

**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** : 18 October 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 34/294** : **ACCOUNTING CLERK: DEBT ADMINISTRATION REF NO: AGR 38/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: Experience in the following: Financial environment; Pastel. Competencies: A good understanding of the following: BAS (Basic Accounting System); PASTEL; Relevant legislation, directions and procedures with regard to personnel administration (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework; Standard Charts of Accounts; Record keeping procedures; Good planning and organising skills; Written and verbal communication skills; Proven computer literacy (MS Office); Ability to multi-task; Ability to work under pressure.
- DUTIES** : Generate invoices on Pastel system for services rendered on credit; Print, scan and e-mail invoices; Managing municipal accounts and ensure invoices are generated for private and official tenants for municipal services rendered by the department.
- ENQUIRIES** : Ms M Fryer at Tel No: (021)808 5393
- POST 34/295** : **FARM FOREMAN: FARM SERVICES (NORTIER) REF NO: AGR 40/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code 8) driving licence. Recommendation: Practical experience in the following: Soil cultivation, preparation for different pastures with tractors and various equipment (Handling of irrigation equipment/planting, fertilising, spraying and harvesting of pastures; Handling of livestock (Handling, counting, vaccinating, dosing, castrating, weighing, marking, branding, dehorning, feeding of livestock and relevant equipment); General farm work regarding: Water supply related activities/handling of tractors and equipment, tools, Vehicles/Fencing; Maintenance of infrastructure: (Water supply/fencing/buildings/roads); Supervision of workforce, discipline, evaluations/basic computer skills. Competencies: A good understanding of the following: Plant science and research; Animal sciences and research: General farm work; Maintenance of infrastructure; Supervision of personnel; Administration related functions; Written and verbal communication skills; Proven computer literacy (MS Office); Interpersonal, organising, planning and problem solving skills.
- DUTIES** : Overseeing routine activities in the following: Crop production; Animal production; General farm work; Infrastructure maintenance activities; Supervision of personnel and admin related functions.
- ENQUIRIES** : Mr C.G. Rheeder at Tel No: (021) 808 7789 / (083) 641 0703

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE NOTE

- : 18 October 2021
- : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> 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 34/296

- : **CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: CAS 32/2021**

SALARY CENTRE REQUIREMENTS

- : R1 251 183 per annum (Level 14), (All-inclusive salary package)
- : Department of Cultural Affairs and Sport, Western Cape Government
- : Undergraduate qualification on NQF 7; A Minimum of 5 years senior management experience; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.

DUTIES

- : Provide strategic leadership and management for the implementation of Cultural Services including Arts and Culture, Museum Services, Heritage Resource Management, Libraries, Archives and ECM to all people in the province: Strategic Management (including change management): People Management; and Financial Management.

ENQUIRIES APPLICATIONS

- : Mr D Burger at Tel No: (021) 483 9505
- : 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>

OTHER POSTS

POST 34/297

- : **REGIONAL MUSEUM MANAGER: BREEDE RIVER VALLEY AND OVERBERG REGIONS REF NO: CAS 34/2021 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

- : R376 596 per annum (Level 09)
- : Department of Cultural Affairs and Sport, Western Cape Government
- : An appropriate 3-year tertiary qualification (Nation Diploma/ B Degree or Higher); A minimum of 3 years administrative experience in the museum or heritage sector; A valid code B (or higher) driving license. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for national building and tourism development;

		Museum ethics; Primary, secondary and field history research techniques and practices; The techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Government driven initiatives; Relevant legislation, policies, prescripts and procedures; Project planning and management, Financial management; People Management processes. Skills needed: Collections and conservation management; Exhibition arrangement and implementation; Marketing or promoting; Sound organising; Planning and time management; Communication (written and verbal).
<u>DUTIES</u>	:	Manage and coordinate governance and administration of the regional museum and satellite museums as well as related activities; Manage and facilitate exhibitions, public, educational and outreach programmes; Manage stakeholder engagements, promote and market the regional museum and satellites; Financial management; People management.
<u>ENQUIRIES</u>	:	Mr M Janse van Rensburg at Tel No: (021) 483 9678
<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>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	18 October 2021
<u>POST 34/298</u>	:	<u>ASSISTANT DIRECTOR: MUSEUM RESEARCH AND EXHIBITION SERVICES REF NO: CAS 33/2021</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 5 years' experience in the museum or heritage sector or similar environment. Recommendation: Post graduate qualification Competencies: Knowledge of the following: The history, purpose and function of museums in society including their potential for national building and tourism development; Museum ethics; Primary, secondary and field history research techniques and practices; Techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Selection/information management and preventative conservation; Education methodology in museums; Relevant legislation, policies, prescripts and procedures; Project planning and management including financial management; People management processes. Skills needed: Organising, planning and time management; Communication (written and verbal); Marketing or promoting. Abilities: Work under pressure and make sound judgement; Analyse documents and situations; Access research sources.
<u>DUTIES</u>	:	Undertake and commission museum exhibitions: Lead the conceptualisation and implementation of exhibition projects in accordance with the Department's strategic objectives; Oversee the following: Design and production of all forms of media including on-line products; Travelling exhibition programme, maintenance and equipment; Liaison with stakeholders; Promote the coordinate approach to research, education and exhibitions of museum service; Proactively manage changes in scope, timeframes and budget; Provide inputs into management plans and reports as required; Monitor delivery in respect of quality and compliance with legal contractual and safety requirements; Financial and People management.
<u>ENQUIRIES</u>	:	Mr Michael Janse van Rensburg at Tel No: (021) 483 9678
<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>NOTE</u>	:	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.

