

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

CLOSING DATE : 02 November 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 24/298 : **SCIENTIST (PRODUCTION LEVEL): RTD: ANIMAL SCIENCE REF NO: AGR 53/2020**

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

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
 : 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 24/299 : **ARTISAN (PRODUCTION LEVEL): ELECTRICAL REF NO: AGR 52/2020**

SALARY : Grade A: R190 653 - R211 596 per annum
 Grade B: R224 574 - R249 246 per annum
 Grade C: R262 176 - R324 708 per annum
 (Salary will be determined as per OSD prescripts)

CENTRE : Agriculture, Western Cape Government

- REQUIREMENTS** : Appropriate Trade Test Certificate; A valid (Code B or higher) driving licence. Recommendations: Experience in: Electrical maintenance and repairs; Design and installing of electrical installations; Maintenance and installation of irrigation systems and water supply; Procurement and stock keeping; Computer literacy. Competencies: Knowledge of the following: Technical analysis; Electrical fault detection; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design and installing of new electrical installations; Electrical maintenance and repair of installations and equipment; General maintenance and repairs in support of research; Administration, supervision, procurement and expenditure control.
- ENQUIRIES APPLICATIONS** : Mr B. Aucamp at Tel No: (021) 808 5222/083 641 5161
: 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 24/300** : **ACCOUNTING CLERK: CASH FLOW MANAGEMENT REF NO: AGR 51/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Agriculture, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendations: Experience in a finance environment. Competencies: A good understanding of the following: Basic Accounting System; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act (DORA); Medium Term Expenditure Framework; Standard Chart of Accounts; Good planning and organising skills; Problem solving and decision making skills; Written and verbal communication skills; MS Office; Ability to work under pressure; Good interpersonal relations.
- DUTIES** : Clearing and rectify transactions via journals; Registers on excel; Entity maintenance (banking details); Cashier functions (receive and safeguard money, receipts, deposits and petty cash); Cashier functions, clearing of suspense accounts by compiling and capturing of journals, receipts as well as entity maintenance.
- ENQUIRIES APPLICATIONS** : Ms T Gerber at Tel No: (021) 808 5031
: 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 24/301** : **FARM AID: RTD- ANIMAL SCIENCE (ELSENBURG) REF NO: AGR 54/2020**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
: Agriculture, Western Cape Government
: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendations: Relevant experience. Competencies: Skills working with research farm animals; Communication skills.
- DUTIES** : Daily cow herd maintenance; Livestock feeds and feeding; Research support; General farm work and infrastructure maintenance.
- ENQUIRIES APPLICATIONS** : Ms L Calvert at (021) 808 5238
: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively

you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, 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 post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

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 : 02 November 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 24/302 : **DEPUTY DIRECTOR: WESTERN CAPE PROVINCIAL POLICE OMBUDSMAN REF NO: CS 17/2020**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant management level experience. Recommendations: An appropriate Legal qualification (e.g. LLB or equivalent). Competencies: Knowledge of the following: South African Police Act and Constitutional Dispensation; Role of civilian oversight structures; Standing Orders of SAPS; Information systems. Understanding of: The social make up of communities; Developmental issues facing societies; Group dynamics and diversity; Skills needed: Formulation and report writing; Organizing and planning; Sound problem solving; Public and interpersonal relations; Verbal and written communications; Maintenance of sound labour relations; Team building / Motivation. Ability to: Work under pressure and with diverse people; Apply relevant directives.

DUTIES : Ensure the following: Handling of complaints/investigations; The developments and maintenance of the database of complaints and a case-flow management system; Provisioning of a secretariat support service to all meetings and general office support services for the WCPPO; Consult/Liaise with relevant role-player; Prepare and submit reports to Ombudsman, MEC and other stakeholders; Track and manage resolutions from complaints and refer complaints to any other competent authority; Co-ordinate functions and activities with other authorities that have jurisdiction in terms of complaints against police; Develop procedures and guidelines for handling of complaints; Compile procedures for non-compliance or obstruction of Ombudsman/investigating officer; Ensure effective management of the

Office of the financial management, human resource and procurement processes of the office.

ENQUIRIES : Mr JJ Brand at Tel No: (021) 483 9472

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 24/303 : **HEAD CLINICAL UNIT: GRADE 1 (NEONATOLOGY)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-specialist Neonatologist. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Neonatology. Experience: A minimum of 3 years appropriate experience as a Medical Sub-Specialist after registration with the HPCSA as Medical Sub-Specialist in Neonatology. Inherent requirement of the job: After-hours duty. Competencies (knowledge/skills): Good communication skills. Ability to work in a team. A PhD in Neonatology is advisable.

