

**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** : 13 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 30/296** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (PRINCE ALBERT) REF NO: AGR 35/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; Experience in creating, maintaining and administering information databases. Competencies: A good understanding of the following;; Communication skills (writing and verbal); Proven computer literacy in MS Office (Word, Excel, PowerPoint); Interpersonal, planning, organising and human relation skills; Problem solving; Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Updating of registers and statistics; Handling routine enquires; Make photocopies and receive or send emails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate: Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide secretarial assistance during stakeholder engagements; Provide financial support with compilation of training plans; Provide high level administrative support such as assistance with line function projects and activities.
- ENQUIRIES** : Ms V Erasmus at Tel No: (023) 414 4209 / (023) 414 9209

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- CLOSING DATE** : 13 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 30/297** : **DEPUTY DIRECTOR: MOD PROGRAMME REF NO: CAS 25/2021**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience; A valid Code B

		(or higher) driving licence. Recommendation: Working experience in Project Management; Computer literacy (MS Word, Excel, Power Point, Outlook and Internet). Competencies: Knowledge of the following: MOD Programme; Recreation-based activities, and relevant next-level activities; Relevant recreation, school sport, sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and Liaise with personnel at all levels.
<u>DUTIES</u>	:	Planning, identification and confirmation of MOD Centres; Ensure that SLAs are explained to each relevant institution (school) and that they comply with them; Ensure that the correct processes and procedures are followed for the establishment and implementation of MOD Centres; Development and maintenance of Information and Knowledge Management System; Ensure the following: Reporting and Communication; Monitoring and evaluation; Human Resource Management and Financial Management.
<u>ENQUIRIES</u>	:	Mr P.C. Hendricks at Tel No: (021) 483 9662
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/298</u>	:	<u>DEPUTY DIRECTOR: OPERATIONAL SUPPORT REF NO: CAS 26/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience; A valid Code B (or higher) driving licence. Recommendation: Working experience in Project Management; Computer literacy (MS Word, Excel, Power Point, Outlook and Internet). Competencies: Knowledge of the following: Operational support and compliance matters related to the management and operational activities; Recreation-based and relevant next-level activities; Relevant recreation; School sport; Sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and Liaise with personnel at all levels.
<u>DUTIES</u>	:	Oversee the planning, execution and management of Sport Development's operational support; Plan, manage and/or oversee special and ad-hoc projects; Ensure management of the following: Correct processes and procedures; Quality Assurance Management; Reporting and Communication; Monitoring and evaluation; Human Resource Management.
<u>ENQUIRIES</u>	:	Mr P.C. Hendricks at Tel No: (021) 483 9662
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/299</u>	:	<u>CHIEF LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 23/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience. Recommendation: Experience in; Editing and translation of English/IsiXhosa documents; Procurement procedures and Terminology development. Competencies: Knowledge of the following: Procurement and tender administration; Human resource management; Financial Management; Proven computer literacy; Written and verbal communication skills. Problem solving and solution driven.
<u>DUTIES</u>	:	Responsible for ensuring the provision of translation, editing and interpreting services: Provide input into and implement the necessary policies and

procedures with regard to provincial interpreting services; Render language advisory services; Translate documents in the official languages; Edit documents; Ensure the provision of provincial interpreting services; Liaise with freelance language practitioners; Quality check all documents and products managed by the unit, including work of freelance practitioners; Develop and record terminology; Ensure the compilation and maintenance of databases relating to language services; Perform administrative tasks. Financial administration: Ensure that procurement prescripts is applied regarding the language services function; Align expenditure to the cash flow. Human resource management: Monitor workflow of the unit; Performance management; Supervise, direct and support staff.

ENQUIRIES APPLICATIONS : Ms G. Abdullatief at email: Gadija.Abdullatief@westerncape.gov.za
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POST 30/300 : **LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 24/2021**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.

ENQUIRIES APPLICATIONS : Ms G Abdullatief at Gadija.Abdullatief@westerncape.gov.za
: 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

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 NOTE : 10 September 2021

: 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 30/301 : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 14/2021**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14), (All-inclusive salary package)
: Department of Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Experience in Security Risk Management environment;

Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed inter-personal skills; Innovation, problem solving and analysis skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.

