

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

CLOSING DATE : 19 July 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 24/125 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RTD: PLANT SCIENCES: CROP PROTECTION (ENTOMOLOGY), REF NO. AGR 31/2021**

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

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : A 3 year tertiary qualification (National Diploma/B-Degree) in Plant production, Entomology or relevant qualification in this field; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in the relevant field; 3 years post qualification relevant technical (scientific) experience; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Research technician in entomology; Entomology in tunnels/glasshouses and field; Production systems and crops in the Western Cape; Insects and pests in crops in the Western Cape. Competencies: Knowledge of the following: Insect pests in crops of the Western Cape; Identification of pests; Crops cultivated in the Western Cape, Technical scientific inputs needed for research projects; handling of budget; Breeding and keeping insects in a controlled environment; Basic maintenance of appropriate equipment; Proven computer literacy in MS Office; Technical management skills; Technical planning skills; Written and verbal communication skills; Detailed-orientated, problem solving and hands on.

DUTIES : Technical execution of research projects (This includes managing a budget, trail, layout, preparation, planting, maintenance, applying treatments, data collection, data input; Responsible for the creation/adaption/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technician information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject filed.

ENQUIRIES APPLICATIONS : Ms A Swanepoel at Tel No: (021) 808 5320
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/126 : **DEPUTY DIRECTOR: TECHNICAL SUPPORT, REF NO: AGR 23/2021**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Agriculture or related field; A minimum of 6 years' experience in an agricultural environment; A valid code B (or higher) driving licence. Recommendation: An appropriate postgraduate (BSc Hons + MSc degrees or higher qualification); Practical experience in: Mono-gastric and ruminant production; Research and development as well as adaptive research; Mentoring, coaching and supervision of animal related extension; Networking with animal related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural animal production sector; Rural animal advisory services and related policies; Land reform and

applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and Technical Intelligence capabilities.

DUTIES : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in white meat and ruminant animal production spheres; Develop technical, economic and business acumen of extension officers regarding animal production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.

ENQUIRIES : Mr. J. Aries at Tel No: (021) 808 5103

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

POST 24/127 : **FARM AID: PLANT SCIENCES: CROPPING SYSTEMS (ELSENBURG), REF NO: AGR 05/2021 R1**

SALARY : R102 534 per annum (level 2)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: Appropriate experience in technical teams assisting research projects on canola, medic, and grain crops. Competencies: Knowledge of the following: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Communication skills; Ability to work under pressure for long hours; Attention to detail, technical accuracy.

DUTIES : Perform routine activities in respect of supporting plant sciences through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g., cleaning and soughing; Apply chemical crop protection e.g., operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops e.g., weeding and cutting; Harvesting of crops; Asset Control and safe keeping of assets. Perform general routine activities which include inter alia the following: Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g., cleaning, oiling, and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.

ENQUIRIES : Mr P Lombard at Tel No: (021) 808 5415

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. 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

CLOSING DATE : 26 July 2021

POST 24/128 : **FARM AID: PLANT SCIENCES: FACILITY MANAGEMENT, (ELSENBURG), REF NO. AGR 06/2021 R1**

SALARY : R102 534 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: A valid code B driving license; Appropriate experience in technical teams assisting research projects on soil research, crop research and crop protection research. Competencies: Knowledge of the following: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Communication skills; Ability to work under pressure for long hours; Attention to detail, technical accuracy.

DUTIES : Perform routine activities in respect of supporting plant sciences through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g. cleaning and soughing; Apply chemical crop protection e.g., operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops e.g., weeding and cutting; Harvesting of crops; Asset Control and safe keeping of assets. Perform general routine activities which include inter alia the following: Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g. cleaning, oiling, and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.

ENQUIRIES : Mr B Shikwambana at Tel No: (021) 808 5326
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 : 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. 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

CLOSING DATE : 26 July 2021

POST 24/129 : **FARM AID: RTD-FARM SERVICES (OUDTSHOORN), REF NO. AGR 30/2021**

SALARY : R102 534 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: Relevant experience; advanced experience of ostriches; Experience of research techniques. Competencies: Good understanding of the following: Infrastructure; General farm work; Ostriches; Irrigation of Lucerne on land; Cleaning of facilities; Basic communication skills.

DUTIES : Perform general farm work: Planting, harvesting, irrigation, loading and offloading; Routine activities in infrastructure; General activities (animal sciences and research, plant sciences and research).

