ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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: 29 March 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 POST

POST 09/213: FARM MANAGER: FARM SERVICES REF NO: AGR 09/2021

SALARY: R257 808 per annum (Level 07)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 months’ relevant technical experience; A valid code B driving license. Recommendation: Relevant experience (Livestock, cropping, grazing, irrigation related); Staff management experience; Experience in maintenance of machinery. Competencies: Knowledge of the following: Agricultural in general; HR Management; Various practical agricultural activities; Basic financial skills; Proven computer literacy (MS Office); Communication (Written and verbal) skills; Listening skills; Record keeping and filing.

DUTIES: Manage natural resources: Implement veld management systems e.g. rotational grazing, burning, applying appropriate stocking rates (grazing capacity); Manage day-to-day agricultural activities: Cultivation of land eg. propagation of plants, administration of weed killers and pesticides, ensuring optional soil preparation, production, harvesting and storage; Implement new and maintain existing infrastructure; Perform administrative related functions and reporting.

ENQUIRIES: Mr BB Aucamp at Tel No: (021) 808 5172

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE: 29 March 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 09/214: ASSISTANT DIRECTOR: CAPACITY BUILDING AND INSPECTIONS REF NO: CAS 01/2021

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) with History as main/major subject; A minimum of 3 years’ experience in the Archival/Records Management field; A valid code B (or higher) driving license. Recommendation: A 3 year tertiary qualification in Archival studies; Knowledge and understanding of: Automated storage and retrieval systems, Electronic records, Database design and Electronic publications. Competencies: Knowledge of Legislation, policies and procedures of the Western Cape Archives and Records Services; Public management practices in South Africa and other countries; Public
service reporting structure; Public speaking; Good planning and organising skills; Communication (verbal and written) skills.

**DUTIES**
Management and administration of the Capacity Building and Inspections Division; People/ staff management; Training of records managers and registry staff in governmental bodies in the Western Cape Province; Records audits to ensure transparent and accountable records management practices; Compile, update and distribute guides and directives and ensure compliance.

**ENQUIRIES**
Ms J. Hogg at Tel No: (021) 483 0402

**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 09/215**
**SYSTEM ANALYST REF NO: CAS 03/2021**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification in Information Technology; A minimum of 1 year relevant experience; A valid (Code B or higher) driving license. Recommendation: Experience in System Analysis and Website Management. Competencies: Knowledge of the following: Retrieval and automated storage systems; Functional records classification systems; Proven computer Literacy; Skills: Good (verbal and written) communication; Research; Analytical and strategic thinking; Good interpersonal relations and a passion for electronic and computer records, archives and systems.

**DUTIES**
Ensure efficient analysing of documents, records, information and archival systems; Analyse and evaluate existing or proposed systems; Ensure efficient implementation and maintenance of internal operating systems, hardware and software and the archives website; Skills development and administration.

**ENQUIRIES**
Mr T Robertson at Tel No: (021) 483 0429

**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 09/216**
**PRESERVATION ASSISTANT: PRESERVATION SERVICES REF NO: CAS 02/2021**

**SALARY**
R122 595 per annum (Level 03)

**CENTRE**
Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12) or equivalent qualification; A minimum of 1-year experience. Recommendations: Appropriate experience in the care and handling of heritage collections; Background with hand-skills such as art and craft classes / hobbies; Interest in working with heritage; Level of fitness and strength to allow for the lifting of heavy items, and ability to work standing for lengthy periods. Competencies: Knowledge and understanding of the following: Archival materials and agents of deterioration in archival materials; Archival collections and their organisation, as well as of archival legislation; Accuracy and neatness; Organising, planning and research skills; self-motivated and able to work under solitary conditions within the stack room areas; Time management skills appropriate to practical hand-skil work; Proven computer literacy; Willingness to learn and take instruction; Willingness to work with one’s hands in a practical-orientated environment; Ability to work well within a team and independently; especially being self-motivated and able to work under solitary conditions within the stack room areas; Accuracy and neatness in work done, sense of responsibility for work executed; Communication skills; Organising skills.