ENQUIRIES : Adv. Y Pillay at Tel No: (021) 483 9354

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 30/302 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL)**
REF NO: DEDAT 13/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3 year tertiary qualification (Advanced Diploma/B-Degree or higher) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Recommendation: Supervisory experience in Auditing, Accounting or similar environment.

DUTIES : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Co-ordination of internal audit and auditor general; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.

ENQUIRIES : Ms B Mott at Tel No: (021) 483 9088

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 September 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 30/303** : **DIRECTOR: WASTE MANAGEMENT REF NO: EADP 13/2021**
- SALARY** : R1 057 326 per annum (Level 13)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate B-Degree (NQF 7) as recognised by SAQA; 6 Years' of experience at middle/senior managerial level; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>; In addition, the incumbent would need to register with EAPASA within 18 months from being appointed to the post. A valid driver's license. Computer literacy in MS Office software. Recommendation: An appropriate B-Degree (NQF 7) or higher qualification in Natural Physical Sciences, Engineering or Environmental Management / Sciences or related fields will serve as a recommendation. Competencies: Proven knowledge and appropriate and extensive working experience in waste and/or pollution management; Proven knowledge and experience working with environmental (NEMA) integrated waste management legislation (NEM: Waste Act), policies, norms, standards, strategies and implementation/action plans; Proven knowledge and experience of the environmental and waste management regulatory environment; Proven knowledge and experience of integrated waste management planning, waste minimisation and waste information; Proven knowledge and understanding of multi-lateral environmental agreements w.r.t. waste management; Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights and opportunities. Sound Strategic management, leadership, and proven financial management skills. Strong conceptual, interpretive and formulation skills. Exceptional planning, organizing and people management skills. Ability to work collaboratively with stakeholders within and outside of the Western Cape Government Ability and experience in providing policy and strategy support in driving delivery. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances. High level communication, interpersonal, conflict resolution and consultation skills.
- DUTIES** : Strategic management and leadership of the Directorate Waste Management. Provide strategic direction to waste policy development. Provide strategic and technical advice pertaining to waste management planning, minimisation and information management. Oversight of the administration and decision-making with regard to the waste management licensing, compliance monitoring and auditing. Represent the Department on high level management and environmental forums (international, national, provincial and local). Proven managerial and administrative experience that includes: Strategic

Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department.

ENQUIRIES

: Mr Gottlieb Arendse Tel No: (021) 483 0751 / (082) 927 5539

DEPARTMENT OF HEALTH

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

NOTE

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

MANAGEMENT ECHELON

POST 30/304

: **CHIEF DIRECTOR: RURAL HEALTH SERVICES**
Chief Directorate: Rural Health Services

SALARY

: R1 251 183 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS

: Chief Directorate: Rural Health Services (Stationed at Mossel Bay Hospital)
: Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant) Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers Licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven strategic and leadership capabilities. Programme and project management knowledge and skills Proven knowledge and understanding of Change -, Financial -, People Management and empowerment. Proven leadership capabilities

DUTIES

: Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective rural health services in support of departmental service delivery across the five rural districts inclusive of Primary Health Care Services and three Regional Rural District Hospitals (Worcester, Paarl and George Hospitals) within the Western Cape. Facilitate an integrated clinical implementation support service. Facilitate alignment with departmental strategic, policy, planning, Information Technology and assurance management processes. Ensure interface with Facility and Infrastructure Management to facilitate input for planning and implementation. Interface

between Macro and Operational Management levels to facilitate alignment regarding departmental clinical strategy, policy and planning priorities, frameworks and protocols as well as facilitation of integrated implementation support for service delivery. Facilitation of the alignment of strategy development, priority setting and implementation within the Rural Districts. Health intelligence support to facilitate alignment with Departmental health intelligence processes and application of knowledge in management decisions for the improvement of services and clinical outcomes in the Rural Districts. Assurance support to facilitate alignment and assurance regarding Departmental processes and actions in support of the improvement of services and clinical outcomes in the Rural Districts. As Top management of the Department actively influences the departmental strategic agenda, processes and decisions with special emphases on Rural health Services. Corporate support across the five rural districts and three Regional Rural District Hospitals within the Western Cape Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Dr S Kariem Tel No: (021) 815-8708
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 : 17 September 2021