- CLOSING DATE** : 18 October 2021
- POST 34/299** : **MUSEUM OFFICER: SATELLITE MUSEUM OLD HARBOUR (HERMANUS) REF NO: CAS 28/2021**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years' experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele"; Written and verbal communication skills; Proven computer literacy (MS Office).
- DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- ENQUIRIES** : Ms L Hutton at Tel No: (021) 483 9703
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online 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.
- CLOSING DATE** : 18 October 2021
- POST 34/300** : **MUSEUM OFFICER: SATELLITE MUSEUM TULBAGH (OUDE KERK VOLKMUSEUM) REF NO: CAS 29/2021**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years' experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele"; Written and verbal communication skills; Proven computer literacy (MS Office).

DUTIES : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

ENQUIRIES APPLICATIONS : Mr M Janse van Rensburg at Tel No: (021) 483 9678
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online 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.

CLOSING DATE : 18 October 2021

POST 34/301 : **SPORT PROMOTION OFFICER: CLIENT AND SCIENTIFIC SUPPORT REF NO: CAS 31/2021**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Sports Management; A valid code B driving licence. Recommendation: Experience in the following: Sport environment; Project and event management; Sport federations, clients, municipalities and stakeholders; Staff management. Competencies: Knowledge of the following: Public service policies and procedures; Public Finance Management Act; National Sport and Recreation Plan; White paper on Sport and Recreation; Proven computer literacy (MS Office); Written and verbal communication skills; Good presentation and organising skills; Ability to work within a team and perform under pressure.

DUTIES : To coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas in conjunction with the stakeholders; Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts; Implement sport and recreation programmes in the schools, wards, local areas and districts; Monitor and evaluate the compliance with sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

ENQUIRIES APPLICATIONS : Ms C Pather at Tel No: (021) 483 9865
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online 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.

CLOSING DATE : 18 October 2021

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.

CLOSING DATE : 15 October 2021

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 34/302 : **DIRECTOR: CLINICAL SERVICE IMPROVEMENT**

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

CENTRE REQUIREMENTS : Chief Directorate: Emergency and Clinical Services Support
Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. A post graduate qualification in Public Health would be advantageous. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Strategic capabilities and leadership. Programme and Project Management. Innovations and Improvement Sciences. Change Management. Financial Management. People Management and Empowerment.

DUTIES : Exercise leadership, oversight and accountability in respect of the provision of departmental clinical service improvement office in support of departmental service delivery. Streamlining the care continuum across the province and continuous interrogation of information in order to identify and addressing bottlenecks. Supporting Service Design and Redesign in alignment to the vision of the DDG: Health Services Delivery Driving innovation and prototyping of new concepts that will ultimately lead to the improvement of services and population health outcomes. Support the establishment and maintenance of Innovations Hubs across the province. Continuous improvement of health services delivery in order to improve the efficiency and effectiveness of the health system. Drive improvement sciences methodologies to facilitate the implementation of approved new projects and concepts. Establish platforms for the sharing of innovation across the service delivery platform. Coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategy. Define and review on a continual basis the purpose, objective, priorities, activities and evaluate the performance of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Monitor and ensure compliance with relevant legislation and prescripts. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management and Information Management.

ENQUIRIES APPLICATIONS : Ms JO Arendse Tel No: (021) 815-8612
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.

OTHER POSTS

POST 34/303 : **DEPUTY DIRECTOR: COMPREHENSIVE HEALTH**
Chief Directorate: Metro Health Services

SALARY : R869 007 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Khayelitsha/Eastern Sub-structure Office
Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate

- relevant experience in the Health Sector. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS). Good interpersonal and leadership skills. Experience in Health programs and Financial Management. Computer literate.
- DUTIES** : Facilitate, support and coordinate Health Programs in the Sub-structure. Ensure a well-functioning integrated Primary Health Care service in the Sub-structure which include the implementation, coordination and evaluation of all relevant policies portraying to the full spectrum of Primary Health Care services. Facilitate, support and coordinate Facility Based Health Services inclusive of PHC clinics and District Hospitals in the Khayelitsha/Eastern Sub-structure. Facilitate, support and coordination of Community Based Services in the Sub-structure. Establish consultative structures in the Sub-structure. Overall management of finances and human resources within the Comprehensive Health Component within the Khayelitsha/Eastern Sub-structure. Manage the implementation of continuous Quality Assurance initiatives and programs.
- ENQUIRIES** : Mr JA Kruger Tel No: (021) 360-4622
- 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 may be subjected to a competency test.
- POST 34/304** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
Chief Directorate: Metro Health Services
- SALARY** : R843 618 per annum, (PN-A8) (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing department with conflict. Management, complexes problem solving, conflict management, negotiation and decision- making skills, ability to facilitate training. Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of Nursing and Healthcare related Acts, regulations and policies governing Nursing Education and practice; National Health Insurance, Sustainable Development Goals; Public Service code of conduct, Total Quality Management (National Health Standard compliance, Ideal Hospital Framework) Sound Financial management. Basic computer literacy (MS Word, Excel, and PowerPoint).
- DUTIES** : Clinical governance – Facilitate and provide strategic direction, supervision, and leadership towards realization of strategic goals and objectives of the nursing division, strategic planning. Service delivery – plan, coordinate and ensure supervision of nursing department 24 hours. Assist with meeting Department and institutions service delivery targets, goals and objectives in line with the Annual Operational and strategic plans. Effective management of Nursing care programs. Total Quality Management – Provide professional and technical support; develop, coordinate, and ensure implementation of policies, procedures, regulations, compliance to quality assurance. Programs and improvement, IPC and OHS programs; develop, audit and monitor clinical outcomes and clients service experience. Resource planning and management (human, health technology, financial and physical). Promote and maintain a network of constructive professional working relationships to enhance service delivery efficiency. Sound management of the allocated nursing budget. Manage resources in accordance with relevant directives and legislation. Information management - utilization of information technology – data collection, review, analysis, and appropriate action taking. Complex report writing. Professional ethics – Advocate and promote Nursing ethos and

		professionalism, protect nursing image, and ensure professional, legal nursing conduct and practices in line with the Nursing Act.
<u>ENQUIRIES</u>	:	Mr E Swart Tel No: (021) 377-4305/6
<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.
<u>POST 34/305</u>	:	<u>PROFESSIONAL NURSE: SPECIALITY GRADE 1 TO 2: (CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 per annum, (PN-A2) Grade 2: R471 333 per annum, (PN-A3)
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South Africa Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Nursing Medical and Surgical Nursing Science: Intensive Care (Adult) or Trauma and Emergency Care or Advanced Midwifery and Neonatology, Psychiatry or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional and proof of current registration (i.e. annual licensing receipt of 2021). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Experience in Clinical Nurse training and development in a hospital setting. Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts (day and night), weekends and public holidays. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, Outlook and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Participate in student education and training to ensure achievement and maintenance of competence. Co-ordinate the placement, accompaniment and support of students in the hospital. Co-ordinate and facilitate all training and development programmes of the nursing and support personnel in Nursing Component. Initiate and participate in training development and research within the Nursing Component. Participate in the management of resources. Deliver a support service to the supervisor, nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. Act as liaison between institution and other stakeholders. Support and relief supervisor.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars Tel No: (021) 918-1224
<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. "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)"

POST 34/306 : **ASSISTANT DIRECTOR: HEALTH SUPPORT LICENSING (EMS AND MENTAL HEALTH)**
Directorate: Assurance

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma/Degree in administration or health or business field. Experience: Appropriate experience in general office administration. Appropriate experience in the health care and regulatory environments will be an added advantage. Inherent requirement of the job. A valid unendorsed (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into the Western Cape Ambulance Service Act, Western Cape Ambulance Services Regulations - 2012 (Provincial Notice 180), Mental Health Care Act, subsequent Mental Health Care Regulations, Guidelines for Licensing Community Mental Health Facilities in the Western Cape and applicable Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance / emergency medical services. Leadership qualities with excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and mental health i.e. Ambulance Act 3 of 2010, Provincial Notice 180 or Emergency Medical Services Regulations - 2017, Mental Health Care Act (2002). Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing, drafting of documents and presentation skills. Ability to think critically and analytically, function independently and within a team context, being confident, self-motivated and showing initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Render comprehensive administrative support to the Ambulance Service Advisory Committee and the Mental Health Advisory Committee to implement applicable legislation and decision-making procedures. Manage and supervise support personnel's duties and support management to manage the unit and relevant resources. Effective and efficient communication with all ambulance service and mental health stakeholders and advise on procedural aspects relating to licensing as outlined within the relevant legislation. Offer support to the Deputy Director: Licensing & Inspectorate pertaining to Ambulance Services and Mental Health licensing in the Province. Knowledge of financial management principles and understanding of the levying and collection of fees in terms of applicable legislation.

ENQUIRIES APPLICATIONS : Ms K Jacobs Tel No: (021) 483 3303
: 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.

POST 34/307 : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**
Cape Winelands Health District

SALARY CENTRE REQUIREMENTS : Grade A: R304 263 per annum
: Stellenbosch Hospital
: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills and Supervisory skills. Inventory Control System knowledge. Ability to draw up specifications for contract work, contractors and site inspections.