**DUTIES**
Ensuring that the archival collection (which includes historical documents) are maintained and cared for, under supervision from archives conservator; Applying national and internationally recognised standards of preventative conservation for the care and maintenance of the archival collection – to prevent or mitigate the deterioration of cultural property in storage, on exhibition or in transit; Assist with the shelving of records and protective enclosures for records, including: Boxing re-boxing of archival materials, repacking archival materials as required; Making (printing and cutting) and applying (with glue and brush) labels for the archival number and source codes on storage enclosures, to required standards of accuracy and neatness within an agreed timeframe; Participate in good housekeeping activities such as the cleaning records, shelves and stack room areas as required; Monitoring and reporting on stack room conditions, and responding to any emergencies; Making of simple protective enclosures, as well as basic cleaning and remedial repairs under supervision.

**ENQUIRIES**
Ms C Ngobo at Tel No: (021) 483 0434
APPLICATIONS

To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your 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 (3) Email your application to, westerncape@respond.co.za.

NOTE

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

POST 09/217

GROUNDSMAN: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 04/2021

SALARY

R102 534 per annum (Level 02)

CENTRE

Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS

Basic literacy and numeracy (ABET level). Competencies: Basic understanding of the following: Ability to plan ahead (pro-active), work independently, as well as in a team; Written and verbal communication skills; Computer literacy; Interpersonal relations; Self-motivation; Planting and pruning; Organising skills.

DUTIES

Ensure that the gardens and courtyards are cared for and maintained; cleaning of grounds of two buildings; assist with minor building maintenance.

ENQUIRIES

Ms L Mentjies at Tel No: (021) 483 0450

APPLICATIONS

To submit your application, please use only 1 of the following: (1) Hand deliver your 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 (3) Email your application to, westerncape@respond.co.za.

NOTE

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF HEALTH

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

NOTE

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

OTHER POSTS

POST 09/218

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

West Coast District

SALARY

R562 800 (PN-B3) per annum

CENTRE

Vredendal Noord CDC

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Diploma qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and
Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**: Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

**ENQUIRIES**: Dr JE Eygelaar Tel No: (027) 213-4070

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

**FOR ATTENTION**: Ms ME Tangayi

**NOTE**: No payment of any kind is required when applying for this post. You may be requested to do a practical session prior to the interview.

**CLOSING DATE**: 26 March 2021

**POST 09/219**: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

**SALARY**: R562 800 (PN-B3) per annum

**CENTRE**: Eyethu Community Clinic

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint and emails.)

**DUTIES**: Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service.

**ENQUIRIES**: Ms M Manuel Tel No: (044) 604 6106

**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**: 26 March 2021
POST 09/220: CLINICAL PROGRAMME COORDINATOR (INTEGRATED HEALTH SERVICES)
West Coast District

SALARY: R444 276 (PN-A5) per annum (plus a non-pensionable rural allowance of 8% of the basic salary).

CENTRE: Matzikama Sub-district

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Community Nursing Science and Midwifery. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Community Nursing Science and Midwifery. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime if and when required and travel in the District and to Cape Town.

Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel).

DUTIES: (key result areas/outputs): Co-ordination and implementation of the Sub-district integrated comprehensive services and establishing health services linkages on all service platforms Health System of the Department of Health at Sub-district level. Provide oversight, supervision and support to health facilities in the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with SD skills development committee in skills development and training to support integrated health services provision. To strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES: Dr E Eygelaar Tel No: (027) 213-4070
APPLICATIONS: The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION: Ms ME Tangayi
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a computer literacy test.
CLOSING DATE: 26 March 2021

POST 09/221: SOCIAL WORK SUPERVISOR: GRADE 1
Chief Directorate: Metro Health Services

SALARY: R384 228 per annum

CENTRE: Western Cape Rehabilitation Centre

REQUIREMENTS: Minimum educational qualification: A Bachelor's degree/Diploma or equivalent qualification in Social work that allows registration with the SA Council for Social Service Profession (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid driver’s license.

Competencies (knowledge/skills): Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. Competency in Public Sector People Management, including Supervisory and Managerial skills in Health-related setting, Recruitment & Selection, Performance Management, and Labour relations. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.

