ANNEXURE I

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

MANAGEMENT ECHELON

POST 01/155 : DEPUTY DIRECTOR-GENERAL: AGRICULTURAL RESEARCH AND REGULATORY SERVICES REF NO: AGR 70/2020

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Appropriate 5 year (NQF 9) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; Valid driving licence (code B); and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Sound knowledge and understanding of the Agricultural Sector. Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.

DUTIES : Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management regarding: (i) Veterinary services pertaining, to animal health, food safety, export control, laboratory services, (ii) Research and development of agricultural technology, (iii) Agricultural economic research and client support; Evaluate and interpret impact of provincial, national and environmental variables; Advise top management and executing authority on impact of strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, academic institutions and other relevant bodies in the Agricultural environment; Promote Agricultural research and regulatory services across all spheres of government; Explore and implement new ways of service delivery innovations; and People Management.

ENQUIRIES : Dr MP Sebopetsa: at Tel No: (021) 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

NOTE : 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. 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.

CLOSING DATE : 01 February 2021

OTHER POSTS

POST 01/156 : SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 14/2020 R1

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 : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate National Diploma in Science or relevant qualification; Registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist; A minimum of 3 years post qualification technical (scientific) experience. Recommendation: A valid code EB (or higher) driving licence; Degree in Science (BSc/ Hons); Experience in the following: Scientific methodologies, policies, systems and procedures; Using LC-MS, HPLC and GC Food Science; Technical report writing. Competencies: Knowledge of the following: Data analysis; Programme and Project Management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial Management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills; Presentation and mentoring skills.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Mentor, train and develop candidate research technicians and technical support to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Dr M Seutloali at Tel No: (021) 887 0324

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

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.

CLOSING DATE : 01 February 2021

POST 01/157 : HOUSEHOLD AID: OPERATIONAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 67/2020

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 level 2). Recommendation: Proven ability to function in an executive environment. Competencies: Communication skills.

DUTIES : Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas
of the building, including all toilets clean tidy (this includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate); Clean kitchen utensils and equipment; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers.

ENQUIRIES

APPLICATIONS
To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. 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, 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. 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.

CLOSING DATE: 01 February 2021

POST 01/158: FARM AID: RTD-FARM SERVICES (LAMBERTS BAY) REF NO: AGR 68/2020

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 2). Recommendation: Relevant experience; A valid (Code B or higher) driving license. Competencies: A good understanding of activities regarding plant and animal sciences and research; Ability to work independently as well as part of a team; Communication skills.

DUTIES: Perform the following routine activities: Crop production; Livestock; Maintenance of infrastructure.

ENQUIRIES

APPLICATIONS
To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. 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, 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. 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.

**CLOSING DATE**: 01 February 2021

**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**: 01 February 2021

**NOTE**: 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. 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 01/159**: DIRECTOR: MONITORING AND EVALUATION REF NO: DCS 26/2020

**SALARY**: R1 057 326 per annum (Level 13), (All–inclusive salary package)

**CENTRE**: Department of Community Safety, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle-management experience in a monitoring and evaluation or related environment; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving license. Recommendation: Knowledge of the following: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills; Attributes: Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver;
Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

**DUTIES**: Strategic Capability and Leadership including Change Management include the following: Translate the vision for the organisation into directorate goals; Develop and implements strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme and Project Management will entail the following: Manage the performance assigned personnel to achieve (agreed) key result areas (KRAs) that derived for the Directorates Work Plan / Project plans; Staff the structure with competent people required to fulfill the service delivery mandate of the Directorate / Sub-Programme / Project; Identify and manage (actual and potential) risk factors and indicators to the achievement of Directorate / Project goals, incl. possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Directorate Work Plan priorities and goals; Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) at agreed intervals for conformance with desired outcomes so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented; Develop the (Annual) Directorate Work Plan, in support of Chief Directorate Operational Plan; obtain approval; delegate to Sub-Directorates; and ensure that assigned projects are delivered within time, cost and the required quality; Contribute to the revision or drafting of legislation, policies, regulations and guidelines through documented research findings and recommendations; 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; Manages(develop, implement, evaluate and adjust) programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e.: Ensure regular inspections of SAPS business units in order to monitor efficacy (including resource allocation and utilisation) and compliance and to report thereon; Ensure that police conduct are monitored at identified incidents/events; Ensure that Court Watching Briefs are conducted and reported on; Ensure the monitoring of police compliance ITO; Domestic violence act; and Implementation of IPID recommendation; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES**: Adv Y Pillay at Tel No: (021) 483 9212

