

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

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/129 : **INFORMATION DEVELOPER: RESEARCH INFORMATION SERVICES. REF NO: AGR 53/2019 R1**

SALARY : R257 508 per annum (level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year post school qualification (National Diploma or higher qualification) in Communication/Media Studies/Journalism or related; A minimum of 5 years relevant experience preferably in an agricultural environment; A valid code B driving licence. Recommendations: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material. Competencies: Working knowledge and experience in the following: Using the adobe package and its applications, specifically Indesign, Photoshop and Illustrator; A basic understanding of layout and design and the application thereof; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office products, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.

DUTIES : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians, etc.)

ENQUIRIES : Dr. I Trautmann at Tel No: (021) 808 5012
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 : 14 April 2020

POST 12/130 : **FARM AID: ANIMAL SCIENCE (TYGERHOEK), REF NO: AGR 13/2020**

SALARY : R102 534 per annum (Level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 7)/ Adult Basic Education and Training (ABET level 3); A valid driving licence. Recommendation: Relevant experience in livestock farming, especially sheep farming. Competencies A good understanding of the following: Animal production (sheep); Mixed cropping and livestock; Infrastructure care and maintenance; Communication skills.

DUTIES : Flock maintenance: Daily checking of sheep; Count numbers; Provide assistance with the day to day management of the flock; Assist ewes during difficult lambing; Ensure lambs get colostrum; Assist during dosing; Driving, loading and weighing of livestock; Reporting of sick livestock; Livestock care and feeding: Handling feeds in the feed store; Weighing of feed allowance and daily feed residues if necessary; Research support: Bring livestock for weighing and measuring animals on request; Assist during lambing, weaning and culling; Perform general farm work: Assist with irrigation activities when needed; Care of equipment; Loading/offloading of farm supplies and equipment; Infrastructure maintenance: Cleaning of facilities and farm premises; Performing other maintenance duties on request.

ENQUIRIES : Dr A Scholtz at Tel No: (021) 808 5231
APPLICATIONS : To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 20 April 2020

DEPARTMENT OF COMMUNITY SAFETY

CLOSING DATE : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/131 : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 07/2020**
(12-Month Contract Position)

SALARY : R 316 791 per annum, plus 37% in lieu of benefits (level 8)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant investigation or related experience; A valid code B driving licence. Competencies Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Written and verbal communication skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

DUTIES : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.

ENQUIRIES : Ms N Arabi at Tel No: (021) 483 0663
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 12/132 : **ADMINISTRATION CLERK: WESTERN CAPE POLICE OMBUDSMAN, REF NO: CS 06/2020**
(12-Month Contract Position)

SALARY : R173 703 per annum (Level 5) plus 37% in lieu of benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data; Collecting statistics; Verbal and written communication skills; Proven computer literacy; Planning and organisation skills.

DUTIES : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data; Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure in the component; Verify subsistence and travel claims of officials and submit to manager for approval; Perform all AdHoc duties allocated by supervisor/manager; Provide Investigating Officers with support services.

ENQUIRIES : Ms N Arabi at Tel No: (021) 483 0663
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 12/133 : **ADMINISTRATION CLERK: SAFETY PLANNING, REF NO: CS 08/2020**

SALARY : R173 703 per annum (Level 5)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months administrative experience; A valid code B driving licence. Recommendation: Relevant experience in filing and retrieval of documentations. Competencies Understanding of the following: Filing; Event management; Logistical and event support; Office management support; Project administration support; Processing claims; Communication (verbal and written) skills; Planning and organising; Ability to keep to deadlines and see things through till completion.

DUTIES : Records Management (manually, electronically and minute taking); Logistical, event and project support as well as technical support (photography, videography, sound system, data projector); Record, organise, store, retrieve correspondence and data; Keep and maintain a filing system as well as the in/out register, type and prepare correspondence for signature; Keep and maintain the asset register, stock control of stationary/info desk stock and liaise

with internal /external stakeholders with regards to procurement of goods and services; Maintain leave register, records/travel & accommodation arrangements; Process subsistence and traveling claims; Capture expenditure for component/handle telephone accounts and claims.