DUTIES : Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage

		performance of staff and supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.
<u>ENQUIRIES</u>	:	Ms K Rossouw Tel No: (021) 808-6178
<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.
<u>POST 34/308</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Responsible for cleaning of wheelchairs and trolleys.
<u>ENQUIRIES</u>	:	Ms F Carelse-Johnson Tel No: (021) 377-4307
<u>APPLICATIONS</u>	:	To the Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.
<u>FOR ATTENTION</u>	:	Ms CC Johnson
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/309</u>	:	<u>MEDICAL OFFICER GRADE 1-3 (INTERN CURATOR) SESSIONS AT 16 HOURS PER WEEK</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R395.00 per hour Grade 2: R 452.00 per hour Grade 3: R524.00 per hour
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Minimum of 5 years appropriate experience as Medical Practitioner after registration with HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 10 years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Experience in training or teaching.
<u>DUTIES</u>	:	Coordinate the medical intern training programme and service delivery at George Hospital and in the Eden District. Assist with Effective and efficient administration of the intern training programme. Ensure the rational use of

resources (medical/surgical sundries and equipment) by interns. Ensure appropriate monitoring and evaluation of the intern training programme. Assist with effective monitoring of intern competency and support to interns in need. Ensure development of appropriate training tools, resources and material for medical interns.

- ENQUIRIES** : Dr W Breytenbach Tel No: (044) 802-4539
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. "candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidate will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.

DEPARTMENT OF HUMAN SETTLEMENTS

- CLOSING DATE** : 18 October 2021
NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> 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 34/310** : **HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: HS 34/2021**
SALARY : R1 521 591 per annum (Level 15), (All-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience within the built environment of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. 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>.
Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local

political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multitask, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES

: Promote integrated human settlement planning and development by facilitating the development of spatially, economic viable and socially and environmentally sustainable integrated human settlements; Manage and engage all spheres of government in integrated housing and human settlement development through programmes and projects; Optimise communication and stakeholder relationships with human settlement stakeholders and partners; Render an administrative support service to the Provincial Minister for Human Settlements; Drive the development and implementation of the Provincial Human Settlements Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitating the development of spatially economic viable and socially and environmentally sustainable integrated human settlements; Accelerating delivery in support of improving the quality of living standards and basic services; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners; Establishing and maintaining appropriate internal controls and systems to meet performance requirements.

ENQUIRIES

: Ms Louise Esterhuysen at Tel No: (021) 483 5856

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>

OTHER POST

POST 34/311

: **CHIEF WORKS INSPECTOR: EDEN AND CENTRAL KAROO DISTRICT REF NO: HS 35/2021**

SALARY

: R316 791 per annum (Level 08)

CENTRE

: Department of Human Settlements, Western Cape Government

REQUIREMENTS

: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: National Housing Code, Construction Industries, Development Board (CIDB), and the National Electrical Regulations; Occupational Health and Safety Act, 1993 OCHSA); Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions; Proven written and verbal communication skills; Proven computer literacy skills in MS Office packages, internet, Intranet and other relevant software programmes; Proven project management skills; Proven implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/clients; Ability to work independently and in a team under tight timelines and under pressure; Proven strategic planning and organising skills that involves keeping projects on target; Interpersonal and customer liaison skills.

DUTIES

: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required; Render an inspection service of work done on new projects and existing structures; Analyse and compile relevant project documentation for new and existing structures; Manage the activities of contracts on project sites; Gather and submit information in terms of the extended public works programmes; Supervise the performance and conduct of Works Inspectors.

ENQUIRIES

: Mr K Hendricks at Tel No: (044) 813 2845

APPLICATIONS

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

NOTE : Only applications submitted online 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.

CLOSING DATE : 18 October 2021

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 18 October 2021

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> 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 34/312 : **JDMA COORDINATOR REF NO: LG 32/2021**
(1-Year Contract)

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Recommendation: Public Management/ Administration Degree. Competencies: Knowledge of the following: Relevant policies and procedures; IDP and related planning processes; Programme and Project Management; Procurement and tendering processes; Development, strategy management, strategy monitoring and review processes; Modern Systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance; Human Resource Management, Labour relations and discourse management processes; Core Competencies are as follows: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Monitoring and reporting; Networking;

- Facilitation and collaboration; Stakeholder Management; Ability to integrate the priorities for the 3 spheres of government; Ability to integrate planning, budgeting and implementation and align with government priorities.
- DUTIES** :
- : Develop and maintain strategies, policies, guidelines, reporting and other strategic documents; Facilitate the institutionalisation of the Joint District and Metro Approach (JDMA) in the WCG; Strategically manage, coordinate and guide the JDMA programme; Mobilise and manage, consult and engage national, provincial, municipal and associated institutions and private sector; Facilitate and align horizontal and vertical interface in line with policy directives, Cabinet, Bosberaad and PCF decisions including national policies and budget directives; Ensure planning, budgeting and implementation on national, provincial and local levels by means of collaboration and coordination; Strengthen, support and guide the JDMA leads in the development and implementation of the Metro/District Implementation Plans; Streamline and rationalise provincial/ municipal interface and introduce efficiencies; Ensure monitoring systems are in place and monitor and report on the progress of implementation projects; Evaluate the impact of programmes; Strategic Management; Change Management; People Management; Financial Management.
- ENQUIRIES APPLICATIONS** :
- : Mr G Pause at Tel No: (021) 483 3938
 - : 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>

OTHER POST

- POST 34/313** :
- : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 34/2021**
(12 Months Contract Position)

- SALARY CENTRE REQUIREMENTS** :
- : R733 257 per annum (Level 11), (All-inclusive salary package)
 - : Department of Local Government, Western Cape Government
 - : 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 license. Recommendation: Infrastructure or Programme management experience. Competencies: Programme and Project Management; Computer applications; Knowledge of the following: Financial Systems; Legal compliance; Report writing Managing consultants and contractors; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Networking; Financial Management and Negotiation; Audit compliance.

