD as prescribed). Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Momoza at Tel No: (021) 483 4015
	:	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

<u>POST 23/199</u>	:	<u>ADMINISTRATIVE OFFICER: RESTORATIVE SERVICES (FUNDING) REF NO: DSD 60/2020</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: budgeting, leadership, liaising and decision making; Written and verbal communication.
<u>DUTIES</u>	:	Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.
<u>ENQUIRIES</u>	:	Ms C Khatieb at Tel No: (021) 483 3538
<u>APPLICATIONS</u>	:	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
<u>POST 23/200</u>	:	<u>ADMINISTRATION CLERK: DISABILITY REF NO: DSD 61/2020</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: work experience. Competencies: A good understanding of the following: Clerical duties; Capturing data; Working environment; Proven computer literacy (MSOffice); Written and verbal communication skills; Planning and organization skills.
<u>DUTIES</u>	:	Render general clerical support services; Organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Provide financial administration support services in the component; Capture and update expenditure in component.
<u>ENQUIRIES</u>	:	Ms P Momoza at (021) 483 2197
<u>APPLICATIONS</u>	:	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
<u>POST 23/201</u>	:	<u>ADMINISTRATION CLERK: RESTORATIVE SERVICES (FUNDING) REF NO: DSD 59/2020</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant work experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Ability to perform the following: Manage conflict; Speak in public and make presentation to large or small groups; Possess the following skills: Planning and organising, problem solving, interpersonal relations, budgeting, leadership, decision making and liaising skills; Proven computer literacy (MS Office); Written and verbal communication skills.
<u>DUTIES</u>	:	To evaluate and process prescribed documents for payment; Check financing agreements for correctness; Monitor compliance and identify non compliance with prescribed policy/ legislation and funding conditions; Request appropriate reports and follow up any outstanding documents; Monitor submission and evaluate

financial statements as well as do conjugated calculations; Check appropriate records/ reports; Render a support function to the senior staff; Advice and information to the Assistant- Director regarding payment trends, and budget inputs; Render a support function to Programme Offices in line with the Departments' Integrated Service Delivery Model; Provide programme sponsors and managers with financial and non-financial data; Administrative support.

ENQUIRIES : Ms P Downes at Tel No: (021) 483 5739
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 : 19 October 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 23/202 : **CONTROL ENGINEERING TECHNOLOGIST: ROADS DESIGN & ROADS PROGRAMME REF NO: TPW 80/2020 (X5 POSTS)**

SALARY : Grade A: R751 542 per annum (All-inclusive salary package) (OSD asprescribed).
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; 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; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioral competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; 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.

ENQUIRIES : Mr J Neethling at Tel No: (073) 952 9707
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 23/203 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): PROGRAMME COORDINATION REF NO: TPW 85/2020**

SALARY : Grade A: R718 059 - R766 278 per annum
 Grade B: R809 631 - R872 220 per annum

		Grade C: R925 734 - R1 090 458 per annum (OSD asprescribed), based on recognisable prior experience
<u>CENTRE REQUIREMENTS</u>	:	Transport and Public Works, Western Cape Government
	:	Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Proficient in the use of Bentley Open Roads Designer/Civil 3D or other design software packages; Experience across various design stages inception, concept, preliminary, detail for multi disciplinary design projects; Experience in: Compiling/preparing tender document specification; Supervising technical staff /teams; Project management and report writing. Excellent communication and team management skill. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Programme and project management; Strategic capability and leadership; Module equipment operating skills; Professional judgment; Networking; Financial management skills; Communication (written and verbal); Customer focus and responsiveness; Analytical skills; Proven computer literacy.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Novemeber at Tel No: (021) 483 3107
	:	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
<u>POST 23/204</u>	:	<u>CANDIDATE ENGINEER: PROVINCIAL ROADS BRANCH (CIVIL) REF NO: TPW 244/2019 R1</u> (2 contract positions available for 2-years)
<u>SALARY</u>	:	R618 732 per annum (All-inclusive salary package) (OSD asprescribed)
<u>CENTRE REQUIREMENTS</u>	:	Transport and Public Works, Western Cape Government
	:	Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications; Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
<u>DUTIES</u>	:	Design new systems to solve practical engineering problem (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: 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; Follow approved programme of development for registration purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A November at Tel No: (076) 816 4564
	:	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