OTHER POSTS

POST 30/305 : **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Effective and efficient management of Clinical Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary services at Red Cross War Memorial Children's Hospital. GSA participation in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for children. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBU/s, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Provide platform for teaching, training, development and research. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005
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.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/306</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)</u>
<u>SALARY</u>	:	R614 991 per annum (PNB4)
<u>CENTRE</u>	:	Groote Schuur 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 and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing, Oncology, Critical Care Nursing: General, Critical Care Nursing: Trauma and Emergency, Orthopaedic Nursing, Ophthalmological Nursing, Nephrology, Advanced Psychiatric Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. 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/recognisable 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. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/307</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R562 800 per annum (PN-B3)
<u>CENTRE</u>	:	Victoria 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 Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

<u>DUTIES</u>	:	Efficient and effective management of Service delivery in the Emergency Centre and Short Stay Unit. Planning and implementation of nursing related training /education and research programs. Optimal management of the Budget and Physical Resources. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.
<u>ENQUIRIES APPLICATIONS</u>	:	Sr P Hawkworth Tel No: (021) 799-1127 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>	:	10 September 2021
<u>POST 30/308</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R562 800 per annum (plus a non-pensionable rural allowance of 8% of the basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Dysseldorp/De Rust Cluster 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 accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource 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. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Matyhila Tel No: (044) 203-7205 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>	:	10 September 2021
<u>POST 30/309</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PNB2)
<u>CENTRE REQUIREMENTS</u>	:	Hope Street Dental CDC Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2021). Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable

experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realization of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Provision of a quality Dental Service. Periodically supervise and support effective utilization of Human Resources. Effective Supply Chain, Asset and Data Management. Participate in training and Oral Health Promotion activities. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Support outreach services done.

ENQUIRIES : Ms C Windt Tel No: (021) 465-4017
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. 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 : 10 September 2021

POST 30/310 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Garden Route District

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

CENTRE : Garden Route District Office (Based in George)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit and able to perform duties and work at heights and in confined spaces. Work overtime / attend to emergencies, should the need arise, day or night, and do standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). General technical knowledge of laundry, kitchen, HVAC systems and basic access control. Good all-round Mechanical, Mild-Steel Arc Welding and Plumbing skills and knowledge and willing perform these duties when and where requested. Ability to do Electrical Fault-finding and repairs down to component level. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in MS Word and Excel. Able to create & edit basic documents, spreadsheets and graphs.

DUTIES : Repairs of equipment, reticulations and plant. Plan, design and execute/supervise new installations and alterations. Do Installations of specialised systems and equipment. Perform administrative and related functions regarding the workshop. Supervise, mentor & develop junior staff and

subordinates. Planning & Compiling of Specifications for the procurement of goods & services. Control / supervision over contractors and other service providers.

ENQUIRIES : Mr A du Toit Tel No: (044) 802-4489 or 072 444 3505
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 : 10 September 2021

POST 30/311 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
 Overberg District

SALARY : R173 703 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accounting as a passed subject or Senior Certificate with appropriate experience in the KRA's. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the IPS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Knowledge of the LOGIS System, 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.

DUTIES : Perform tasks related to procurement administration, such as inviting of quotes on IPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

ENQUIRIES : Ms CE Langley Tel No: (028) 313-5220
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 10 September 2021

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 13 September 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/312 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CAPE WINELANDS (WORCESTER) REF NO: LG 19/2021**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B (or higher) driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best

		practices in the public services; The composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Organisational/planning; Active listening; Decision making; Meeting; Interpersonal; Ability to work efficiently and effectively.
<u>DUTIES</u>	:	To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/313</u>	:	<u>COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CENTRAL KAROO (BEAUFORT WEST) REF NO: LG 21/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B (or higher) driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; The composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Organisational/planning; Active listening; Decision making; Meeting; Interpersonal; Ability to work efficiently and effectively.
<u>DUTIES</u>	:	To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/314</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: LG 20/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in Supply Chain Management. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge and experience of the following: Logistical Information System (LOGIS); Electronic Procurement System (EPS); Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Communication (written and verbal) skills; Decision making skills; Sound organising and planning skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Supervision and management of Supply Chain Management staff performance; Provide efficient and effective acquisition management; Provide efficient and effective Electronic Procurement System (EPS); Assist with the contract management function; Maintenance and administration of the Departmental Procurement Plan; Reporting on Supply Chain Management information.
<u>ENQUIRIES</u>	:	Mr S Bassadien at Tel No: (021) 483 0659