- DUTIES** :
- : Ensure the following: Developmental disaster risk reduction through the development and maintenance of Disaster Management Chapters in the Integrated Development Plans of municipalities; the compilation and maintenance of a provincial Disaster Risk Reduction (prevention and mitigation) strategy and plan. Assist and support in the following: The annual assessment of disaster Management Chapters from the Integrated Development Plans of municipalities; the management of human resources, finances and performance management in the Sub-directorate; Support Local Government processes.

- ENQUIRIES APPLICATIONS** :
- : Mr M. Brand at Tel No: (021) 483 2856
 - : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- NOTE** :
- : Only applications submitted online 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.

- CLOSING DATE** :
- : 18 October 2021

DEPARTMENT OF THE PREMIER

CLOSING DATE
NOTE

: 18 October 2021
: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> 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 34/314

: **DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 33/2021**

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

CENTRE

: Department of the Premier, Western Cape Government

REQUIREMENTS

: B degree level qualification as recognised by SAQA on NQF level 7 in a relevant field, i.e. Law, Human Resources or Industrial Psychology; A minimum of 6 years' senior/ middle management experience within a people management environment (including employee relations); A valid South African Drivers' license; 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>. Recommendation: It would serve as a recommendation to have a post graduate qualification in Labour Law. Competencies: Knowledge: Advanced knowledge and understanding of collective bargaining. Advanced knowledge of People Management and Employment Relations. In-depth knowledge of the Public Service Act, the Labour Relations Act, The Basic Conditions of Employment Act and The Employment Equity Act as well as general policies governing the government of the day. Skills: Excellent negotiation skills. Relationship management skills as a leader of your team and high-level in-house employment relations advisor. Strong analytical, conceptual and formulation skills. Ability to display thought leadership in complex applications. Excellent communication skills and the ability to think "pro-actively" and "on your feet". Outstanding planning and organizing skills. Advanced computer literacy skills. Personal attributes: The ability to render advice and guidance in an objective and dedicated manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence as well as handle conflict. The ability to lead and direct teams of professionals to a common goal.

DUTIES : Line Management: Manage the provincial collective bargaining process. Provide employment relations training. Manage misconduct, grievance and dispute processes within 11 provincial departments. Render an employment relations consultancy service. Provide advice about the application of employment relations legislation, regulations and guidelines. Strategic Management: Contribute to strategic management within people management. Development and management of the business and operational plan of the Directorate. Evaluate the performance of the Directorate, analyse and propose business process improvements and provide reports on a regular basis on the activities of the Directorate. People Management: Responsible for the recruitment of employees. Motivate, train and guide employees within the Directorate. Manage the performance as well as discipline of employees within the Directorate. Financial Management: Responsible for the efficient, economic and effective control and management of the Directorate's budget and expenditure in conjunction with reporting to the Sub-Programme Manager on all aspects of the Directorate's finances.

ENQUIRIES : Ms LS Esterhuysen at Tel No: (021) 483 5856
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 34/315 : **DIRECTOR: ECONOMIC POLICY, STRATEGY AND RESEARCH REF NO: DOTP 34/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Master's Degree in Economics, Economic Policy formulation, or related qualification. Competencies: Proven knowledge and understanding of the following: Constitutional, legal and institutional arrangements governing the South African public sector; International, national, and regional economic trends; South African and Western Cape Government legislation, policies, and strategies relating to the economy; Economic policy and strategy development, management, and monitoring and review processes; Public communication and public engagement processes; Human resource management processes; Financial Management processes; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Strong conceptual and formulation; Research and writing skills at advanced level; Ability to translate research outputs into policy and strategy briefs and recommendations; Leadership skills, especially thought leadership; Excellent networking and network formation; Team-building and effective interpersonal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management; Tech savvy (computer literacy).

DUTIES : Facilitate and coordinate the development of the provincial strategic plan for the Economic Sector; Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector; Facilitate the initiation and support the implementation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required; Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities; Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector; Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector; Strategic Management; Economic strategy and policy research and analysis; Economic strategy and policy development; Assessment and support of implementation of provincial economic strategy; Human Resource Management; Financial Management.