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408
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 : 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. 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

CLOSING DATE : 26 July 2021

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 July 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 24/130 : **ADMINISTRATION CLERK: REGIONAL OPERATIONS SUPPORT (WEST COAST), REF NO: CAS 16/2021**

SALARY : R173 703 per annum (level 5)

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

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Certificate in Office Management/Secretarial. Proven administration experience. Competencies: A good understanding of the following: Sports; Talent identification and Development; Training and education; Rural development; Project Management; Operation/ utilisation of specific computer software packages and efficient utilisation of both hardware and software; Planning and organising; Verbal and written communication skills; Interpersonal skills; Research skills; Negotiation skills.

DUTIES : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

ENQUIRIES : Mr C Cornelson at Tel No: (022) 713 2727

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 COMMUNITY SAFETY,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 July 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 24/131 : **DEPUTY DIRECTOR: PROVINCIAL SECURITY PROVISIONING, REF NO: CS 13/2021**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Community Safety, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience; A valid Code B (or higher) driving licence; Compulsory Grade B registration with PSIRA. Recommendation: Experience in the management of security contracts. Competencies: Knowledge of the following: Legislative requirements, policies and standards; Business and management principles; Project Management; Skills: Investigation; Management; Communication (Verbal and written) Proven computer literacy; Interpersonal relations; Problem analysis and solving and Observation. Abilities: Coordination of people and resources; Report writing.

DUTIES : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

ENQUIRIES APPLICATIONS : Mr F. Watkins at Tel No: (021) 483 8461
: 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 ECONOMIC DEVELOPMENT AND TOURISM,
WESTERN CAPE GOVERNMENT**

CLOSING DATE NOTE : 19 July 2021
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/132 : **DEPUTY DIRECTOR: SKILLS PROGRAMS AND PROJECTS, REF NO: DEDAT 08/2021**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (level 11) (All-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience in e-Business or similar environment; A valid code B (or higher) driving licence. Recommendation: Working experience in Project Management. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management Process; Labour relations; Financial Management. Skills: Sound budgeting; Financial, Administrative and Project management; Communication (written and verbal); Planning and organising; Problem solving and decision making; Analytical; Ability to interpret and apply relevant policies and procedures.

DUTIES : Develop methodologies to narrow the gap between the demand and supply in various economic sectors; Partnership with economic, skills and academic stakeholders; Support the Skills Ecosystem; Human Resource Management; Financial Management.

ENQUIRIES APPLICATIONS : Mr N. Joseph at Tel No: (021) 483 9011
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 24/133** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL), REF NO: DEDAT 09/2021**
- SALARY** : R316 791 per annum (level 8)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Communication (written and verbal) skills; Ability to analyse, conceptualise and implement policy; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning, organising and presenting skills.
- DUTIES** : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits / inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Co-ordinate capacity building initiatives and fraud prevention on behalf the department.
- ENQUIRIES** : Mrs B Mott at Tel No: (021) 483 9088
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT

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

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

OTHER POSTS

- POST 24/134** : **HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1: MATERNAL FOETAL MEDICINE**
Tygerberg Hospital
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-Specialist in Maternal Fetal Medicine (MFM). Registration with a professional council: Registration with HPCSA as a Subspecialist in Maternal Foetal Medicine. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Sub-Specialist in Maternal Foetal Medicine. Inherent requirements of the job: The person should have good communication skills. Ability to work in Obstetrics and MFM. Participation in C.P.D. programme is compulsory. Participation in commuted overtime/ afterhours work is compulsory (subject to signing of a commuted overtime contract). Computer Literacy. Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and education skills at postgraduate level. The candidate must be able to provide academic leadership across the Metro East platform and in Tygerberg Hospital. The candidate needs to stimulate and apply clinical

research in the day-to day working environment and be able to supervise post-graduate research projects. Good managerial and analytical and clinical problem-solving skills are essential. The candidate should have the clinical skills to handle complex maternal and foetal medicine cases; must have insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation, and equity. Ability to function well in a team environment, with good inter-personal skills. A proven track record of either high-level post-graduate educational skills, preferably on a national level, or a strong research track record. Sufficient clinical skills to handle a large clinical workload, training, and supervision of under- and postgraduate students (registrars) as well as fellows in MFM.