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/315</u>	:	<u>PERSONAL ASSISTANT REF NO: LG 31/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision-making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr K Makan at Tel No: (021) 483 4365 / Mr G Birch at Tel No: (021) 483 3113
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/316</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: LG 22/2021</u> (X2 Posts available in Caledon and Grabouw)
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/317</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: LG 23/2021</u> (X3 Posts available in Khayelitsha and Strand)
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service

		delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Bell Tel No: (021) 483 3039
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/318</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: METRO 2 (KRAAIFONTEIN), REF NO: LG 24/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum (Level 06)
	:	Department of Local Government, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Bell Tel No: (021) 483 3039
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/319</u>	:	<u>COMMUNITY DEVELOPMENT WORKER- (BEAUFORT WEST AND LAINGSBURG), REF NO. LG 25/2021 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum (Level 06)
	:	Department of Local Government, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
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 30/320 : **COMMUNITY DEVELOPMENT WORKER REF NO. LG 26/2021**
(X2 Posts available in Thembaletu and Pacaltsdorp)

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
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 30/321 : **COMMUNITY DEVELOPMENT WORKER: STELLENBOSCH REF NO: LG 27/2021**

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 30/322 : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 AND 2 REF NO. PT 11/2021 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing ,strategic planning, communication (written and verbal) skills and proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR functions; Conduct and facilitate municipal visits.

ENQUIRIES : Mr B Damons at Tel No: (021) 483-6127/
Brandon.Damons@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 13 September 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/323 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 118/2021**

SALARY : R376 596 per annum (Level 09)
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 year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape

		Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/324</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DSD 119/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management; Communication (written and verbal) skills; Proven computer literacy; People management and empowerment; The following skills: Planning and organising, problem-solving, facilitation and presentation, analytical, project management, operational planning.
<u>DUTIES</u>	:	Develop and maintain Departmental physical records systems: Manage the Department's file plan, which includes: Amendments and additions to the file plan; Provide a registry service at Head Office; Manage the safeguarding of files; Coordinate the provision of registry services in the Regions: Manage and coordinate space reorganisation for the registry; Develop and maintain electronic content management (ECM) systems: Manage the creation and maintenance of business unit workspaces; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component.
<u>ENQUIRIES</u>	:	Mr G Miller at Tel No: (021) 483 4168
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/325</u>	:	<u>COMMUNICATION OFFICER: COMMUNICATION REF NO: DSD 113/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Photography. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven computer literacy in MS Office; The following skills: Communication (written and verbal); Problem solving; Organising; Analytical thinking; Project management; Research; Ability to interpret and apply relevant policies and procedures.
<u>DUTIES</u>	:	Develop, monitor and enhance the department's corporate identity and brand; Design and implement brand awareness campaigns; Develop and implement communication campaigns and products; Design and roll out above-the-line

		communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Provide a media liaison service; Develop proactive media events in collaboration with the Media Liaison Officer in the MEC's office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/326</u>	:	<u>ADMINISTRATIVE OFFICER: ADMIN (OUTENIEKWA) REF NO: DSD 117/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree or higher qualification; A minimum of 2 years relevant experience. Competencies: Knowledge of the following: Relevant legislation governing the facility's administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills; Ability to work well within a team and independently.
<u>DUTIES</u>	:	Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Support the facility with operational matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas at Tel No: (044) 813 7500
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/327</u>	:	<u>SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 115/2021</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed). Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed). Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed). Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; 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; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; 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.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Dr L Corrie at Tel No: (021) 483 3519
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/328</u>	:	<u>EDUCATION OFFICER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 120/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	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; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms B Nicholas at (044) 803 7508
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/329</u>	:	<u>EDUCATION OFFICER: FACILITY MANAGEMENT (VREDELUS) REF NO: DSD 121/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	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; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Bunting at Tel No: (021) 931 0236
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/330</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS LOCATIONS) REF NO: DSD 116/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R199 188 per annum, (OSD as prescribed).
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Buys at Tel No: (021) 986 9100
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/331</u>	:	<u>ADMINISTRATION CLERK: POPULATION DEVELOPMENT REF NO: DSD 112/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Verbal and written communication; Proven computer literacy (MS Office); Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function); Handle routine enquiries; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JD Benn at Tel No: (021) 483 5678
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/332</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 122/2021</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Jonkerman at Tel No: (021) 826 5972
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 30/333</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 114/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
	:	Department of Social Development, Western Cape Government
	:	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 (or higher) driving licence. 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; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas at Tel No: (044) 803 7500
	:	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 : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/334 : **CONTROL ENGINEERING TECHNOLOGIST: ROAD CONTRACT SERVICES REF NO: TPW 69/2021**