ENQUIRIES : Dr Hildegard Fast at Tel No: 082 441 2149
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 34/316 : **DIRECTOR: POLICY, STRATEGY AND RESEARCH REF NO: DOTP 35/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Social Sciences, Humanities, Economics, or other relevant discipline; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Master's Degree in Social Sciences, Humanities, Economics, or other relevant discipline. Competencies: Constitutional, legal and institutional arrangements governing the South African public sector; Policy and strategy development processes; Research and writing skills at advanced level; Ability to translate research outputs into policy and strategy briefs and recommendations; Public communication and public engagement processes; International policies and trends relating to human development (including social, economic, and environmental issues); South African and Western Cape Government legislation, policies, and strategies relating to human development (including social, economic, and environmental issues); Strategy development, management, and monitoring and review processes; Human resource management processes; Financial management processes; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Strong conceptual and formulation;; Leadership skills, especially thought leadership; Excellent networking and network formation; Team-building and effective inter-personal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management; Tech savvy (computer literacy).

DUTIES : High level policy development, analysis and specialist research services; Coordinate integrated provincial strategic planning; Monitor, review, analyse and support the implementation of the provincial strategic plan and priorities; Provide strategic advice and support on policy implementation and review; Strategic Management; Lead policy research and analysis processes; Strategy and policy development; Assessment and support of implementation of provincial strategic priorities; Human Resource Management; Financial Management.

ENQUIRIES : Dr Hildegard Fast at 082 441 2149
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

CLOSING DATE : 18 October 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 34/317 : **ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT**
ACCOUNTING REF NO: PT 12/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Accounting; A minimum of 3 years' accounting experience in accounting practices or a finance department. Recommendation: Post-graduate qualification in accounting. Competencies: Knowledge of Accounting frameworks and Public sector accounting process; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Excellent written and verbal communication skills; Good report writing skills; Strategic planning skills that involves setting of and achieving goals and objectives; Project Management skills.

DUTIES : Assist and advise on the implementation of accounting frameworks in terms of MCS/GRAP; Develop, assess and revise where required, training material on accounting frameworks based on MCS/GRAP; Provide training on MCS/GRAP as required; Gathering information linked to monthly and quarterly compliance reports and provide feedback to stakeholders; Research accounting related issues raised and provide feedback to stakeholders; Assess the IFS/AFS of departments and entities; Review annual and interim financial statements for departments and entities.

ENQUIRIES : Mr D.P Alexander at Tel No: (021) 483 5007
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 34/318 : **CASH FLOW AND INVESTMENT ANALYST: PROVINCIAL GOVERNMENT**
CASH MANAGEMENT REF NO: PT 13/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree) in Finance/Economics/ Accounting/Banking; A minimum of 3 years relevant experience in cash flow management and investment management/banking; A valid (Code B or higher) driving licence. Recommendation: Working knowledge of the following: Basic Accounting System (BAS); Public Sector Finance. Competencies: Knowledge of the following: Public Sector Finance; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, Division of Revenue Act); Financial management systems and its structures; Basic Accounting System (BAS); PERSAL; LOGIS; Vulindlela; The following skills: Budgeting, Ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research, project management, financial management, statistical analysis, work standards/attention to detail; Written and verbal communication skills; Proven computer literacy.

DUTIES : Administer cash flow for the Provincial Revenue Fund by ensuring effective cash funding to meet the relevant departments cash flow requirements in line with payment schedule and planning schedules; Administer the investment portfolio by optimising/maximizing capital accumulation and reporting; Administer and offering bank services such as opening accounts, identifying users, ACB accounts, implementing and training on the bank system and advice on banking system for all departments in the Western Cape Province; Verifying financial templates to account for the Provincial Revenue Fund (PRF) and formulas, preparing work papers and assisting with the compilation/consolidation of Annual Financial Statements for auditing by the AG; Verifying and update the BAS system with the relevant information; Reconciliation and clearing interfaces of the BAS system; To provide draft reports (weekly, monthly, quarterly) to management to achieve all performance objectives in accordance with the annual performance plan and personal performance plan.

ENQUIRIES : Mr D.P Alexander at Tel No: (021) 483 5007
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 34/319 : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO. PT 14/2021 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in the Financial Administration field; A minimum of 3 years' experience in the financial administration working environment. Recommendation: A valid (Code B) driving license; Financial and project management experience. Competencies: Knowledge of the following: Use of business intelligence tools in procurement analysis; Public sector financial management (Public Finance Management Act -PFMA, National Treasury Regulation - NTR, Provincial Treasury Instructions - PTI's), SCM legislation and policy frameworks; Formal and/or person to person training intervention; Analysis of data; Communication (Written and verbal) skills.

DUTIES : Implementation of the following: Financial Operational Model that enforces Good Governance Practices (IPS and WCSEB); Risk Management Framework to assess Security and Veracity of Data (IPS and WCSEB); Implementation and Maintenance of WCSEB and e-procurement solution (IPS); Provide effective user support (Helpdesk) (IPS and WCSEB); Provisioning of timely and appropriate data and management information.