- DUTIES** : (key result areas/outputs): Provide comprehensive clinical, ultrasound and foetal medicine services in Tygerberg Hospital with clinical governance of MFM across Metro East. This would include taking on a leadership position in the MFM portfolio, and role in the ultrasound unit of the department. Provide academic leadership in teaching, training, and research, manage the human resources and equipment needs of the unit. Leadership and mentorship of all junior staff, including nursing staff when applicable, as well as staff performance management for the unit. Collaborative engagement with anaesthetics, critical care, internal medicine, human genetics, neonatology and neonatal surgery and related disciplines. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Prof MH Botha at Tel No: (021) 938-9209 or Tel No: (021) 938-4661, or E-mail mhbotha@sun.ac.za
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 July 2021
- POST 24/135** : **DIRECTOR: INFORMATION MANAGEMENT**
Head Office, Cape Town

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

CENTRE : Directorate: Information Management

REQUIREMENTS : Minimum educational qualification: A relevant undergraduate qualification (NQF Level 7) as recognized by SAQA with at least 6 years' experience at a Middle/Senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Experience in IT in a health system setting is strongly recommended. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong business orientation with broad experience in managing Information Technology related activities. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to implement internal systems and controls. Ability to prepare and align Business priorities and needs with appropriate Information Technology solutions. Sound knowledge of current operational Health Information Systems. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority.

DUTIES : (key result areas/outputs): Establish and maintain an IT governance system within national and provincial prescripts and provide an integrated Departmental IT support service. Understanding and documenting the corporate and service needs by developing user and functional specifications for IT solutions. Oversight of in-house or outsourced development of IT solutions to address service and corporate needs. Implement and provide continued technical support with regard to Service and Corporate IT projects. Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and

activities of the Directorate. Identify Risks and address risk mitigation to the directorate's functions specifically and IT systems in general. This includes overseeing the development of disaster recovery and business continuity plans from an IT perspective. Develop and manage the strategic and operational IT plans of the Dept. Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration. Monitor and ensure compliance of the activities of the directorate with relevant legislation and prescripts. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Support the Chief Director and collaborate with the other directorates within the Chief Directorate to strengthen the overall functioning of the team within the Chief Directorate: Strategy. Manage the corporate service of the Directorate i.e. Financial and People Management.

- ENQUIRIES** : Dr KN Vallabhjee, Tel No: (021) 483-6933
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract.
- CLOSING DATE** : 16 July 2021
- POST 24/136** : **DIRECTOR: SERVICE PRIORITIES COORDINATION**
- SALARY** : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Chief Directorate: Emergency and Clinical Services Support
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Strategic capabilities and leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment.
- DUTIES** : (key result areas/outputs): Exercise leadership, oversight and accountability in respect of the provision of departmental services priorities coordination in support of departmental service delivery. Management of the system of clinical governance, including nursing and other practice guidelines. Facilitation of the development of guidelines and frameworks to strengthen early and late life-course services across the province (inclusive of newborns, perinatal, children adolescent services and elderly). Ensuring of the effective containment and control of communicable diseases and to investigate and coordinate provincial responses to disease outbreaks. Coordination of the planning (including Business Plans) and reporting on the service-related special and conditional grants funding to the Western Cape. Promotion of health lifestyle initiatives across multiple settings in both public and private organizations in the province. Coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Establish and strategically direct the project office(s) to project manage departmental response to priorities response to priorities, risks, ad-hoc campaigns, the Conditional Grants, etc. Define and review on a continual basis the purpose, objective, priorities, activities and evaluate the performance of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Monitor and ensure compliance with relevant legislation and prescripts. Overall responsibility for corporate governance, including all aspects of people management and

		development, Financial Management, Information Management and management of Support Services.
<u>ENQUIRIES</u>	:	Ms J Arendse, Tel No: (021) 815-8612
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/137</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance of the Sub-structure. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.
<u>ENQUIRIES</u>	:	Ms P Olckers, Tel No: (021) 370-5007
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/138</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: ICU)</u> Tygerberg Hospital
<u>SALARY</u>	:	R614 991 per annum (PN-B4)
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Critical Care Nursing: General. Registration with a professional council: Current Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Nursing Management skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support / deputise for the Head of Nursing and support the Nursing department