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE**: 01 February 2021

**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.
POST 01/160

CHIEF LANGUAGE PRACTITIONER (ENGLISH AND AFRIKAANS):
TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 35/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years appropriate experience. Recommendation: Editing and translation of documents; Procurement and Tendering procedures. Competencies: Knowledge of the following: Procurement and tender administration; Human resource management; Financial Management; Proven computer literacy; Written and verbal communication skills. Problem solving and solution driven.
DUTIES: Responsible for ensuring the provision of translation, editing and interpreting services; Provide input into policy and procedures with regard to provincial language services; Render language advisory services; Translate documents in the official languages; Edit documents; Render provincial interpreting services; Liaise with freelance language practitioners; Quality check all documents and products managed by the unit, including work of freelance practitioners; Develop and record terminology; Compile and maintain databases relating to language services rendered; Perform administrative tasks eg. Record keeping; Develop processes and procedures related to the core function, including quality assurance. Financial administration: Ensure that procurement prescripts is applied regarding the language services function; Align expenditure to the cash flow; Human resource management: Monitor workflow of the unit; Performance management; Supervise, direct and support staff.
ENQUIRIES: Ms G. Abdullatief at Tel No: (021) 403 0073/9850
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 01/161

LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 34/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills.
DUTIES: Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.
ENQUIRIES: Ms G. Abdullatief at Tel No: (021) 403 0073/9850
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE: 01 February 2021
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 01/162 : ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 44/2020

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving license. Recommendation: Working knowledge and experience of the following: Environmental Management/Air Quality Management Systems; Air Quality Planning and Information Management; Environmental Legislation; Integrated Environmental Management; Compliance and Enforcement and Project Management/Planning. Competencies: Knowledge of the following: Air quality management, integrated environmental management; pollution management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation; General office/administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Written and verbal communication skills; must be able to meet strict deadlines; Ability to work well within a team; Must be able to travel for work purposes.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality planning and information management projects and capacity building; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr J Leaner at Tel No: (021) 483 2888
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 01/163 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND CONTRACT MANAGEMENT REF NO: EADP 42/2020

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 2 years relevant experience. Recommendation: Working knowledge of the following: Supply Chain Management legislative framework; Bids processes and reporting thereof. Competencies: Knowledge of the following: Reporting requirements; Demand and contract management as well as bid committees; Supply Chain Management, regulations, notes, circulars, policy frameworks and procedures; Public Finance Management Act; Preferential Procurement Policy Framework Act and its associated regulations; Written, verbal and report writing skills.

DUTIES : Perform demand management functions such as needs assessment, market research, industry analysis and application of preferential procurement requirements; Render bid committee support functions; Render contract administration and contract management support; Report on demand and contract management; Assist with the development of the procurement plan; Render bid
administrative support; Assist in the management of contracts and information for annual financial statements.