ENQUIRIES : Ms N. Ebrahim at Tel No: (021) 483 6645 or Email: Nadia.Ebrahim@westerncape.gov.za

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

POST 34/320 : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 15/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Law or Commerce; Minimum of 3 years relevant experience in a financial legislative environment; A valid (Code B or higher) driving licence. Recommendation: Internal Control experience; Report writing and administrative procedures relating to financial legislation; Project management skills. Competencies: Knowledge of the following: Project Management; Process improvement; PFMA and Governance environment; Administrative procedures relating to financial legislation and internal control working environments; Working norms and standards; (Public Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Internal Audit Framework; Analytical ability; Communication (verbal and written) and report writing skills; Proven computer literacy in MS Office; leadership and presentation skills.

DUTIES : Research develop and update financial governance norms and standards for the department; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the CGRO and FMCMM processes; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Co-ordinate the development of internal control related standards to enhance systems of internal control; Support institutions with implementation of the Governance and Internal Control Framework and internal control related standards; Maintain the Governance and Internal Control Framework.

ENQUIRIES : Mr F Jacobs Tel No: (021) 483 4388 / 078 868 6763
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 18 October 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 34/321 : **DEPUTY DIRECTOR: CORPORATE SERVICE RELATIONS**
MANAGEMENT REF NO: DSD 132/2021

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level working experience. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees; The provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Service Centre (CSC) is managed; The business of the CSC; Occupational health and safety legislation; Human rights issues pertinent to the Department; Human resources management systems as on supervisory level. Skills needed: Communication (Written and verbal); Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation; Analytical; Networking; Basic statistical and numerical. Ability to work under pressure and meet deadlines.

DUTIES : Monitor, assess and report on the service delivery of the Corporate Service Centre (CSC) to the Department in terms of the Corporate Service Centre (CSC) service level agreement; Facilitate the period internal review of the Corporate Services Center-service level agreement to ensure that the Department's service delivery requirements are met. Ensure the following and deal with complex matters in regard: Coordinate the appointment of members of prescribed departmental committees, the nomination of statutory appointments as well as the nomination of departmental representative to transversal forums; Facilitate follow-up actions with the Corporate Service Centre (CSC) as required; Collate consolidated departmental input/reports to the Corporate Service Centre (CSC); Serve as a formal nodal point for the Corporate Service Centre (CSC) to access the Department's top and senior management for decision-making and consultations (as required, distribute general Corporate Service Centre (CSC) communication/information as required, and keep record of incoming Corporate Service Centre (CSC) correspondence. Serve as departmental nodal point for those prescribed departmental plans that are to be drafted by the Corporate Service Centre (CSC); Mentor and coach team members; manage the discipline, workload, day-to-day workflow and administer the staff appraisal system/process in the team.

ENQUIRIES : Ms A. Van Reenen at Tel No: (021) 483 9392
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 34/322 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION**
MANAGEMENT REF NO: DSD 133/2021

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Human resource management function; Financial management processes; Procurement policies/procedures/contract management; General support service such as transport management and policy and procedures governing these functions; Written and verbal communication skills; Proven computer literacy; Ability to analyse, conceptualise and implement policy.

- DUTIES** : Develop and implement strategic sourcing plan; Compile bid documents; Invite, evaluate and adjudicate bids; Render bid administrative support; Manage and administer the Integrated Procurement System; Compile and maintain contract register and report on Commitments; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Monitor and coordinate supplier performance; Develop service level agreements for contract management and administration; Generate, receive and process orders; Manage store and inventory (stocktaking and issuing); Dispose inventory; Render systems controller function; Compile inventory list.
- ENQUIRIES** : Ms J Smith at Tel No: (021) 483 3695
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 18 October 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 34/323** : **ASSISTANT DIRECTOR: FREIGHT REF NO: TPW 80/2021**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in Transport Development, Planning and/or Transport Logistics or similar environment. Recommendation: A valid code B (or higher) driving license; Willingness to travel. Competencies: Knowledge of the following: Freight logistics and transport planning; Applicable legislative and regulatory requirements, policies and standards in Land Transport; Public administration; Project management; Policy analysis and interpretation; Skills needed: Problem solving; Decision making and Communication (Written and verbal).
- DUTIES** : Assist in the following: The planning, execution and project management of the Western Cape Freight Strategy Implementation Programme; The management of engagements with all stakeholders to facilitate modal rebalancing; Identifying, sourcing and analysing freight logistics data and information; The optimisation and usage of designated corridors/routes for the efficient movement of goods within, into and out of the province; Providing inputs on legislative documentation at a National, Provincial and Local Government level. Responsible for undertaking proper administrative, human resource and financial procedures according to specified guidelines.
- ENQUIRIES** : Ms C. Gallant at Tel No: (021) 483 6906 or email: Corrine.Gallant@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 34/324** : **LOSS CONTROL/ FRAUD OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 43/2021 R1 (X2 POSTS)**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in the field of Finance; A minimum of 1-year proven experience in Financial Management/ Loss Control; A valid code B driving licence. Recommendation: Extensive supervisory experience. Competencies: Extensive knowledge of the following: Loss Control Systems; Management of