		and the institution. The candidate will be responsible for management and co-ordination of clinical nursing care in the intensive care units.
<u>ENQUIRIES</u>	:	Ms F Marthinus, Tel No: (021) 938-4055
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/139</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R466 119 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2021/22. Experience: A minimum of 3 years' appropriate experience in Occupational Therapy after registration with the HPCSA. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.
<u>ENQUIRIES</u>	:	Ms S Jaftha Tel No: (023) 348-6496
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/140</u>	:	<u>PACS/RIS ADMINISTRATOR</u> Red Cross War Memorial Children's Hospital
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Technology. Experience: Appropriate experience in Digital Medical Imaging workflow, procedures, and equipment and/or Information Technology. Appropriate experience in the medical imaging environment and/or medical informatics. Appropriate experience in the IT environment especially with troubleshooting, and first level support in computers and network. Appropriate experience in PACS / RIS Systems and applicable international standards (DICOM, IHE, HL7). Competencies (knowledge/skills): Ability to work under pressure, independently and in a team context. Good interpersonal skills within work context. Project management skills. Teaching and training skills.
<u>DUTIES</u>	:	(key result areas/outputs): Support and coordinate technical systems within the healthcare environment. Draft and implement applicable systems, policies, regulations and procedures to ensure efficient system support, monitoring of performance, quality assurance and recoverability systems to uphold the integrity of information. Troubleshooting in terms of Windows and Network administration and institutional information systems. Effect and monitor DICOM analysis. Manage and coordinate agreements between the Hospital and PACS/RIS vendor. Manage PACS / RIS change control. Provide first line support for hardware and software of the PACS / RIS solution. Provide training of personnel in the optimal use of the PACS / RIS solution. Provide technical

advice to management regarding the procurement of imaging modalities and other information systems to ensure integration with the PACS /RIS solution. Liaise with management and report on technical advice regarding the expansion of the PACS / RIS solution to allow additional functionality, to connect additional modalities and to accommodate growth. Assist with outreach to other Provincial Hospitals as required.

ENQUIRIES APPLICATION : Ms A Vlok, Tel No: (021) 658-5104, Prof T Kilborn, Tel No: (021) 658-5101
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
 : 16 July 2021

POST 24/141 : **ADMINISTRATION CLERK: SUPPORT**
 Central Karoo District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
 : Prince Albert CC
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Training Skills. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.

DUTIES : (key result areas/outputs): Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance (locally) in conjunction with provincial office.

ENQUIRIES APPLICATION : Ms B Goliath, Tel No: (023) 414-8200
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
 : 16 July 2021

POST 24/142 : **HOUSEKEEPING SUPERVISOR**
 West Coast District

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

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

ENQUIRIES : Mr WB Smeda, Tel No: (022)814-0057

APPLICATION : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr J Engel
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 July 2021

POST 24/143 : **HANDYMAN (MECHANICAL)**
Red Cross War Memorial Children's Hospital

SALARY : R145 281 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Grade 10 Certificate. Experience: Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding tasks. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the official to learn and comply with in-house systems and procedures. Knowledge of autoclaves and repairing thereof. Strict adherence to the Occupational Health and Safety Act.

DUTIES : (key result areas/outputs): Assist with execution of mechanical projects which will include fabrication and welding. Maintain and repair equipment at the hospital. Assist other departments within the workshop set up. Ability to work independently and within a team set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain equipment and work areas in a clean and safe condition.

ENQUIRIES : Mr. L Johnson, Tel No: (021) 658 5481
APPLICATION : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700

FOR ATTENTION : Ms N Charles
NOTE : Candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.
CLOSING DATE : 16 July 2021

**DEPARTMENT OF HUMAN SETTLEMENTS
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 July 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 24/144 : **ADMINISTRATION CLERK: CAPACITY BUILDING AND ECONOMIC EMPOWERMENT, REF NO: HS 25/2021**

SALARY : R173 703 per annum (Level 5)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant office administrative experience. Competencies: Good understanding of the following: Municipal Accreditation, Housing Consumer Education (HCE), Youth in Human Settlements (YiHS); Government Spheres; Office Administration; Excellent time management and organisation skills; Proven computer literacy in MS Office, Outlook and

- Internet. Communication (verbal and written) skills; Conflict Management skills; Telephone etiquette; Ability to work under pressure.
- DUTIES** : Assist with the Municipal Accreditation Programme and related functions; Assist and support Municipalities with the Housing Consumer Education (HCE) Training sessions and related functions; Assist and support Municipalities with the cleaning of the Western Cape Human Settlements Demand Database and related administration functions; Liaise with Municipal Housing Officials regarding title deed handovers.
- ENQUIRIES** : Mr M. Sobotker at Tel No: (021) 483 5430
- 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 THE PREMIER,
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 19 July 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 24/145** : **DEPUTY DIRECTOR: TRANSVERSAL TRAINING, REF NO: DOTP 09/2021**