**ENQUIRIES**: Mr S Ncipha at Tel No: (021) 483 2782

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

**DEPARTMENT OF HEALTH**

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

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

**MANAGEMENT ECHELON**

**POST 01/164**: DIRECTOR: PROJECT OFFICER (TYGERBERG HOSPITAL REDEVELOPMENT)

(3 Year Contract Post – Renewable)

(Based at Cape Town Head Office – Norton Rose House)

**SALARY**: R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE**: Directorate: Facilities and Infrastructure Management

**REQUIREMENTS**: Minimum educational qualification: An appropriate undergraduate qualification (NQF 7) as recognised by SAQA plus minimum 5 years of experience at middle/senior managerial level. Experience: Extensive hands-on experience in project management for infrastructure projects. Stakeholders Management. Infrastructure contract management Project finance. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African Code B/EB driver's license. Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

**DUTIES**: Direct and manage the transaction advisor team. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Hospital. Maintenance and Remedial Works programme and collaborating with the Implementing Agent. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Regional Hospital and collaborating with the Implementing Agent. Manage the staff of the Project Office.

**ENQUIRIES**: Dr L Angeletti-du Toit Tel No: (071) 794-7771
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to competency and psychometric tests.
CLOSING DATE : 29 January 2021

OTHER POSTS

POST 01/165 : HEAD: CLINICAL UNIT (MEDICAL: PSYCHIATRY) GRADE 1
Chief Directorate: Metro Health Services

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with HPCSA as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years’ appropriate experience, within Forensic Psychiatry, as Medical Specialist after registration with the HPCSA as Medical Specialist. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff, and conducting and supervising research. Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.
DUTIES : Head the Forensic Clinical Psychiatric services of Valkenberg Hospital, and platform, and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department, and is accountable to the CEO of Valkenberg Hospital for the performance of clinical services and the management of human and financial resources. Head of the Division of Forensic Psychiatry in the UCT Dept of Psychiatry & Mental Health. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment and rehabilitation programmes. Provide an effective psychiatric consultation service and outreach to the sub-districts that form part of the Area Service Platform. Responsible to the Head of Department of Psychiatry of the University of Cape Town (UCT) for academic activities at Valkenberg Hospital including training and supervision of students and postgraduates affiliated to the university. Head a major committee of the Department of Psychiatry. Perform appropriate clinical operational research and conduct and supervise research activities.

ENQUIRIES : Ms C Dean Tel No: (021) 826-5786.
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 : 29 January 2021

POST 01/166 : DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENTIST (REPRODUCTIVE BIOLOGY)

SALARY : R857 559 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional council of South Africa (HPCSA) as a Medical Biological Scientist in Reproductive Biology. Registration - as a Medical Biological Scientist in Reproductive Biology with the Health Professions council of South Africa. Experience: A minimum of 3 years appropriate experience as Medical Biological Scientist in Reproductive Biology after registration with the HPCSA. Inherent requirement of the job: To ensure
delivery of clinical services in Andrology and Assisted Reproductive Technology [ART] in Tygerberg Hospital and participate in practical training and theoretical teaching of Medical Biological Scientist Interns. This will entail: Administration, Supervision. Monitoring and maintenance of equipment. Diagnostic and ART treatment procedures on infertility patients. Practical training and theoretical teaching of students/staff. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy. Theoretical and practical knowledge of Andrology and Assisted Reproductive Technology related subjects and procedures. Leadership, interpersonal, organisational skills, ability to work in a team and ability to maintain confidentiality. A minimum of Master’s degree (MSc) in Science is recommended.

**DUTIES**
Effective clinical service and administration of Andrology/IVF laboratory service and personnel. Daily routine laboratory procedures and service to patients. Managing and ordering of stock and equipment/data capturing/Interpretation and management of patients results. Practical training and theoretical teaching (including research) of student interns [medical scientists and clinical technologists].