ENQUIRIES APPLICATIONS : Ms T Hanekom at Tel No: (021) 483 5717
: 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 CULTURAL AFFIARS AND SPORT

CLOSING DATE : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/134 : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL) HERITAGE RESOURCE MANAGEMENT PLANNING, POLICY & RESEARCH, REF NO: CAS 23/2020**

SALARY : Grade A: R618 732 - R666 540 per annum
Grade B: R707 451 - R754 953 per annum
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate B-Degree in Urban/Town/City and Regional Planning or relevant qualification in Development Planning; A minimum of 3 years post qualification experience in town and regional planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Registration with the relevant body in the South African Heritage Sector. Competencies: Programme and project management; Town & Regional principles and methodologies; Research and development; Computer-aided applications; Town & Regional knowledge of legal compliance; Creating high performance culture; Technical consulting; Professional judgment; Analyse applications for completeness, accuracy and determine substance; Ability to synthesize and present complex scenarios.

DUTIES : Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Human capital development: Mentor, train and develop candidate town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on town and regional planning technology to improve expertise. Office administration and budget planning: Prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery.

ENQUIRIES APPLICATIONS : Dr M. Dlamuka at (021) 483 5959
: 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 12/135 : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 24/2020 (4 POSTS AVAILABLE)**

SALARY : R376 596 per annum (level 9)
CENTRE REQUIREMENTS : Department of Cultural Affairs and Sport, Western Cape Government
: Appropriate Master's Degree in Field of Archaeology, Palaeontology, Geology, Meteorites, Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences; A minimum of 5 years appropriate experience in research or related discipline; A valid code B driving licence. Recommendation: Relevant experience in project management; Registered with relevant professional body in the South African Heritage sector; Proficient in at least 2 of the official languages of the Western Cape. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines (specifically those of HWC {Heritage Western Cape}); Written and verbal communication skills; Related legislation in the heritage management process; Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar; Ability to synthesize and present complex scenarios.

DUTIES : Processing complex applications for permits, impact assessments and appeals received in respect of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for complex cases for formal protection of Heritage Resources; Monitor and enforce compliance in respect of sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional/technical

		assistance/advice and undertake advocacy on heritage matters; Prepare Provincial Heritage Resources Agency submissions for Ministerial Tribunals; Brief Counsel or State prosecutor on technical details with regards to court cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Dlamuka at Tel No: (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/136</u>	:	<u>ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO: CAS 25/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 376 596 per annum (level 9) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year B-Degree (or higher qualification) in the field of Administration, Public Management or Heritage related disciplines; A minimum of 3 years relevant experience in a heritage administration and/or training related environment; A valid code B driving licence. Recommendation: Post graduate qualification in heritage related disciplines or Legal qualification; Legal Knowledge. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines; Excellent writing and ability to synthesize and present complex scenarios; Communication (written and verbal) skill; Computer literacy.
<u>DUTIES</u>	:	Assessment of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Conduct training and capacity building exercises and raise awareness; Plan and execute inspections for new and maintenance work on heritage project sites; Provide guidance with regard to legal matters affecting heritage resources management to management and staff; Conduct review inventory and grading of heritage resources; Provide professional/technical assistance to other departments/internal units.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Dlamuka at Tel No: (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/137</u>	:	<u>ARCHIVIST: COLLECTION MANAGEMENT SERVICES, REF NO. CAS 17/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher qualification) with History as a passed subject; A valid (code B or higher) driving licence. Recommendation: Relevant experience in digitization of records. Competencies: Knowledge of the following: Automated storage and retrieval systems; Provincial Archives and Records Service of the Western Cape Act; Archival collection; Digitisation of archival collection/records and access; Proven computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); Written and verbal communication skills; Time management skills.
<u>DUTIES</u>	:	Scanning of records and maps; Digitisation of archival records; Skills development and administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Ngobo at Tel No: (021) 483 0434
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/138</u>	:	<u>ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT, REF NO: CAS 18/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher qualification) in Information Management Systems or related qualification; A valid code B driving licence. Recommendation: Post Graduate Qualification in Archival Studies; Understanding of automated storage and retrieval systems, electronic records, databases design and electronic publications. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; Communication (written and verbal) skills; Proven computer skills; Research skills; Problem solving skills; Analytical and strategic thinking skills; Presentation skills.
<u>DUTIES</u>	:	Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Compilation, updating and distribution of guides and directives; Training on Electronic Records Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Robertson at Tel No: (021) 483 0429
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/139</u>	:	<u>SCANNING AND DIGITISATION TECHNICIAN: COLLECTING MANAGEMENT SERVICES, REF NO: CAS 20/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate Advanced Certificate or Diploma in IT (1-2 year post-school qualification or higher); A minimum of 2 years Technical/ Scientific experience. Recommendation:

Experience in Information systems and digitisation of archival records. Competencies: Knowledge and understanding of the following: Provincial Archives and Records Service of the Western Cape Act, policies and guidelines; Digitisation of Archival collection/ records and access; Communication (written and verbal) skills; Proven computer literacy; Time management skills; Good interpersonal skills; Ability to work well within a team and independently; Ability to work under pressure and meet strict deadlines.

DUTIES : Collect digital/ electronic records and create/scan archives/records; Store and facilitate access to digitised records; Skills development and administration.

ENQUIRIES APPLICATIONS : Ms C Ngobo at Tel No: (021) 483 0434
: 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 12/140 : **LIBRARIAN: TECHNICAL SERVICES, REF NO: CAS 22/2020**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 7)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate tertiary qualification (National Diploma or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Library Information Management System cataloging experience. Competencies: Knowledge of the following: Anglo-American Cataloguing Rules (AACR2); Resource Description and Access (RDA); Dewey Decimal Classification System (DDC); Library of Congress Subject Headings (LCSH); MARC 21; WorldCat; Library of Congress online catalogue; SLIMS; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work within teams and perform under pressure; Interpersonal skills and information interpretation skills; Proven computer literacy.

DUTIES : Cataloguing of books, periodicals and audio-visual materials; Classification of books, periodicals and audio-visual materials; Quality control of the SLIMS database; Assisting with answering cataloguing queries from provincial and public library staff; General office administration; Keeping accurate statistics of work performed.

ENQUIRIES APPLICATIONS : Mr B Meyer at Tel No: (021) 483 2309
: 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 12/141 : **ADMINISTRATIVE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO: CAS 27/2020**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 7)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant administrative experience. A valid code B or higher driving licence. Competencies: Knowledge of the following: Training in heritage and related disciplines; Human Resource Management; Management of finances in line with PFMA; Proven computer literacy; Written and verbal communication skills; Planning and organising; Conflict resolution; Report writing skills; Analytical thinking.

DUTIES : Co-ordination, review and facilitate the application of heritage conservation policies in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources (declarations); Development and maintenance of the heritage register; Provide professional / technical assistance to other departments / internal units.

ENQUIRIES APPLICATIONS : Dr M Dlamuka at (021) 483 5959
: 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 12/142 : **ADMINISTRATIVE OFFICER: HERITAGE WESTERN CAPE LEGAL SUPPORT, REF NO: CAS 28/2020**

SALARY CENTRE REQUIREMENTS : R 257 508 per annum (Salary Level 7)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 3 years relevant administrative experience; A valid code B or higher driving licence. Recommendation: Working knowledge and experience in legal administration. Competencies: Knowledge of the following: Training in heritage and related disciplines; Human Resource Management; Legal knowledge; Management of finances in line with PFMA; Proven computer literacy; Written and verbal communication skills; Planning and organising; Conflict resolution; Report writing skills; Analytical thinking.