DUTIES: Comprehensive and Operational Management of Social Work services and an Interdisciplinary Team. Financial and asset management within resources and according to the prescripts of Western Cape DoH. Comprehensive People Management and development of staff in relevant and delegated section. Information Management to promote service delivery policy development and implementation at WCRC. Liaison with internal (DOH) stakeholders to improve continuity of care. Liaison with external stakeholders in respect with training, research and innovation in the field.

ENQUIRIES: Ms Janine Y White Tel No: (021) 370 2317
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. Short-listed candidates will be subjected to a computer literacy test.

CLOSING DATE: 26 March 2021

POST 09/222: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)
Garden Route District

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

(Centre: Support and Outreach Oudtshoorn PHC)

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmological Nursing. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with the South African Nursing Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office).Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES:
- Responsible for the Ophthalmic Health Services within the Sub-district (i.e. Hospital; CDC’s, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Oudtshoorn sub-district to ensure appropriate service delivery.

ENQUIRIES: Ms J Matyhila Tel No: (044) 203-7205
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: 26 March 2021

POST 09/223: ASSISTANT DIRECTOR: FINANCE
Garden Route District

SALARY: R376 596 per annum

CENTRE: Oudtshoorn Hospital

REQUIREMENTS:
- Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management, People Management and Facility Management Services within a Health Environment. Inherent requirements of the job: Willingness to work after-hours when required. Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Ability to meet need and to recognise and respond to problematic matters. Good system management skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to work independently and part of a team.

DUTIES:
- Ensure effective and efficient management of all aspects of finance and supply chain management. Oversight of people management functions to ensure an effective and efficient service including performance management, people administration functions of labour relations. Ensure that functional IMLC, Occupational Health and safety and training committee meetings are established and maintained. Manage all support functions and contracts related to hospitality services, estate management including gardening services, security, registries,
staff accommodation. Ensure proper maintenance and repair of facilities and equipment.

ENQUIRIES
: Dr CA Dreyer Tel No: (044) 203-7204
APPLICATIONS
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE
: 26 March 2021

POST 09/224
: FORENSIC TOXICOLOGIST
Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

SALARY
: R376 596 per annum
CENTRE
: Observatory
REQUIREMENTS
: Minimum educational qualification: Master’s degree in biomedical forensic science or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: At least 1 year’s post-graduate laboratory experience within a forensic toxicology laboratory environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as CO-OXimeter, GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems is required. Experience with information systems and database development and management must be evident. Understanding of method development and validation is required. Inherent requirement of the job: A valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data. Must be a team player who works closely with colleagues. The incumbent must be innovative, dedicated and willing to work in a flexible and developing environment. Must understand the role of toxicology in post-mortem investigations. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Must have experience in chain-of-custody procedures and forensic laboratory requirements and understanding and adherence to relevant legislation and legal obligations.

DUTIES
: QA/QC: Must support the writing and reviewing of procedures and work instructions, and support maintenance of the quality management system within the toxicology laboratory. Laboratory support and operations: Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Analyse and report (in affidavit/laboratory form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Work on, troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMS/MS). Develop and validate instrumental methods, document raw data and monitor results. Teaching/research: Provide academic support, including teaching, and research supervision of postgraduate students. Resource management and administration: Write specifications for consumables and medical equipment. Provide administrative assistance where required and ensure all reports are accurate and timeous.

ENQUIRIES
: Ms B Davies Tel No: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za
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. The Forensic Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS), Department of Health, strives to serve the community and justice system and be a leader in toxicology service, research, and teaching. The incumbent will form part of this dynamic and driven team who are striving to change forensic toxicology in the country. The incumbent(s) will be assigned to the Division of Forensic Medicine and Toxicology and assist in laboratory work and development, management of quality systems, and routine case work as related to FPS needs. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

CLOSING DATE
: 26 March 2021

POST 09/225
: FORENSIC TOXICOLOGIST (SCIENTIST)
Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

SALARY
: R376 596 per annum
CENTRE
: Observatory
REQUIREMENTS: Minimum educational qualification: MPhil Biomedical Forensic Science Degree or equivalent with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: At least one year’s post-graduate laboratory experience within a forensic toxicology laboratory work environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as COOX, UV-VIS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems must be evident. Experience with information systems and database development and management must be evident. Experience in method development or validation is required. Inherent requirement of the job: A valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data. Must be a team player who works closely with colleagues. The incumbent must be innovative, dedicated and willing to work in a flexible and developing environment. Must understand the role of toxicology in post-mortem investigations. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Knowledge of chain-of-custody and forensic laboratory requirements and understanding and adherence to relevant legislation and legal obligations.