**ENQUIRIES**
Dr T. Matsaseng: thabom@sun.ac.za / Tel No: (021) 938 9217.

**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**
29 January 2021

**POST 01/167**
PSYCHOLOGIST: GRADE 2 TO 3 (STAFF MENTAL HEALTH)

**SALARY**
Grade 2: R832 398 per annum
Grade 3: R966 039 per annum
(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**
Groote Schuur Hospital, Observatory

**REQUIREMENTS**
Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Experience: Grade 2: Minimum of 8 years’ relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years’ relevant experience after registration with the HPCSA as Psychologist 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 16 years’ relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years’ relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Strong individual and group therapeutic skills. Experience in working with multi-disciplinary teams, and with conducting support groups. Managerial and administrative skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
To develop a Staff Mental Health Support plan for GSH, in conjunction with the GSH Wellness Team, Project TeamCare, GSH incapacity management committee and the Division of Consultation Liaison Psychiatry at UCT. Focus on workplace processes and practices as well as employee emotional and mental health and put forward recommendations and findings to improve performance, morale, organisational culture, wellbeing and safety of employees. To provide education on mental health topics within the hospital and to formulate a plan with interventions for trends emerging from individual and group counselling sessions. To develop an understanding of Staff Mental Health needs, by building relationships with all departments in the hospital. To respond to requests from staff for individual or group interventions, refer to external resources where necessary, assist with team dynamics and conflict resolution. To monitor and evaluate the service and provide regular reports on progress (including feedback from staff).

**ENQUIRIES**
Ms L Frenkel Tel No: (021) 404-2035/2164
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE : 29 January 2021

POST 01/168 : OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)
Groote Schuur Hospital

SALARY : R562 800 per annum
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 1 year, accredited with the SANC in Operating Theatre 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 Theatre Technique 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). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

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 : 29 January 2021

POST 01/169 : CHIEF MEDICAL TECHNOLOGIST GRADE 1 TO 2
Emergency and Clinical Service Support

SALARY : Grade 1: R466 119 per annum
Grade 2: R532 959 per annum
CENTRE : Tygerberg Forensic Pathology Service and Division of Forensic Medicine and Pathology, University of Stellenbosch
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as a Medical Technologist in Histopathology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in Medical Technology (histopathology). Inherent requirement of the job: A valid (code B/EB) drivers’ license. Competencies (knowledge/skills): Previous experience in a Mortuary environment and Supervisory experience. Ability to communicate effectively in at least two official languages on the Western Cape. Knowledge of applicable sections of the Occupational Health and Safety Act, the National Health Act and the Inquests Act, as well as the processes and procedures associated with laboratory accreditation. Well-developed computer skills (MS Office). Knowledge of the medico-legal principles, including maintenance of chain of custody, that form the cornerstone of all medical laboratories.

DUTIES: Perform technical duties and be responsible for the management and running of the laboratory and the supply chain management of lab consumables e.g. stains etc. Annual budgeting of equipment including new acquisitions and replacement. Perform laboratory administrative duties and Performance management of laboratory staff. Perform additional diagnostic investigations on request by pathologists. Testifying in court on lab processes and scientific techniques. Assist Pathologist in Mortuary in dissection of histology specimens retained at autopsy and the administration of the process of tissue management for histopathology.

ENQUIRIES: Prof JJ Dempers Tel No: (021) 931 8043

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

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

CLOSING DATE: 29 January 2021

POST 01/170: MEDICAL TECHNOLOGIST: GRADE 2 TO 3 (HEPATOLOGY)

SALARY: Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in biochemistry, molecular biology and genetics methodologies associated with running a diagnostic genetic and biochemistry lab diagnosis focusing on liver disease and the porphyrias. Excellent knowledge use and maintenance of lab equipment and processes required for DNA/gene and PCR work. Excellent knowledge related to diagnostic lab reporting (verbal and written), record keeping and database management.
Excellent interpersonal skills, good communication analytical and problem-solving skills.

**DUTIES**

Run the gene testing facility of the porphyria and liver diagnostic laboratory and report to Director of the Laboratory, and Head of Division of Hepatology. Carry out development of better techniques and analysis, and new tests, for the diagnosis of the porphyrias, liver disease and investigation of new gene mutations associated with porphyria, iron overload (HFE) or autoimmune and viral hepatitis. Communicate lab results to relevant parties and to maintain the porphyria and liver patient (and lab results) database as a critical component of the specialist laboratory service underpinning clinical care in the Division of Hepatology at Groote Schuur Hospital (and related and referring doctors and facilities).