DUTIES : Assist with receipt and evaluation of applications for competency in terms of the National Heritage Resources Act (Act 25 of 1999); Assist with the conducting of training and capacity building exercises to raise awareness; Conduct reviews of inventories and grading of heritage resources; Inspection of heritage sites.

ENQUIRIES APPLICATIONS : Dr M Dlamuka at Tel No: (021) 483 5959
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/143 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 05/2020**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (BCom Accounting or higher qualification) in Public Finance/ Accounting or a related financial field; A minimum of 3 years management level experience within a Financial Management environment. Recommendations: Financial management exposure in the public sector; Sound knowledge of Generally Recognized Accounting Principles (GRAP) and Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation and Conflict resolution skills.

DUTIES : Ensure the following: Well managed set of accounts for the Department; Timeous month and year end closure; An effective miscellaneous payment functions, Cashier's functions, Banking functions, Salary administration and Accounting control system for the department; Manage the departmental debt and the compilation of annual financial statements; Uphold service delivery and standards; People management/ supervisory functions.

ENQUIRIES : Ms M Abrahams at Tel No: (021) 483 9138
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 12/144 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 06/2020**

SALARY : R376 596 per annum (level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate B-Com Accounting Degree; A minimum of 3 years supervisory experience within a financial management or similar environment. Recommendations: Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy

DUTIES : Assist with the compilation of annual financial statements and provide for a well-managed set of accounts for the Department; Ensure the following: Timeous month and year end closure; An effective miscellaneous payment functions, Cashier's functions, Banking functions and Accounting control system for the department; Uphold service delivery and standards; People management/ supervisory functions.

ENQUIRIES : Ms M Abrahams at Tel No: (021) 483 9138
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.

CLOSING DATE : 20 April 2020
FOR ATTENTION : Human Resources
NOTE : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a

performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POSTS

POST 12/145 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NORMS AND STANDARDS**
REF NO: OC 10/2020

SALARY : R402 045 - R563 693 per annum (all-inclusive total package)
CENTRE : Cape Town

REQUIREMENTS : An appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including NEMA, the NEM: ICMA Act, NEM: Waste Act, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES : The candidate will be responsible for facilitating the implementation of a permitting regime for Section 69 of the ICM Act and the Coastal Waters Discharge Permit Regulations. Development of norms and standards for effluent disposal control. Specific areas of work will include: implement the coastal waters discharge permitting system; assess permit applications and technical reports to develop 'minimum end-of-pipe monitoring requirements' for various discharge sectors. Assess technical reports and permit applications to develop 'minimum receiving environment monitoring requirements' for various discharge sectors. Promote recently updated coastal water quality guidelines. Provide technical support to compliance and enforcement processes with the specific focus on land derived sources of marine pollution. Support initiatives undertaken to manage land-based sources of pollution in line with the National Coastal Management Programme. Support implementation of the Source to Sea project addressing marine litter. Represent the Directorate's interests in EIA, other licensing processes and water quality monitoring and management initiatives. Provide technical and operational advice on coastal management issues relating to land-based sources of marine pollution. Support public awareness and outreach activities on land-based sources, in particular on marine litter and plastic pollution.

ENQUIRIES : Dr. Y. Peterson Tel No: (021) 819 2450

POST 12/146 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT**
ASSESSMENT (EIA) REF NO: OC11/202020

SALARY : R402 045 - R563 693 per annum (all-inclusive total package)
CENTRE : Cape Town

REQUIREMENTS : Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge of the EIA Regulations in terms of the National Environmental Management Act (Act No. 107 of 1998) and its administration. Knowledge on integrated environmental management and the National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008). Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver's licence. All short-listed candidates will be subject to a written evaluation in addition to an interview.

DUTIES : Coordinate and facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Establish a mechanism to deal with developments "regulated and unregulated" along the entire South Africa's coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate necessary site inspections, attendance of stakeholder meetings, working groups, and implementation workshops that have a bearing on Environmental Impact

Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications.