DUTIES: Operational: Support drug-death scene investigation and protocol development and specimen management optimisation. Analyse and report (in affidavit form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Laboratory: Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Work on, troubleshoot and maintain equipment and instruments. Develop and validate instrumental methods, document raw data and monitor results. QAQC: Contribute to quality development in the laboratory including writing and reviewing of SOPs and work instructions. Administrative and resource management: manage inventory systems. Write specifications for consumables and medical equipment. Provide administrative assistance where required. Support VBA and other coding of databases. Manage the internal forensic toxicology database and annual reports. Teaching/research: Provide academic support, including teaching, and research supervision of postgraduate students.

ENQUIRIES: Ms B Davies Tel No: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za
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. The Forensic Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS), Department of Health, strives to serve the community and justice system and be a leader in toxicology service, research, and teaching. The incumbent will form part of this dynamic and driven team who are striving to change forensic toxicology in the country. The incumbent(s) will be assigned to the Division of Forensic Medicine and Toxicology and assist in laboratory work and development, management of quality systems, and routine case work as related to FPS needs. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

CLOSING DATE: 26 March 2021
POST 09/226: FORENSIC TOXICOLOGIST (QUALITY OFFICER)
Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

SALARY: R376 596 per annum
CENTRE: Observatory
REQUIREMENTS: Minimum educational qualification: Master’s degree in biomedical forensic science or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: At least 1 year’s post-graduate laboratory experience within a forensic toxicology laboratory environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as CO-OXimeter, GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems is required. Experience with information systems and database development and management must be evident. Understanding of method development and validation is required. Competencies (knowledge/skills): Ability to work independently, set priorities and
work efficiently, keep accurate records, and accurately analyse data. Must be a
team player who works closely with colleagues. The incumbent must be innovative,
dedicated and willing to work in a flexible and developing environment. Must
understand the role of toxicology in post-mortem investigations. Knowledge of
analytical toxicology instrumentation, laboratory safety and quality
assurance/quality control procedures and ethical, moral and professional
standards in toxicology. Must have experience in chain-of-custody procedures and
forensic laboratory requirements and understanding and adherence to relevant
legislation and legal obligations. Inherent requirement of the job: A valid (Code
B/EB) driver’s license

DUTIES

QMS: Act as the quality officer for FTU. Manage and maintain the quality
management system within the toxicology laboratory – including all procedures,
forms, documents and training according to ISO19075:2017. Laboratory support
and operations: Maintain Good Laboratory Practice, health and safety
requirements and quality guidelines in the laboratory. Analyse and report (in
affidavit/labatory form) toxicological results to stakeholders in timeous nature.
Accession and prepare biological specimens for instrumental analysis. Work on,
troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMSMS).
Develop and validate instrumental methods, document raw data and monitor
results. Teaching/research: Provide academic support, including teaching, and
research supervision of postgraduate students. Resource management and
administration: Support monitoring and management of stock and purchases. Write
specifications for consumables and medical equipment. Provide administrative
assistance where required. Support VBA and other coding of databases.

ENQUIRIES

Ms B Davies Tel No.: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za

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. The Forensic
Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS),
Department of Health, strives to serve the community and justice system and be a
leader in toxicology service, research, and teaching. The incumbent will form part
of this dynamic and driven team who are striving to change forensic toxicology in
the country. The incumbent(s) will be assigned to the Division of Forensic Medicine
and Toxicology and assist in laboratory work and development, management of
quality systems, and routine case work as related to FPS needs. No payment of
any kind is required when applying for this post. Candidates will be subjected to
security clearance prior to appointment.