<u>POST 23/205</u>	:	<u>CANDIDATE ENGINEER: PROVINCIAL ROAD BRANCH(MECHANICAL/MECHATRONIC/INDUSTRIAL MECHANICAL) REF NO: TPW 245/2019 R1</u> (2 Year Contract Position Available)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R618 732 per annum (All-inclusive salary package) (OSD asprescribed) Transport and Public Works, Western Cape Government Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
<u>DUTIES</u>	:	Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety inline with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: 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; Follow approved programme of development for registration purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A November at Tel No: (076) 816 4564 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
<u>POST 23/206</u>	:	<u>CONTROL ENGINEERING TECHNICIAN - ROAD DESIGN REF NO: TPW 84/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R446 202 per annum (OSD). Transport and Public Works, Western Cape Government An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); Six years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA) A Valid Driving license (code B). Recommendation: Public Sector experience/exposure; Applicable experience in transport infrastructure, road construction and/or maintenance; Experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial, human resource,supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender documents and supervisingtechnical staff /teams Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Problem Solving Skills; Customer Focus and responsiveness; Planning and Organising skills; Communication (written andverbal) and technical report writing skills; Financial Management; Decision Making.
<u>DUTIES</u>	:	Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment on roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution of duties; Ensure the promotion of safety in line with statutory and regulatory standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority; Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance database; Manage,

		supervise and control technical and related personnel and assets; Research/literature studies on technical engineering technology to improve expertise; Lease with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr J Neethling at Tel No: (073) 952 9707
<u>APPLICATIONS</u>	:	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
<u>POST 23/207</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 86/2020 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R363 894 - R392 283 per annum Grade B: R414 189 - R446 202 per annum Grade C: R473 574 - R557 856 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience/exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail formulation disciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff /teams Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
<u>DUTIES</u>	:	Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr J Neethling at Tel No: (073) 952 9707
<u>APPLICATIONS</u>	:	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
<u>POST 23/208</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: TPW 77/2020 (X3 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). Recommendation: Occupational Health and Safety working experience. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities;

Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Written and verbal communication skills; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving skills; Conflict management.

DUTIES : Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.

ENQUIRIES : Mr G February at Tel No: (021) 959 7700
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 23/209 : **PROJECT ADMINISTRATOR: PROJECT OFFICE (ROAD BRANCH) REF NO: TPW 76/2019 R1**

SALARY : R316 791 per annum (Level 08)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year experience. Recommendation: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Written and verbal communication skills; Data management; Proven computer literacy.

DUTIES : Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walk throughs, inspections and acceptance process; Plan and execute internal audits.

ENQUIRIES : Mr H Coetzee at Tel No: (084) 700 0978
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 23/210 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL,) REF NO: TPW 162/2019 R1 (X3 POSTS)**

SALARY : Grade A: R311 859 – R332 799 per annum (OSD as prescribed)
 Grade B: R353 226 –R380 775 per annum (OSD as prescribed)
 Grade C: R402 045 – R473 574 per annum (OSD as prescribed)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendation: Further post graduate studies in the field; Appropriate experience in one or more of the following engineering disciplines: pavement engineering, traffic engineering, geometric design and/or roads design; Understanding of pavement management systems, abnormal loads, traffic signage and contract management. Competencies Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Verbal and written communication skills; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES : Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.

ENQUIRIES : Mr M Hendrickse at Tel No: (021) 483 3107

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

POST 23/211 : **OPERATOR: HEAVY EQUIPMENT - CENTRAL MECHANICAL WORKSHOP(BELLVILLE) REF NO: TPW 200/2019 R1**

SALARY : R173 703 per annum (Level 05)

CENTRE : Transport and Public Works, Western Cape Government

REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a Forklift/ Overhead Cranes/Truck Mounted Cranes. Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of Road Construction Plant and Equipment such as Graders, Loaders, Rollers, Sweepers, Trucks, Vans, Busses; Written and verbal communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem solving skills.

DUTIES : Responsible for the transporting, loading and securing the Road Construction Plant and Equipment in the correct way as prescribed, on the Trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/ wear and tear; Testing of all Road Construction Plant on the test ground; Emergency assistants at all times (local and at the Field Offices).

ENQUIRIES : Mr R Oliver at Tel No: (021) 959 7700

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>