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

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license Recommendation: Experience in contract administration and management based on GCC 2015 and/or NEC4 forms of contract. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; The following skills: Decision making, team leadership, creativity, change management, financial management, customer focus and responsiveness, proven computer literacy, planning and organising and People management; Communication (written and verbal).

DUTIES : Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions:- Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr A Nell at Tel No: (021) 483 2013
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 30/335 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: TPW 37/2021 R1**

SALARY : Grade A: R718 059 - R766 278 per annum, (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum, (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and

		<p>maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.</p>
<u>DUTIES</u>	:	<p>Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.</p>
<u>ENQUIRIES</u>	:	Mr X Smuts at Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/336</u>	:	<p><u>PRODUCTION ENGINEER (CIVIL/STRUCTURAL): HEALTH INFRASTRUCTURE REF NO: TPW 72/2021</u></p>
<u>SALARY</u>	:	<p>Grade A: R718 059 - R766 278 per annum, (OSD as prescribed) Grade B: R809 631 - R872 220 per annum (OSD as prescribed) Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed) Based on recognisable prior experience.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Department of Transport and Public Works, Western Cape Government</p>
	:	<p>Engineering Degree (B Eng/ BSC (Eng) in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Persons not yet registered must provide proof of payment of their application submitted for registration to ECSA); A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B or higher). Competencies: Technical knowledge: Programme and Project Management; Engineering design and analysis; Research and development; proven computer literacy in MS Office as well as Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating a high performance culture; Professional judgement; Networking; Skills as follows: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.</p>
<u>DUTIES</u>	:	<p>Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, this will entail: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development will entail: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering processes; Administer performance management; Office administration and budget planning; Manage resources; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and</p>

		development will entail: Continuous professional development to 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Fester at Tel No: (021) 483 3882 / (082) 497 7542
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/337</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: TPW 12/2021 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R311 859- R332 799 per annum Grade B: R353 226 - R380 775 per annum Grade C: R402 045 - R473 574 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Radio Communications the public safety environment or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving licence. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).
<u>DUTIES</u>	:	Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M. Van Wyngaardt at Tel No: (021) 959 7700
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/338</u>	:	<u>SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING REF NO: TPW 103/2020 R2</u>
<u>SALARY</u>	:	Grade A: R311 859 - R332 799 per annum, (OSD as prescribed) Grade B: R353 226 - R380 775 per annum, (OSD as prescribed) Grade C: R402 045 - R473 574 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Recommendation: Experience in all aspects of land surveying (Field and construction surveying, preparation of survey drawings and cadastral information). Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer –aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.
<u>DUTIES</u>	:	Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Spence at Tel No: (083) 641 5180
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

<u>POST 30/339</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL (GMT) REF NO: TPW 55/2020 R1</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Internal Control with Accounting as a passed subject; A minimum of 2 years relevant experience in internal control or similar environment; A valid Code B (or higher) driving licence. Recommendation: Proven working experience with Microsoft Office. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Ability to interpret relevant directives and policies; Communication (written and verbal) skills; Proven computer literacy; Organisational skills; Leadership; Systematic approach.
<u>DUTIES</u>	:	Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.
<u>ENQUIRIES</u>	:	Gadija.Hartley@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/340</u>	:	<u>OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO. TPW 104/2020 R2 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
<u>DUTIES</u>	:	Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za