CLOSING DATE

26 March 2021

POST 09/227

SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT

SALARY

R316 791 per annum

CENTRE

Overberg District Office

REQUIREMENTS

Minimum educational qualification: An Appropriate three-year National
Diploma/Degree. Experience: Appropriate experience in health Information
Management. Inherent requirements of the job: Valid (Code B/EB) driver’s license.
Willingness to travel and overnight. Willingness to perform overtime duties when
required. Competencies (knowledge/skills): Intermediate to advanced computer
literacy especially in MS Office with good numerical and analytical skills to support
report writing, interpretation, analysis of data management projects/interventions.
Advanced knowledge and experience in the National and Provincial Information
Systems and Databases utilised by the WCG; Health e.g. SINJANI, Clinicom
PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365
environment. Knowledge and experience in planning and policy development
process.

DUTIES

Ensure good quality data, compliance and adherence to legislative target dates.
Regular stakeholder engagement, support and feedback (written and verbal).
Compiling and presentation of monthly Reports and helping with information
management during campaigns. Adhere to national/provincial data policies and
maintain good quality data at all times within the District/Sub-district. Support with
monthly district/sub-district Monitoring and Evaluation events. Conduct audits
within the Sub-district when assigned or needed. Project management with regards
to Data, IT matters and Systems optimisation where you apply your technical
knowledge. Perform Supervisory function within the Health Information
Management team within the Sub-district and ensure that staff are skilled to
perform their duties. Interrogate Data and generate reports e.g. via SINJANI,
Business Intelligence and other related health systems.

ENQUIRIES

Mr L Benjamin Tel No: (028) 214-5800

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 be subjected to a competency test which may include a practical/computer literacy test.

CLOSING DATE : 26 March 2021

POST 09/228 : ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TELEPHONE EXCHANGE)
Groote Schuur Hospital

SALARY : R257 508 per annum
CENTRE : Groote Schuur Hospital

DUTIES : Manage the Operations of the Telephone Exchange and provide admin support to the Clinical Heads and head of department. Personnel Management, including submission of monthly reports, submission monthly stats and maintain the telephone directory. Ensure that all equipment at Telephone Exchange including the electronic switchboard and all telephone equipment and telephone lines are in a good working condition. Respond and resolve all queries and complaints, including telephone faults and repairs. Assist in the Call Monitoring Office, Paging and ensure that on call rosters are send out on a daily basis.

ENQUIRIES : Mr J Corner Tel No: (021) 404-2303
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 have to undergo a practical skills test.

CLOSING DATE : 26 March 2021

POST 09/229 : ADMINISTRATION CLERK: WARDS
Chief Directorate: Rural Health Services

SALARY : R173 703 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shiftings. Willingness to relieve other ward clerks and work above your normal duty hours when required. Competencies (knowledge/skills): Good computer literacy, MS Office applications including Word, Excel, PowerPoint and Outlook. Electronic processing of operational statistics. Procurement knowledge to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4356/7
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 : 26 March 2021

POST 09/230 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)
West Coast District

SALARY : R173 703 per annum
CENTRE : Swartland Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system. Inherent requirement of the job: Valid (Code B/EB) drivers license. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.


ENQUIRIES: Mr MH Leander Tel No: (022) 487-9230
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: 26 March 2021
POST 09/231: GENERAL WORKER STORES (ASSISTANT)
Cape Winelands Health District

REQUIREMENTS: Minimum requirement: Basic numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Physically able to handle stock. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment and Ability to work independently and in a team. Computer Literacy (Microsoft Word, Excel).

DUTIES: Issue and delivery of stock and equipment to all facilities in Langeberg Sub District. Assist Store Clerk with packing and unpacking of stock and equipment. Assist with the receiving of goods and rotate stock (first in first out). Conduct spot check in the store and report damage and expiry stock. Cleaning of various stores and non-storage areas within the main stores. Provide effective support to supervisor and colleagues.