Ms N.P. Tonjeni Tel No: (021) 819 2451

ENQUIRIES

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/147 : **CHIEF TOWN AND REGIONAL PLANNER (GRADE A): REGULATORY PLANNING ADVISORY SERVICES, REF NO: EADP 14/2020**

SALARY : Grade A: R898 569 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years' post qualification Town and Regional Planning experience required; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid code EB driving licence. Competencies: Knowledge of planning legislation and procedures applicable in the Western Cape; Broad knowledge of and experience in all facets of town and regional planning in urban and rural areas; Excellent report writing skills; Good written and oral communication skills; Meeting and presentation skills; Innovative and self-motivated; Work well under pressure.

DUTIES : Render Provincial Development Management services for all stakeholders; Assist and support Municipal Land Use Management Services; Capacity building of Municipal Land Use Management Systems; Provide Land Use Planning support to all provincial and national government functions and projects; Management of the component in terms of Human Resource management and administration.

ENQUIRIES : Mr G Benjamin at Tel No: (044) 805 8633
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 12/148 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CLIMATE CHANGE MITIGATION, REF NO: EADP 12/2020**

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate, recognised 4-year Honours Degree in Environmental or related field; A valid (Code B) driving licence. Competencies: Knowledge of Environmental Management; Working in an integrated and cross cutting manner; Strategic Management; Project Management; Communication (verbal and writing) skills including report writing; Leverage change through influencing others to change; Working with multiple stakeholders.

DUTIES : Assist with the development and implementation of dedicated provincial and municipal climate change programmes, including: Supporting the climate change municipal support programme; Supporting the coordination and implementation of the climate change mitigation programme, linked to the 2050 Emissions Pathway analysis; Data collection, collation and analysis for the climate change monitoring and evaluation report, including the update of the energy consumption and CO2 emissions database; Assist with climate change response projects, including provincial sector plan development and support; Conduct research and assist with the development and / or mainstreaming of climate change policies and strategic documents; Development presentation materials on climate change responses for the Western Cape and deliver these to stakeholders; Organize meetings, climate change awareness events, seminars and conferences; Drive initiatives to mainstream climate change into provincial and local programmes; Maintain and expand a database on climate change projects; Investigate funding models and sources to promote the implementation of climate change projects.

ENQUIRIES : Mr G Isaacs at Tel No: (021) 483 2775
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 12/149	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid (Code B/EB) drivers licence. After hour cover of Obstetrics and Gynaecology Department Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.
<u>DUTIES</u>	:	(key result areas/outputs): Manage overall performance of a 24/7 Obstetrics and Gynaecology service, including being part of the after-hours call roster. Provide clinical governance for the Cape/Winelands-East and Overberg. Clinical and corporate governance of the Obstetrics and Gynaecology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Obstetrics and Gynaecology Department.
<u>ENQUIRIES</u>	:	Ms E Vosloo, Tel No: (023) 348-1113
<u>APPLICATION NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 17 April 2020
POST 12/150	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) REF NO: 6/8TH POST</u>
<u>SALARY</u>	:	R829 530 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist in Orthopaedics. Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to initiate own research projects and supervise research projects. Computer literacy. Knowledge of relevant medico- legal matters. Leadership, interpersonal and organisational skills.
<u>DUTIES</u>	:	(key result areas/outputs): Active participation in the postgraduate and undergraduate teaching programmes of the Department. Develop, conduct and supervise research projects. Effective management and administration of a wide range of Portfolios. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedic Spinal Trauma Surgery. Provision of clinical service delivery at specialist level across the full spectrum of Spinal Orthopaedic Surgery. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. The specialist primary responsibility would be the Spinal Unit at Tygerberg Hospital.
<u>ENQUIRIES</u>	:	Prof. Jacques du Toit, Tel .No: (021) 938 9266
<u>APPLICATION NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	17 April 2020