DUTIES : Manage the Neonatal ICU Clinical Unit. Provide specialist care of neonates in Tygerberg Children's Hospital. Take part in under- and post-graduate training. Supervise research activities.

ENQUIRIES : Prof M Kruger Tel No: (021) 938-9506

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 : 30 October 2020

POST 24/304 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY)**

Groote Schuur Hospital

SALARY : R562 800 per annum (PN-B3)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and

framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

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

APPLICATIONS : 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 : 30 October 2020

POST 24/305 : **CHIEF CLINICAL TECHNOLOGIST GRADE 1 (CRITICAL CARE)**

Groote Schuur Hospital

SALARY : R466 119 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows independent registration with the Health Professions Council of South Africa as Clinical Technologist: Critical Care. Registration with a professional council: Independent registration with the Health Professions Council of South Africa as Clinical Technologist: Critical Care. Experience: Minimum of 3 years' experience after registration with the HPCSA as an independent Clinical Technologist: Critical Care. Competencies (knowledge/skills): Good interpersonal and communication skills with above average technical skills and problem solving ability under pressure. Organisational and administrative planning. Well-developed computer skills (MS Word and Excel). Proven strong leadership and managerial experience as well as able to work independently and in team context.

DUTIES : Effectively manage a sub category (Mainly Theatre with possible future rotational duties through Adult ICU's, Trauma & Emergency or Neonatology) in the Clinical Technology – Critical Care Services at Groote Schuur Hospital and have past experience of working in all three categories. May be required to work on a rotational basis in the three areas. Provide Clinical support and Quality Control of Patient monitoring systems, Blood Gas Analysis, ICU ventilators and infusion therapy devices. Operational maintenance of Anaesthetic machines and surgical equipment in Theatres. Manage financial resources (HR/Equipment/Operational) allocated to Critical Care. Manage consumable stock ordering and assist in Equipment Procurement as required. Assume responsibility for co-ordinating, supervising and participating in the Clinical technology trainee teaching programme and other medical staff. Will be required to work after hours, over weekends and on public holidays.

ENQUIRIES : Mr G Strathie Tel No: (021) 404-3291 or 074 841 9682

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 : 30 October 2020

POST 24/306 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE PHC SERVICES)**
Garden Route District

SALARY : R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 18 % of basic annual salary)

CENTRE : PHC Outreach and Support George Sub-district (Stationed at Uniondale Hospital)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Experience in People Management Supervision and PHC Services Programmes. Ability to analyse and interpret Health Systems Information, compile reports. Good organisational, interpersonal, creative problem solving and research. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy in MS Office to be able to do statistics and reports. Knowledge of the geographical area and the health facilities.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child Health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Uniondale Area in the George Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Uniondale Area in the George Sub-Districts to achieve and maintain Ideal clinic status of the PHC facilities. Provide Supervision, Mentorship and Training to ensure Capacity Development of staff at facility level, Identify quality improvement initiatives on an ongoing basis. Assist PHC facilities within the Uniondale Area when need arises.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100

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 : 30 October 2020

POST 24/307 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: National Diploma and/or B-Tech Degree that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with the HPCSA as a Radiographer (Ultrasound). **Grade 1:** None after registration with the HPCSA in Radiographer (Ultrasound). **Grade 2:** 10 year's appropriate experience after registration with HPCSA in Radiography (Ultrasound). **Grade 3:** 20 years' appropriate experience after registration with HPCSA in

Radiography Ultrasound). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours if necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Ability to work independently and in a team with good interpersonal skills. Organisational and computer skills 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 whom 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)".

DUTIES : Provide a comprehensive diagnostic ultrasound service with the main focus on Obstetrics imaging. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues and students.

ENQUIRIES : Ms D Van Heerden Tel No: (021) 659 4921
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 30 October 2020

POST 24/308 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
 Cape Winelands Health District

SALARY : Grade 1: R395 703 per annum
 Grade 2: R466 119 per annum
 Grade 3: R549 066 per annum

CENTRE : Drakenstein Sub District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: **Grade 1:** None for SA qualifies employees. 1 year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Drakenstein Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment

management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G /Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES : Dr R Gaffoor Tel No: (021) 877-6400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 30 October 2020

POST 24/309 : **ASSISTANT DIRECTOR: PLANNING AND COMMISSIONING UNIT (5/8TH)**
Red Cross War Memorial Childrens Hospital

SALARY : R235 374 per annum
CENTRE : Red Cross War Memorial Childrens Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the various facets of infrastructure development and project management. Inherent requirement of the job: Appropriate experience/knowledge of an Engineering Maintenance Workshop environment. Competencies (knowledge/skills): Knowledge and understanding of hospital systems, procedures and protocols. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Ability to function effectively as part of a team and independently. Knowledge of lines of communication within Western Cape Government.