**ENQUIRIES**

Ms W Spearman Tel No: (021) 406 6394

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

29 January 2021

**POST 01/171**

**ORAL HYGIENIST GRADE 1 TO 3**

Central Karoo District

**SALARY**

Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

**CENTRE**

Central Karoo District Office (PHC Outreach & Support)

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council. Registration with the HPCSA as Oral Hygienist. Experience: **Grade 1**: None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council 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: Valid (Code B/EB) drivers licence and willingness to travel long distances. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.

**DUTIES**

Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Rendering of preventive oral health services throughout the Central Karoo District, both at clinics and at creches/schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.

**ENQUIRIES**

Dr EF Murray Tel No: (023) 414-8200
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 29 January 2021

POST 01/172: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (BID OFFICE)
Groote Schuur Hospital

SALARY: R316 791 per annum

CENTRE: Groote Schuur Hospital

REQUIREMENTS: Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES: Effectively and efficiently provide leadership and manage the Bid Administration Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Procure equipment, goods and services, maintenance agreements via the formal tender process, contract process, buyout process and mini contract process. Provide guidance, input and information in demand planning and handle all audit queries. Compilation of bid/tender documents for all formal tenders, set up bid committees and make submissions to the adjudication / quotation committees. Manage the monthly reporting process to the Assistant Director, Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Manage the performance, training and development of staff in the bid administration section.

ENQUIRIES: Ms A Bezuidenhout Tel No: (021) 404-3249

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: 29 January 2021

POST 01/173: ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)
Cape Winelands District

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

CENTRE: Langeberg Sub-district, Montagu and Robertson Hospitals

REQUIREMENTS: Minimum educational qualification: An appropriate electrical trade test certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant trade test certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid Code B/EB driver’s licence. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Willingness to be on standby and work overtime.

DUTIES: General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Assist with emergency breakdowns after hours. Render assistance to the Artisan Foreman. Effective
supervision and training of subordinates. The ability to perform basic administrative duties and record-keeping.

ENQUIRIES: Mr J Muller Tel No: (023) 626-8529
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a practical test as part of the interview process.
CLOSING DATE: 29 January 2021

POST 01/174: ADMINISTRATION CLERK: FINANCE/ADMIN
West Coast District

SALARY: R173 703 per annum
CENTRE: Swartland Hospital, Malmesbury
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPAs) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS and Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Sound knowledge of Asset Management in a LOGIS environment. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS).

DUTIES: Maintain a credible and effective asset register. Perform monthly BAS and LOGIS reconciliations. Manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Assist with monthly, IFS and AFS reporting. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan. Advertise, award and manage contracts and tenders. Assist with SCM reporting including, the AFS and IFS.

ENQUIRIES: Ms V Groenewald Tel No: (022) 487-9200
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: 29 January 2021

POST 01/175: ADMINISTRATION CLERK: ADMISSIONS
Central Karoo District

SALARY: R173 703 per annum
CENTRE: Beaufort West Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate practical experience. Inherent requirements of the job: Work 12-hour shifts (which include night duty, weekends and public holidays). Work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Effective communication in at least two of the three official languages of the Western Cape. Computer literate.


ENQUIRIES: Mr R Maritz Tel No: (023) 414-8200
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
**CLOSING DATE**: 29 January 2021

**POST 01/176**: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT CLERK)**
West Coast District

**SALARY**: R173 703 per annum

**CENTRE**: Swartland Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy 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 Supply Chain Management, focusing on Procurement and Warehousing on a Computerised System. Inherent requirements of the job: Valid (Code B/EB) drivers license. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer’s System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Management of Warehouse according to regulations, including Receiving and Issuing of goods. Report regularly to supervisor regarding compliance and assistant with the preparation of inputs for the interim and annual financial statements (inventory). Perform system functions pertaining to warehousing, perform monthly stock take and assistance with IFS & AFS stock take processes. Perform the duties of procurement of goods to the warehouse, capturing Log 1’s and issues. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