- SALARY** : R733 257 per annum (level 11) (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human or Social sciences; A minimum of 3 years middle management level experience in the Human Resource Development or similar environment. Competencies: Knowledge of the following: The theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Strategy development, strategy management and strategy monitoring and review processes in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Human resource management and Financial management. Skills: analytical and problem-solving; Conceptual and formulation; Liaison and consultation; Leadership; Project management; Team building and strong inter-personal; Communication (written and verbal); Planning, organising and people management; Computer literacy.

- DUTIES** : Operational Line Management: Manage the provision of the following learning programmes: personal development and effectiveness, communication, financial management, service delivery improvement, induction and re-orientation; Do the programming of all training interventions in the Sub directorate Transversal Training; Undertake special human resource development projects allocated to the Sub directorate; Assist with curriculum development, quality assurance and evaluation/impact assessment matters related to training interventions provided by the Sub directorate; Liaise with provincial, national and international role-players in respect of training and development matters; Provide input in respect of the operational work of other units of the Chief Directorate as required; Operational Planning; Human Resource Management; Financial Management.

- ENQUIRIES** : Mr N. Visagie at Tel No: (021) 865 8028 or email: Noella.Visagie@westerncape.gov.za

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

POST 24/146 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT, REF NO. DOTP 18/2021**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years relevant management level experience in a Human Resource environment; A valid code B (or higher) driving licence. Recommendation: Knowledge of performance management and administration, disciplinary procedures and relevant legislation. Competencies: Sound knowledge of policy development; budgeting processes; National and Provincial instruments and legislation pertaining to human resources management and performance management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; all bargaining council resolutions; PSC Guidelines; Skills in the following: Computer Literacy; Communication (written and verbal) and Presentation; Budgeting; Analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting.

DUTIES : Advise on the transversal application of the individual performance management system; Facilitate departmental implementation of the individual performance management system and report thereon; Facilitate the compilation of performance agreements; Coordinate the individual rewards system; Provide input into the provincial skills development plan; Coordinate an information management system and database relating to institution wide and cluster-based performance management system; Establish and maintain an appropriate policy base for the effective management of performance; Provide a performance advisory service; Support people management with the management of poor performance; Facilitate roadshows and information sessions on performance management; Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manage the performance, evaluation of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks.

ENQUIRIES : Mr DH Smith Tel No: (021) 483 4869
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 SOCIAL DEVELOPMENT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 July 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 24/147 : **OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM), REF NO: DSD 110/2020 R1**

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 licence. **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 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 licence. **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 licence. 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 behaviour 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> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
WESTERN CAPE GOVERNMENT**

CLOSING DATE

: 19 July 2021

NOTE

: Only applications submitted online will be accepted. 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. 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.

MANAGEMENT ECHELON

POST 24/148 : **DEPUTY DIRECTOR GENERAL: STRATEGY, PLANNING AND COORDINATION, REF NO. TPW 61/2021**

SALARY CENTRE REQUIREMENTS : R1 521 591 per annum (level 15). (All-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Understanding of future planning and strategic foresight; Systems thinking; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.

DUTIES : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the organisation against pre-determined objectives; Initiate, support and champion organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Facilitate the development of provincial strategies, policies and integrated plans; Shape transport in the province through the development of high level policies, strategies and programmes; Shape infrastructure in the province; facilitate and synchronise transversal departmental strategic management processes. Manage EPWP in the province; Ensure the efficient and effective oversight and management for all financial resources of the Branch and all performance requirements as related to the PFMA and ensure good corporate governance; Management of human resources and ensure sound labour practices.