DUTIES : Required to be on duty 5/8th (5 out of 8 working hours). Co-ordinate and facilitate the planning of infrastructure projects. Co-ordinate, facilitate and monitor the progress of all projects to completion. Maintain the reference library of all hospital plans and associated documents. Management of the allocation of space on the Hospital premises.

ENQUIRIES : Mr K Chauhan Tel No: (021) 658-5416
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/310 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R208 383 per annum
Grade 2: R241 839 per annum
Grade 3: R262 068 per annum

CENTRE : Directorate: Pharmacy Services, Cape Medical Depot
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant. Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures Proficiency in at least two of three official languages of Western Cape. Good numeric skills. Meticulous and attention to detail.

- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804 or Ms S Dulaze Tel No: (021) 483-2422
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Only applicants within the Provincial Government: Western Cape will be considered for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.
- CLOSING DATE** : 30 October 2020
- POST 24/311** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Experience in supervising sub-ordinates. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders, move heavy items and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs, partitioning and basic painting. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.
- DUTIES** : Maintenance and repair of all wooden office furniture assets, doors hinges, door closers, bumper rails under the supervision of the Chief Artisan. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering and dry walling. Painting / varnishing of walls and wooden structures where required. Perform necessary administrative functions, train and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist the Chief Artisan with reasonable adhoc duties. Manage outsourced contracts and compiling minor contract specifications. Supervision of handyman, Tradesman Aids and intern staff.
- ENQUIRIES** : Mr L Petersen Tel No: (021) 360-4705

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

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

CLOSING DATE : 30 October 2020

POST 24/312 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), in two of the three official languages of the Western Cape. Numerical skills and the ability to maintain confidentiality. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

ENQUIRIES : Mr PDF Bouw Tel No: (044) 302-8408
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 : 30 October 2020

POST 24/313 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Central Karoo District

SALARY : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and

members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.

ENQUIRIES : Mr EJ Jewel Tel No: (023) 414-8291
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 : 30 October 2020

POST 24/314 : **HOUSEHOLD AID**
Central Karoo District

SALARY : R102 534 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES : Ms N Tsengiwe Tel No: (023) 414-8200
APPLICATIONS : Please submit your application for the attention of Ms S. Pienaar to the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/315 : **PEST CONTROL ASSISTANT (ENVIRONMENTAL HYGIENE SERVICES)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in Pest Control. Inherent requirements of the job: Willingness to work shift (e.g. starting time 15h00 until 23h30). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to do physical work and handle machines/apparatus.

DUTIES : Render a support service to all departments, wards, clinics and theatres with regard to pest control to ultimately ensure a pest free environment. Effective Pest Control service within allotted time frames with/out direct supervision. Effective safe guarding of chemical materials. Ensure effective maintenance of equipment and PPE. Provide effective support to the Pest control Supervisor with regards to Pest control and minor administrative tasks.

ENQUIRIES : Mr PJ Swarts Tel No: (021) 404-6484

APPLICATIONS : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

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

CLOSING DATE : 30 October 2020

POST 24/316 : **DRIVER (LIGHT DUTY VEHICLE)**
Central Karoo District

SALARY : R102 534 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent requirements of the job: Valid Code B/EB driver's licence. After hours standby duties. Ability to lift heavy items. Must have sober habits. Willingness to travel. Competencies (knowledge/skills): The ability to communicate in two of the three official languages in the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations.

DUTIES : Transport official passengers, post, packages and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products/specimens. Deliver medication, goods and equipment within the PGWC.

ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200
APPLICATIONS : Please submit your application for the attention of Ms S Pienaar to the Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 02 November 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 24/317 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS)**
REF NO: LG 19/2020

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment. Recommendations: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Local government legislation and the application thereof; Public sector finance; Legislation in the public sector; Applicable management

systems; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Project Management; Skills needed: Communication skills (written, verbal); Presentation; Computer; Management; Analytical; Conflict management and Interpersonal; Organising and planning; Ability to work independently and as part of team as well as to work under pressure; Strong work ethic.