**ENQUIRIES**: Mr M Leander Tel No: (022) 487-9230, Ms W Jasson Tel. No: (022) 487-9215

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

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

**CLOSING DATE**: 29 January 2021

**POST 01/177**: **ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)**
Chief Directorate: Metro Health Services

**SALARY**: R173 703 per annum

**CENTRE**: New Somerset Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment. Experienced in patient information systems i.e. Clinicom and Radiology Information Systems. Competencies (knowledge/skills): Computer literate. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work as part of a team. Ability to adhere to patient confidentiality.

**DUTIES**: Render an effective and efficient reception service in the Radiology department. Deliver an effective administrative support service to members of the Radiology department. Correctly register patients using the Radiology Information Systems and Clinicom and occasionally arrange transport for patients. Arrange and attend meetings and take minutes. Complete daily and monthly statistics, report and data capturing; as well as the filing of these documents according to the filing system of the department. Ordering stock on Logis and receiving stock.

**ENQUIRIES**: Ms W Omar Tel No: (021) 402-6246

**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 will be subjected to a practical test.

**CLOSING DATE**: 29 January 2021
**POST 01/178**

**HOUSEHOLD AID**  
West Coast District

**SALARY**  
R102 534 per annum

**CENTRE**  
Vredendal Hospital

**REQUIREMENTS**  
Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirement of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

**DUTIES**  
Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

**ENQUIRIES**  
Mr. D Snell  
Tel No: (027) 213-2039

**APPLICATIONS**  
The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

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

**CLOSING DATE**  
29 January 2021

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**POST 01/179**

**PORTER**  
Overberg District

**SALARY**  
R102 534 per annum

**CENTRE**  
Hermanus Hospital

**REQUIREMENTS**  
Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a health related environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient’s from/onto beds, trolleys and wheelchairs. Must be of sober habits. Willingness to work in a team. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

**DUTIES**  
Safely transport patients on trolleys and wheelchairs within various areas in the hospital. Assist with shifting of medical equipment. Ensure cleaning of wheelchairs and trolleys. Assist with the removal of bodies from wards and perform relevant duties. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital. Collect NHLS samples and bloods for cross match samples from the wards. Render supportive service to supervisor.

**ENQUIRIES**  
Mr NK Adams  
Tel No: (028) 313 5204

**APPLICATIONS**  
The Director: Overberg District Office, Private Bag X07, Caledon, 7230

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

**CLOSING DATE**  
29 January 2021
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 01/180**

ADMINISTRATION CLERK: FIRE AND RESCUE SERVICES REF NO: LG 21/2020

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in the following: Creating of new contracts; Project financial projections. Competencies: A good understanding of the following: Purpose of the relevant directorate; Departments financial and petty cash request; Procurement requirements; Leave and staff issues; Budgeting; Procurement in the department; Expenditure control; Administrative and clerical skills; Filing and record keeping skills; Written and verbal communication skills; Proven computer literacy (MS Office).

**DUTIES**
Provide administrative support to the sub-directorate; Exercise control of expenditure in the sub-directorate and provide inputs into the sub-directorates budgeting processes; Manage and process staff records.

**ENQUIRIES**
Ms R Page at Tel No: (021) 937 6355

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE**
01 February 2021

**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 01/181**

OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 110/2020

**SALARY**
Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
(Salary will be determined by post registration experience as per OSD prescripts)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
**Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa
(HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / 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 and 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 by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

**DUTIES:**
- Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES:** Ms M Jonkerman at Tel No: (021) 826 5972

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

**POST 01/182:** **SUPPLY CHAIN MANAGEMENT PRACTITIONER: FIXED ASSET MANAGEMENT REF NO: DSD 112/2020**

**SALARY:** R316 791 per annum (Level 08)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years asset management experience. Recommendation: Working knowledge and experience in LOGIS system. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Human resources management function; Financial management processes; Procurement policies/procedures/contract management; General support service such as transport management and policy and procedures governing these functions; Written and verbal communication skills; Proven computer literacy; Ability to analyse, conceptualise and implement policy.
**DUTIES**