ENQUIRIES APPLICATIONS : Ms J Gooch at Tel No: (021) 483 2826
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 24/149 : **DIRECTOR: EDUCATION INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEMS, REF NO: TPW 56/2021**

SALARY CENTRE : R1 057 326 per annum (level 13). (All-inclusive salary package)
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Infrastructure Policies Strategies and Systems experience; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Management principles; Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); Public

- DUTIES** : Service procedures; Programme and Project Management; Strategic Capability and leadership; People Management, planning and empowerment; Change Management; Programme and Project Management; Skills: Human Resource planning; Facilitation and presentation skills; Sound Budgeting skills.
- ENQUIRIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into Directorate goals; Develop and implement strategies; Participate in the strategic planning process; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the directorate; Successfully implement new initiatives and deliver on service delivery; Project and Programme Management; Ensure the efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and good corporate governance; Management of human resources and ensure sound labour practices.
- APPLICATIONS** : Adv. C Smith at Tel No: (021) 483 0025
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

- CLOSING DATE** : 19 July 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 24/150** : **CHIEF ENGINEER: ROADS BUSINESS GOVERNANCE, REF NO. TPW 58/2021**

- SALARY** : R1 042 827 - Grade A (OSD as prescribed). (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: Further studies in the field of engineering with specific reference to business management and administration. Experience in the following: Policy development and implementation, governance, and strategy processes/documentation; Road infrastructure management in public services; Research of new and existing technologies. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; 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. Behavioural 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** : Dr H. Wolff at Tel No: (021) 483 2222

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/151** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING, REF NO. TPW 59/2021**
- SALARY** : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed), based on recognisable prior experience
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer; A valid code B (or higher) driving licence. Recommendation: Further studies in the field of Traffic Engineering; Experience in the following: Traffic studies, Traffic analysis software; Road safety assessments/road audits; Undertaking of Speed Limit Reviews; Design/use/application of road signs and road markings in accordance with the provisions of SARSTSM, including accommodation of traffic applications; Abnormal loads permit assessment/overload control; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) and Proven computer literacy.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
- ENQUIRIES APPLICATIONS** : Dr H. Wolff at Tel No: (021) 483 22229
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/152** : **ARTISAN PRODUCTION LEVEL: CENTRAL MECHANICAL WORKSHOP, REF NO. TPW 57/2021**
- SALARY** : Grade A: R190 653 - R211 596 per annum
Grade B: R224 574 - R249 246 per annum
Grade C: R262 176 - R324 708 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

- ENQUIRIES APPLICATIONS** : Mr R Oliver at Tel No: (021) 959 7700
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/153** : **TECHNICAL ASSISTANT: 4 QUALITY ASSURANCE AND 1 CLIENT CARE CENTRE POST AVAILABLE), REF NO: TPW 55/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (level 8)
 : Department of Transport and Public Works, Western Cape Government
 : NTC 3 Certificate (or equivalent vocational certificate); A minimum of 3 years practical work experience in Mechanical, Panel beating or similar fleet management environment; A valid code B (or higher) driving licence to ensure stand-by duties will be performed. Recommendation: National/Advanced Certificate as a Qualified Motor Mechanic/Panel Beater; Experience in Government Motor Transport or other agencies fleet agencies. Competencies: Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/ SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Excellent communication skills (written and verbal) Strong technical acumen; Excellent planning and organisational skills; Ability to conduct technical research and report writing.
- DUTIES** : Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident) and approve/decline said requests; Review vehicles technical history, and recommend/ decline quotes for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Monitor Government Motor Transport work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service.
- ENQUIRIES APPLICATIONS** : Mr R Fourie at Tel No: (021) 467 4747
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/154** : **CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE, REF NO. TPW 54/2021(6 POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 7)
 : Department of Transport and Public Works, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in a mechanical, panel beating or similar fleet management environment; A valid Code B (or higher) driving licence. Recommendation: Relevant working experience in the following: Government and/or other motor transport fleet agencies; Retail Motor Industry (RMI)/South African Motor Body Repairers' Association (SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system; Cost analyses. Competencies: Knowledge of the following: Repair, maintenance, panel beating and spray painting of vehicles (i.e. Motorcycles, Quads, Sedans, LDV's, Panel vans, Cranes, Trucks and Busses); BBB-EE Act; Fleet Management Systems; Office administration; Client Liaison Management; Written and verbal communication skills; Planning and organisational skills; Good problem solving and conflict resolution skills; Ability to work in a team and result orientated.
- DUTIES** : Receive incoming calls from Client institutions on a daily basis; Capture said Fleet Repair and Maintenance service requests (SR's) on the GMT system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle

inspections performed by GMT, the R&M service provider (Nedbank) and Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

ENQUIRIES
APPLICATIONS

- : Mr S Tyman at Tel No: (021) 467 4756
- : 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>