<u>POST 12/151</u>	:	<u>ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE</u> West Coast District
<u>SALARY</u>	:	R614 991 per annum
<u>CENTRE</u>	:	Clanwilliam CDC (Cederberg Sub-district)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification reflected as in the requirements above. At least 3 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. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, financial management, supply chain and procurement processes.
<u>DUTIES</u>	:	(key result areas/outputs): Operational and strategic management of PHC services in RHS for the sub-district to ensure effective and efficient implementation of integrated quality services for mobiles, satellites and fixed clinics. Management of Critical Support Services in PHC infrastructure, policy and planning, information management, systems, data analysis and improving quality of services. Adequate financial planning and support, budgeting and control of the service. People management support to, include people development, planning and practices, employee relations, monitoring and evaluation of quality. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness in communities.
<u>ENQUIRIES</u>	:	Ms NW Smit, Tel. No: (022) 921-2153
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
<u>FOR ATTENTION</u>	:	Mr S Cupido
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/152</u>	:	<u>OPERATIONAL MANAGER (SPECIALITY) SPECIALITY AREA: TRAUMA AND EMERGENCY</u>
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Critical care Trauma and Emergency of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.
<u>DUTIES</u>	:	(key result areas/outputs): Deliver a support service to the Nursing Service and the institution. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in the trauma unit. To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms F Marthinus, Tel.No: (021) 938-4055
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/153</u>	:	<u>OPERATIONAL MANAGER (SPECIALITY): OBSTETRICS AND GYNAECOLOGY</u> Chief Directorate: Rural Health Services

SALARY : R562 800 per annum (PN-B3)
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the one year post-basic qualification as mentioned above. Inherent requirements of the job: Perform official after-hour and weekend standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook) Extensive knowledge in general nursing and extensive knowledge in midwifery and neonatology. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

DUTIES : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

ENQUIRIES : Ms RM du Plessis, Tel. No: (023) 348-1104
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 17 April 2020

POST 12/154 : **QUALITY ASSURANCE MANAGER (DISTRICT)**
 Chief Directorate: Metro Health Services

SALARY : R470 040 per annum
CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate professional clinical experience in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel and PowerPoint), Project, Report Writing and Risk Management skills. Knowledge in Total Quality Management, Occupational Health and Safety, Infection Prevention and Control, Health, Legislative framework and office of health standards compliance. Excellent planning and organisational skills with the ability to establish and maintain QA structures. Sound interpersonal, managerial, communication and leadership skills. Good verbal and writing skills in at least two of the three official languages of the Western Cape. Analytical strategic thinking and creativity, functioning independently with the ability to capture, interpret and report on relevant data.

DUTIES : (key result areas/outputs): Formulate Quality Assurance Policies and Strategies, provide expert guidance and support for implementation. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs. Support the Health Establishment staff and Executive Management with the implementation of the Ideal Health Establishment Realisation and Maintenance (IHRM) and Office of Health Standard Compliance (OHSC) requirements. Co-ordinate interventions aimed at improvement of Patient Experience of care, consumer quality and staff knowledge. Effective leadership, implementation and management of the Quality Assurance programs. Perform any other delegated duties including the establishment and maintenance of functional Quality Assurance Committees in the Sub-Structure.

ENQUIRIES : Ms C Steyn, Tel. No: (021) 360-4713
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 17 April 2020

POST 12/155 : **CLINICAL PROGRAM COORDINATOR GRADE 1 (DISTRICT TRAINING AND CHILD HEALTH COORDINATOR)**
 Central Karoo District

SALARY : R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 12% of basic annual salary)
CENTRE : Central Karoo District Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the

SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Must be able to work independently. Computer literacy (MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies, procedures relevant to the child health programs. The certificate in IMCI and PACK is strongly recommended. Ability to speak in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Analyse, plan and coordinate training needs of clinical personnel at facility, sub-district and district level. Presentation, facilitation and coordination of clinical service related training programs in the district. Monitoring, evaluation and reporting of clinical training and skills development in the district. Co-ordination, facilitation and effective management (including monitoring and evaluation of program objectives and targets) of Expanded Program on Immunisation and Child Health programs consisting of the following components: Expanded programme on immunisation; School health; integrated management of childhood illnesses (IMCI); Genetics; Developmental Screening programme. Information management in terms of child health and training programs.