ENQUIRIES: Ms M Le kay Tel No: (023) 626-8524
APPLICATIONS: The Manager: Medical Services, Department of Health, Langeberg Sub-district, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms E Volschenk
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 26 March 2021

CLOSING DATE: 29 March 2021
NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link:
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 09/232 : CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT 04/2021 (One-Year Contract Appointment)

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

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate Postgraduate Degree or equivalent in Finance/ Economics/ Commerce/ Built environment; A minimum of 6 years relevant senior managerial level experience in a public sector Infrastructure planning and delivery environment; A valid driving license; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge and understanding of public policies and procedures; Working knowledge of the functioning of National, Provincial, or Local Government; Knowledge of Financial Management and Project Management; Extensive knowledge of PFMA and MFMA and Treasury Regulations; Basic knowledge of the functioning of MS Office applications; Extensive knowledge of the Infrastructure Delivery Management System; Core Competencies: Strategic Capability and Leadership; People Management and Empowerment Programme and Project Management; Financial Management; Change Management.

DUTIES : Provide oversight and support with regard to Infrastructure Performance Management; Oversee the monitoring of Infrastructure Financial Management; Provide monitoring, oversight and support with regard to Infrastructure Planning Portfolio Management and infrastructure projects/programmes; Provide monitoring and oversight with regard to operations, services and maintenance; People Management.

ENQUIRIES : Dr R Havemann at Tel No: (021) 483 5715

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 29 March 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 09/233 : DEPUTY DIRECTOR: BUSINESS PLANNING REF NO: DSD 22/2021

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Global, regional and local political, economic and social affairs impacting on the PGWC; Management principles; Public Service procedures; People management planning and practices; Labour relations; Financial management. Expert knowledge of strategic management processes; Skills: Problem solving; Facilitation; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking;
Strategic thinking; Financial and administration; Project management skills. Ability to: Interpret and apply relevant policies and procedures; Analyse, conceptualise and implement policy; Research.

**DUTIES**: Plan and manage the strategic and operation planning processes for the Department: Coordinate the strategic planning process; Compile strategic documents and reports: Manage the process of collaborating with the Directorate Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Facilitate the development of the Service Delivery Improvement Plans (SDIPs); Coordinate the design of project plans to develop SDIPs for the Department; Coordinate the publication of the Annual Performance Plan, Annual Report and Citizen’s Report for the Department: Manage the collaboration with the Sub-directorate Communication in the printing, translation and proof-reading of the Annual Performance Plan; People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component’s Business Plan; Financial Management: Actively participate in the budgeting process at Directorate level.

**ENQUIRIES**: Ms S Nieftagodien at Tel No: (021) 483 8440/6279

**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 09/234**: SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 31/2021

**SALARY**: R384 228 - R445 425 per annum (OSD as prescribed).

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

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

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

**ENQUIRIES**: Ms B Nicholas at Tel No: (044) 8037508

**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 09/235**: ADMINISTRATIVE OFFICER (MONITORING): CHILD PROTECTION REF NO: DSD 12/2021

**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 or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; the following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

**DUTIES**: Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO’s; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES**: Dr L Corrie at Tel No: (021) 483 4414
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 09/236: STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO. DSD 27/2021 (X3 POSTS - GEORGE, GOODWOOD AND WYNBERG)

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 or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure; Budget process; Analytical problem solving; Report writing; Communication (written and verbal) skills; Proven computer literacy (MS Office packages); Numeri and mathematical skills.

DUTIES: Render Management Accounting Services (Budgeting process); Render financial accounting services; Render Supply Chain Management Services; Supervise employees.

ENQUIRIES: Ms J Abercrombie at Tel No: (021) 483 3927

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 09/237: SOCIAL WORKER: PROFESSIONAL SERVICES (HORIZON) REF NO: DSD 28/2021

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**
Mr M Johnson at Tel No: (073) 300 6510

**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 09/238**

**SOCIAL WORKER: WEST COAST (VREDENBURG) REF NO: DSD 30/2021**

**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.

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 C A Nell at Tel No: (027) 213 2096

**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 09/239**

**INFORMATION OFFICER: INFORMATION MANAGEMENT (VREDENBURG) REF NO: DSD 23/2021**

**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: Department of Social Development 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 all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.