DUTIES : Assessing the state of governance in dysfunctional municipalities or a particular area of governance; Managing formal interventions in municipalities in terms of section 139 of the Constitution, as well as informal interventions in municipalities; Render strategic support to the Director: Specialised Support; Provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution; Provision of specialised support provided on governance issues in response to municipalities' needs; Advocate and build capacity regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities; Performance and information management and reporting; Manage the: Operation of the sub-directorate; Allocated financial and human resources; Render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr G Birch at Tel No: (021) 483 3113
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 24/318 : **ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 26/2019 R1**
(12-Month Contract Position)

SALARY : R376 596 per annum (Level 09) plus 37% in lieu of service benefits
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ Bachelor's Degree/ Advanced Diploma); A minimum of 3 years relevant experience in training and coordination within a local government or related environment. Recommendations: B-tech in Human Resource Development. Competencies: Knowledge of the following: Local Government mandate; Legislation and policy framework applicable to Skills Development; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA's; Written and verbal communication skills; Proven computer literacy; Conflict management skills; Management and leadership skills; Presentation skills.

DUTIES : Plan and coordinate training initiatives for the department; Coordinate multi-stakeholder participation in implementing national capacity building framework; Evaluate training interventions; Liaise with relevant stakeholders on training and development interventions for the department.

ENQUIRIES : Ms Z Mtyoko at (021) 483 3565
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

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

CLOSING DATE : 02 November 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 24/319 : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE REF NO: PT 15/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/ Economics/ Financial Management/ Law or Built Environment; A minimum of 3 years relevant experience in the assessment, implementation or monitoring of immovable assets inclusive of Infrastructure Projects; A valid code B driving licence. Recommendations: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public Financial Management Act, Municipal Finance Management Act (MFMA); Division of Revenue Act (DoRA); Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines; Analytical thinking skills; Excellent research, report writing, organising and planning skills; Proven computer literacy; Communication (written and verbal) skills.

DUTIES : Assess the institutionalization of and compliance with the infrastructure Delivery Management System in sector departments; Monitor infrastructure delivery and spending performance on projects; Assess departments' infrastructure budgets against project readiness, implementation schedules and approved allocations; Assess departments Assets Management Plans for compliance with GIAMA; Review property lease and disposal submission and draft recommendations.

ENQUIRIES : Mr A Visagie at Tel No:(076) 432 0823

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 November 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 24/320 : **SOCIAL WORK SUPERVISOR: KRAAIFONTEIN (SERVICE DELIVERY TEAMS) REF NO: DSD 73/2020**

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; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

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

ENQUIRIES : Ms M Harris at Tel No: (021) 812 0921
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 24/321 : **ASSISTANT DIRECTOR: BUDGETING AND PLANNING REF NO: DSD 72/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of relevant legislation and policies; Proven communication skills; Proven computer literacy skills.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and qualify assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr DI Holley at Tel No: (021) 483 4276
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 24/322 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 71/2020**

SALARY : Grade 1: R199 188 per annum, (OSD as prescribed).
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after

obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

- DUTIES** :
- Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
- ENQUIRIES** :
- Mr M Benting at Tel No: (021) 931 0233
- 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** :
- 02 November 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 24/323** :
- BUSINESS ANALYST REF NO: TPW 95/2020**
- SALARY** :
- R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** :
- Transport and Public Works, Western Cape Government
- REQUIREMENTS** :
- An appropriate 3-year B-degree or higher qualification in Information Systems; A minimum of 6 years in business case development; A valid code B driving licence Recommendations: Experience in the following: Requirements Analysis and Documentation; Systems analysis; BABOK certified or similar or eligible for future certification; Knowledge and/or experience in Lean, Six Sigma, KanBan System Design & Enterprise Architecture; Proven experience with SQL/Oracle/BI reporting is advantageous; Understanding of BIM for transportation infrastructure; Proven experience in translating business requirements into system requirements; Proficiency with Microsoft Office Suite; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modeling and re-engineering; Business Systems Analysis; Business Modelling Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications;

Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change management & analytics. skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.

DUTIES

: Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks. Map business processes and audit business systems. Prepare business cases for E-government, networking and systems development programmes/projects. Perform transversal business systems analysis. Perform post implementation business systems and impact evaluation. Develop a Provincial Master System and IT Plans. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality. Ensure that the strategies and policies are implemented and adhered to. Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit. Actively contribute expertise to the project team in all areas of business analysis. Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages.

ENQUIRIES APPLICATIONS

: Mr J Neethling at Tel No: (073) 952 9707
 : 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 24/324

: **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO. TPW 94/2020**

SALARY CENTRE REQUIREMENTS

: R376 596 per annum (Level 09)
 : Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years' experience in information technology project management; A valid code B driving licence. Recommendations: Applicable course/training in Project Management; PMBOK certified or similar e.g. PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely. Competencies: Proven understanding of: Information and Communication Technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and Financial Management; Project Management skills; Communication skills (written and verbal); Strategic thinking and data analytics abilities; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; HR matters.