Supervise staff who perform the following functions and perform the more complex work in that regard; Manage and maintain the fixed asset register; Assist with the development and review of departmental asset management plans for implementation; Oversee the maintenance the departmental asset register; Manage asset reporting and analysis: Continuous verification asset categories, cost prices, duplicate barcodes; Reconciliation of Transfers In and Transfers Out; Perform supervisory tasks; Perform budgetary tasks.

**ENQUIRIES**

Mr X Pieters at Tel No: (021) 483 8281

**APPLICATIONS**

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

**POST 01/183**

**SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE RIVER WINELANDS)**

**REF NO:** DSD 106/2020

**SALARY**

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)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license.

**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; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

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

**ENQUIRIES**

Ms DJ De Bruyn Tel No: (028) 214 3000

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
SOCIAL WORKER: SOCIAL WORK SERVICES (CAPE AGULHAS) REF NO: DSD 107/2020

**SALARY**
- 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)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **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; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES**
Ms DJ De Bruyn Tel No: (028) 214 3000

**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

SOCIAL WORKER: SOCIAL WORK SERVICES - OVERSTRAND REF NO: DSD 108/2020 (X2 POSTS)

**SALARY**
- 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)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **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; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES**
Ms DJ De Bruyn Tel No: (028) 214 3000

**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
 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; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

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

ENQUIRIES

Ms DJ De Bruyn Tel No: (028) 214 3000

APPLICATIONS

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

POST 01/186

SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF), REF NO: DSD 109/2020

SALARY

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)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. 

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; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of
poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

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

**ENQUIRIES**

Ms DJ De Bruyn Tel No: (028) 214 3000

**APPLICATIONS**

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

POST 01/187

**INFORMATION OFFICER: INFORMATION MANAGEMENT (CAPE WINELANDS/OVERBERG) REF NO: DSD 103/2020**

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: DSD systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Report writing skills; Communication (written and verbal) skills.

**DUTIES**

Collate and analyse all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes.

**ENQUIRIES**

Mr D Eland Tel No: (023) 348 5300

**APPLICATIONS**

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

POST 01/188

**ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG) REF NO: DSD 101/2020**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

**DUTIES**

Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES**

Mr A Mecuur at Tel No: (021) 348 5300
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 01/189
REGISTRY CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG) REF NO: DSD 102/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.

DUTIES: Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manualy) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

ENQUIRIES: Mr A Mecuur at Tel No: (021) 348 5300
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 01/190
ADMINISTRATION CLERK: FACILITY MANAGEMENT REF NO: DSD 104/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Written and verbal communication skills; Proven computer literacy; Planning and organising skills.

DUTIES: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide human resource administration clerical support services within the component; Maintain a leave register; Keep and maintain personnel records; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Ms D Baugaard at Tel No: (021) 865 2634
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 01/191
SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 111/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework
governing the Public Service; Work procedures in terms of the working environment; Interpersonal relations; Proven computer literacy; Planning and organising skills; Ability to work in a team.

**DUTIES:**
Render asset management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Render logistical support service: Place orders for goods; Receive and verify goods from suppliers.

**ENQUIRIES:**
Ms C George at Tel No: (021) 483 8597

**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:** 01 February 2021

**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 01/192:** CONTROL ENGINEERING TECHNOLOGIST: SYSTEMS REF NO: TPW 75/2020

**SALARY:**
Grade A: R751 542 (All-inclusive salary package) (OSD as prescribed).

**CENTRE:** Department of 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 Engineering Technologist; A valid code B driving license. 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; Excellent communication skills in at least two of the three official languages of the Western Cape. 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 01/193:
ASSISTANT DIRECTOR (PLANNING AND COORDINATION):
DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO: TPW 131/2020

SALARY:
R376 596 per annum (Level 09)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Strategy Management, Development Studies, Policy and/or Public Administration; A minimum of 3 years relevant experience in strategic planning/management, policy and/or Public Administration. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on the activities of the directorate; Local government coordination planning; Strategic planning methodologies and tools; Annual reporting processes; Stakeholder interaction; Research processes; Proven computer literacy; Planning and organising skills; Written and verbal communication skills.