		Losses and Claims, Public Finance Management Act (PFMA), National Treasury Regulations (NTR), Western Cape Provincial Treasury Instructions (PTI), Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, Annual Financial Statements (AFS) and Interim Financial Statements (IFS) reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills; Organising, planning, problem solving and analytical skills; Monitor and prevent prescription; Proven written and verbal communication skills; Advance Computer skills; Ability to interpret Finance Instructions/Standard Operating Procedures (SOP)/ Memorandum of agreements (MOA).
<u>DUTIES</u>	:	Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and finalise/settle timeously; Liaise with Legal Services / State Attorney / Counsel and other Professional Bodies; Client Branches and other stakeholders; Responsible for skills development and training.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LD Atkins at Tel No: (021) 483 3743
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 34/325</u>	:	<u>ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICE REF NO: TPW 79/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher in Public Management or related with a minimum of 1-year relevant experience. Competencies: Knowledge of the following: Information and Knowledge Management; Training and development; Enterprise Content Management/ MyContent; Public Management, PAIA and POPI processes; Proven computer literacy; Communication (written and verbal) skills; Problem-solving & Decision-making.
<u>DUTIES</u>	:	Render administrative support to MyContent users by ensuring first line technical support is done in accordance to MOU's and SLA's; Render guidance in the use of MyContent through one-on-one support, and act as advocates for change management; Assist with PAIA and POPIA requests (complete documents within the required timeframe) and render PAIA process support; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Ensure compliance with relevant legislative and supervisory requirements towards the achievement of the component's projects and goals; Communicate and apply the Batho Pele principles in service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Brown at Tel No: (021) 483 6201
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 34/326</u>	:	<u>ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL REF NO: TPW 78/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with Accounting/ Mathematics as a passed subject; A valid code B (or higher) driving licence. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA); Financial Manual; Written and verbal communication skills.
<u>DUTIES</u>	:	Register cases on the WCG Loss Control System and ensure that the electronic register is updated regularly; Analyse and assist to process claims against the State (Public Liability Claims) and claims by the State (Claims recoverable); Assist to process collisions, damages, shortages and thefts/criminal activity/vandalism, to state property; Assist with drafting different types of submissions, referrals and memorandums; Liaise with various

		stakeholders verbally and in writing to request and provide information regarding ongoing cases; Compile BAS payments retraining to settlement offers and journals for the relevant suspense accounts; Conduct basic investigations and able to meet strict deadline.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LD Atkins at Tel No: (021) 483 3743
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 34/327</u>	:	<u>GARDENING FOREMAN: TECHNICAL SUPPORT SERVICES REF NO: TPW 82/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 per annum (Level 04)
	:	Department of Transport and Public Works, Western Cape Government
	:	Basic literacy and numeracy (ABET level 2/Grade 4); A minimum of 2 years supervisory experience of gardens and grounds maintenance; A valid driving license. Recommendation: Experience in managing staff. Competencies: Knowledge of the following: Occupational Health and Safety Act (OHSA) and relevant regulations; Tools and operation of garden and grounds maintenance machines; Proven computer literacy in MS Office (Word, Excel, PowerPoint and Internet); Complex, multi-step written and oral instructions as well as written procedures and operating manuals; Ability to work under pressure, independently as well as in a team; Perform routine tasks and speak clearly; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Supervision, monitor staff to ensure compliance with Occupational Health and Safety Act (OHSA), Time Management and tasks execution; Staff management; Apply progressive discipline; Project Management: execution and completion of minor projects as per weekly plan and monthly work programme; Perform a variety of other grounds maintenance duties (minor sprinkler repair/irrigation, mowing, edging, pruning, storm drains and planting) to ensure component objectives are achieved; Administration: record leave forms, trip authorities; GG Mileage and arrange car services; Operate a variety of gardening equipment (ride-on mower, brushcutter, chainsaw and pole trimmer) to neatly maintain Leeuwenhof gardens and grounds; Promote a team approach and maintain dialog with all employees to exchange information, explain and demonstrate tasks, gather ideas and provide technical and administrative support; Attend to urgent requests and special projects outside Leeuwenhof Estate and plan accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Sihawula at Tel No: (021) 422 1677
	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.
<u>POST 34/328</u>	:	<u>TRADE WORKER: ELECTRICAL, MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO: TPW 83/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum (Level 02)
	:	Department of Transport and Public Works, Western Cape Government
	:	Basic literacy and numeracy (ABET level 2/Grade 4). Recommendation: Appropriate experience and working knowledge of building maintenance, carpentry, electrical and plumbing work; A valid code B/EB driving licence. Competencies: Hand and small electrical tools; Self-motivation; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Assist with the following duties: Preparation of tools for execution of duties; Repairing power plugs, reset circuit breaker/earth leakage (short circuits);

Repairing and replacing door locks, window panes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Investigation and replacing/ repair taps, flush valves, washers, PVC and copper pipes and sealing of gutters; Repairing/ replacing toilet pans, traps and pan connectors, valves and washes; Ensuring workshop equipment and tools are kept in order.

ENQUIRIES
APPLICATIONS

- : Mr A Manuel at Tel No: (044) 813 2808
- : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

- : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.