**ENQUIRIES**
Mr RM MacDonald at Tel No: (027) 213 2096

**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
EDUCATION OFFICER: FACILITY MANAGEMENT

REF NO: DSD 35/2021 (X9 POSTS AT VARIOUS LOCATIONS)

SALARY: R257 508 per annum (Level 07)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; People management processes; Labour relations; Financial management; Project management; Written and verbal communication skills; Ability to interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning, presentation and facilitation skills; Influencing, communication and interpersonal relations.

DUTIES: Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES: Ms D Baugaard 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 or https://westerncapegov.erecruit.co
POST 09/242  :  PROFESSIONAL NURSE: PROFESSIONAL SERVICES (HORIZON) REF NO: DSD 25/2021

SALARY  :  Grade 1: R256 905 - R297 825 per annum (OSD as prescribed)
          Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
          Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE :  Department of Social Development, Western Cape Government

REQUIREMENTS :  Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required.

Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES :  Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES :  Mr M Johnson at Tel No: (073) 300 6510

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 09/243  :  CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 34/2021

SALARY  :  Grade 1: R199 188 per annum (OSD as prescribed).

CENTRE :  Department of Social Development, Western Cape Government

REQUIREMENTS :  Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving license. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

DUTIES :  Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi- disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES :  Mr E Buys at Tel No: (021) 986 9107

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 09/244 : ADMINISTRATION CLERK: LOGISTICAL SERVICES (VREDENBURG) REF NO: DSD 20/2021

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 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; Communication (written and verbal) skills; Planning and organising 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 : Ms D Smit at Tel No: (022) 713 2272
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/245 : STAFF NURSE: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 26/2021

SALARY : Grade 1: R171 381 - R192 879 per annum (OSD as prescribed)
Grade 2: R204 627 - R230 307 per annum (OSD as prescribed)
Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
ENQUIRIES : Mr E Buys at Tel No: (021) 986 9100
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 09/246 : CHILD AND YOUTH CARE TEAM LEADER: AT VARIOUS LOCATIONS) REF NO: DSD 33/2021 (X6 POSTS AT VARIOUS LOCATIONS)

SALARY : Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving license. Recommendation: Registration as a
Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

**DUTIES:** Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.

**ENQUIRIES:** Mr E Buys at Tel No: (021) 986 9107

**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 09/247:** SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG)

**SALARY:**
- **Grade 1:** R148 215 – R166 830 per annum (OSD as prescribed)
- **Grade 2:** R176 982 – R199 188 per annum (OSD as prescribed)
- **Grade 3:** R211 323 – R265 320 per annum (OSD as prescribed)

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

**REQUIREMENTS:**
- **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

**DUTIES:** Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional
POST 09/248: CHILD AND YOUTH CARE WORKER: PROFESSIONAL REF NO: DSD 32/2021 SERVICES (X8 POSTS AT VARIOUS LOCATIONS)

SALARY: Grade 1: R140 958 – R157 245 per annum (OSD as prescribed)
            Grade 2: R166 830 – R187 758 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience:
                    Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification.
                    Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES: Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES: Mr M Benting at Tel No: (021) 931 0236

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: 29 March 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 09/249: CANDIDATE ENGINEER: PROVINCIAL ROADS BRANCH (CIVIL) REF NO: TPW 29/2021
(2 Contract Posts Available For 2-Years)

SALARY: R618 732 per annum (All-inclusive salary package) (OSD as prescribed)

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

REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr A November at Tel No: (076) 816 4564
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 09/250 : MESSENGER: OFFICE SUPPORT SERVICES REF NO: TPW 27/2021

SALARY : R102 534 per annum (Level 02)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10 certificate or equivalent qualification); A valid code E/EB driving license. Competencies: Knowledge of the following: Communication (written and verbal) skills; Interpersonal skills; Team work and ability to work independently; Planning and organising skills.
DUTIES : Collecting and delivering of mail and documentation; Record keeping of registers; Assistance to Archive Clerk.
ENQUIRIES : Mrs T Tennant at Tel No: (021) 467 4729
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your 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 (3) Email your application to, westerncape@respond.co.za.
NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.