DUTIES

: Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network infrastructure technologies and/or projects as well as customisation and/or implementation of outsourced information technology projects and/or in the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and

		hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing.
<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 24/325</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE & CONSTRUCTION & SPECIALISED MAINTENANCE REF NO: TPW 240/2019 (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 (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendations: Working experience in the following: Road maintenance and or road construction; Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
<u>DUTIES</u>	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of Provincial Roads; Procurement of maintenance material required; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards 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 input into the budgeting process; Compile and submit report 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 assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.
<u>ENQUIRIES</u>	:	Mr J.C Prodehl at Tel No: (044) 272 6071

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

POST 24/326 : **SURVEY TECHNICIAN PRODUCTION REF NO: TPW 103/2020**

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

CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (or equivalent qualification) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) drivers licence. Recommendations: Experience in Roads branch operations; Extensive experience in the field of interest. Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer –aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.

DUTIES : Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.

ENQUIRIES : Pierre Spence at Tel No: (083) 6415180
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 24/327 : **ADMINISTRATOR: SECRETARIAT AND LINE SUPPORT REF NO: TPW 93/2020**

SALARY : R257 508 per annum (Level 07)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience. Recommendations: A valid (Code B or higher) driving license; Exposure to Government Procurement and financial processes; Proficiency with Microsoft office suite; Knowledge and experience in Roads Branch; Willingness to travel when required; Proven experience in written communication; Courses and further training. Competencies: Knowledge of the following: Relevant legislation/policies/ prescripts and procedures; Modern systems of governance and administration; Latest advances in public management theory and practices; Government protocol; Meeting protocol. Following skills: Innovative, assertive and self- motivated; Computer literacy; Planning, organising and people management; Communication (written and verbal) and presentation; Administrative. Ability to: Draft complex documentation; manage various office activities; Function under rapidly changing and pressurised circumstances.

DUTIES : Provide internal and external secretariat service for meetings of branch; Quality assure technical formatting of documents; Provide line administrative support to components in branch; Administer all processes relating to the maintenance and renewal of licences (systems); Facilitate and coordinate departmental roads branch reporting to all external stakeholders (e.g. National Departments, other Provincial Departments)

		and other departmental components); Facilitate the flow of information and the editing of technical reports to stakeholders.
<u>ENQUIRIES</u>	:	Ms S Pietersen at Tel No: (072) 775 3388
<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 24/328</u>	:	<u>ADMINISTRATIVE OFFICER (OFFICE OF CHIEF DIRECTOR: DESIGN)</u> <u>REF NO: TPW 98/2020</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<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. Recommendations: A valid driving licence; Experience in Human Resource related matters; Willingness to travel when required; Courses and further training. Competencies: Knowledge of the following: Admin procedures and systems; Information management; Written and verbal communication skills; Problem solving analysis and decision-making skills; Proven computer literacy; Planning & Organising skills.
<u>DUTIES</u>	:	Ensure and advise on the effective flow of information and documents to and from the Office of the manager; Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtain inputs, collate and compile reports; Scrutinise routine submissions/ reports and make abbreviated notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders; Draft documents as required; Collect, analyse and collate information requested by Manager; Clarify instructions and notes on behalf of the Manager; Ensure that travel arrangements are well coordinated; Prioritise issues in the office of the Manager; Manage the leave register and telephone accounts for the component; Handles the procurement of standard items, like stationary, refreshments etc for the activities of the manager and the unit; Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made and prepare briefing notes for the manager; Coordinate logistical arrangements for meetings when required. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over- and under spending.; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms S Pietersen at Tel No: (072) 775 3388
<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 24/329</u>	:	<u>ARTISAN (PRODUCTION LEVEL): SHEET METAL AND ROAD SIGNS</u> <u>FACTORY REF NO: TPW 76/2020 R1</u>
<u>SALARY</u>	:	Grade A: R190 653- R211 596 per annum Grade B: R224 574- R249 246 per annum Grade C: R262 176 - R324 708 per annum (Salary will be determined as per OSD prescripts).
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate; A valid (Code B or higher) driving licence. Recommendations: Experience in repair and maintenance of road signs or experience in sheet metal operations similar to manufacturing of roads signs; A valid (Code C or higher) driving licence. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and

DUTIES

organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

: Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

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>