DUTIES:
Facilitate the following: The department’s strategic planning processes; the development of the Strategic Plan; The development of the Annual Performance Plan; The development of the annual report; Ensure the effective and efficient management of the component; The coordination of local government planning programmes.

ENQUIRIES:
Ms N. Brown at Tel No: (021) 483 4863/084 833 3538

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 01/194:
TRAINING LIAISON OFFICER: GARDEN ROUTE REF NO: TPW 130/2020

SALARY:
R316 791 per annum (Level 08)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving license. Recommendation: Knowledge and experience of Construction Training programmes, EPWP and National Youth Service. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Understanding of EPWP NYS guidelines and NOF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES:
Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners
performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES: Ms P. Jenniker at Tel No: (021) 483 8551
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 01/195: ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: TPW 129/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualifications). Recommendation: Appropriate administration experience; A valid Code B driving license. Competencies: Knowledge and/or working knowledge of the legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Interpersonal relations; Flexibility; Typing skills; Planning and organising; Proven computer literacy (MS Word, Excel, MS PowerPoint & Outlook); Communication skills (written & verbal).

DUTIES: Type letters and/ or correspondence when required; Obtain quotations, complete procurement forms or the purchasing of standard office items; Render clerical support with regard to GG Transport; Render a support service with regard to State housing/ buildings for the Region; Handle theft and losses and claims against the State; Render a support service with regard to security; Assist with monitoring and evaluation of cleaning services; Handle telephonic and other enquiries received; Assist with infrastructure, accommodation and grounds i.e. the sourcing of new telephone and data points.

ENQUIRIES: Ms AB Matthews 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 01/196: DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (REGION 2) REF NO: TPW 123/2020

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualifications). Recommendation: Previous experience in working with a Maintenance Costing System or similar. Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES: Controlling of information on logsheets; Capture: Issue notes; Overtime logsheets; Data from available records into the required formats e.g. databases, table, spreadsheet; Verify, query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.

ENQUIRIES: Mr D. Plaatjes 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

129
POST 01/197

STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT (OUTSHOORN) REF NO: TPW 120/2020

SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: Junior Certificate (Grade 10 or equivalent qualification) Recommendation: Appropriate experience; The successful incumbent must be able to carry heavy loads. Competencies: A good understanding of supply chain management; Communication skills; Computer literacy

DUTIES: Responsible to assist the store clerk in receiving goods and neatly packing on shelves; Issuing of stock; Assist with stock inspections; Monitor stock in order to place orders in time; Assist with other administrative tasks on request from supervisor.

ENQUIRIES: Ms A Matthews at Tel No: (044) 272 6071

APPLICATIONS: To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. 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, 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.

POST 01/198

CLEANER: HR AND GENERAL OFFICE SUPPORT SERVICES (OUTSHOORN) REF NO: TPW 121/2020

SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: Ability to read and write/ Adult Basic Education and Training (ABET). Recommendation: Previous experience in cleaning offices.

DUTIES: Responsible for cleaning of all offices, corridors, kitchens, restrooms and boardrooms etc; Keep and maintain cleaning materials and equipment; Report when inventory has reached minimum levels to Supervisor; Perform regular stock takes of on-hand inventory and report discrepancies should they occur; Assist in provision of refreshments, cutlery/ crockery for meetings/ workshops and training interventions.

ENQUIRIES: Ms A Matthews at Tel No: (044) 272 6071

APPLICATIONS: To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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