ENQUIRIES APPLICATIONS : Ms A Jooste, Tel. No: (023) 414-3590
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 17 April 2020

POST 12/156 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MENTAL HEALTH)**
Garden Route District

SALARY : Grade1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

CENTRE REQUIREMENTS : Knysna Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

ENQUIRIES APPLICATION : Ms GA Lloyd, Tel .No: (044) 302-8203
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 17 April 2020

POST 12/157 : **ASSISTANT DIRECTOR: FINANCE/SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R376 596 per annum
CENTRE : Metro TB Hospital Complex (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act

		(PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.
<u>ENQUIRIES</u>	:	Ms N Solomons, Tel. No: (021) 508-8300
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/158</u>	:	<u>COMMUNITY LIAISON OFFICER</u> West Coast District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in facilitating community engagement and participation. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Optimal and efficient Project Management skills at community level in relation to integrated health services. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Excellent computer literacy (Ms. Word, PowerPoint and Excel), training and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Plan and ensure successful implementation of the Health Facilities Board Act. Interface management with health orientated community organisations to ensure effective communication between services and the communities. Plan, coordinate, conduct and monitor effective capacity building programs and interventions for relevant role players. Responsible for the representation and marketing of the district health services at the relevant health orientated community organisations. Interact with district management, other components and colleagues of the rural health services platform, contributing to achieve objectives and targets, including the Western Cape on Wellness. Perform related comprehensive administrative duties.
<u>ENQUIRIES</u>	:	Ms AC Campbell, Tel. No: (022) 487-9263
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/159</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Office of the Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Labour Relations/ Human Resource Management/ Law. Experience: Appropriate experience in Labour Relations (LR). Inherent requirement of the job: A valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of Public Service Act, Public Service Regulations, prescript, Labour Relations, Human Resource Management and Conflict Management. Knowledge of appropriate labour legislation and of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Proven computer literacy in MS Office.
<u>DUTIES</u>	:	(key result areas/outputs): Handle misconduct matters and grievances matters. Implement measures in order to prevent labour unrest. Render advice on misconduct and grievance matters. Render a support service and represent the employer in dispute matters. Conduct investigations (misconduct, queries and disputes). Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.
<u>ENQUIRIES</u>	:	Ms R Mohamed, Tel. No: (021) 815-8693
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/160</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR). Competencies (knowledge/skills): Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Computer literacy in MS Office and Internet. Conflict Management Skill. Excellent report writing and presentation skills. Knowledge and implementation of Labour Relations and people development and training standards and prescripts. The ability to communicate in at least two of the three official languages of the Western Cape. The ability to work under pressure and meet deadlines and to work as part of a team and independently as required. Understanding of relevant legislation pertaining to Labour Relations.

DUTIES : (key result areas/outputs): Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise management and Line management on all labour relations and people development policies, procedures and interventions. Interpret LR and HRD and Training policies and prescripts and manage/monitor the implementation thereof. Manage the coordination induction training and the coordination of all Interns. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all Labour Relations, HRD and Training forums, and other appropriate platforms and provide feedback/advice accordingly.

ENQUIRIES : Ms G Engelbrecht, Tel. No: (021) 503-5017

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

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

CLOSING DATE : 17 April 2020

POST 12/161 : **PRINCIPAL PERSONNEL OFFICER**
Directorate: People Practices and Administration

SALARY : R257 508 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a HR environment. Competencies (knowledge/skills): Sound knowledge of Persal. Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Good written and verbal communication skills. Ability to think and plan pro-actively. Very good organisational and time management skills. Sound knowledge of applicable Human Resource policies, legislative guidelines, standards, procedures and applicable practices.

DUTIES : (key result areas/outputs): The successful candidate will be responsible for the following: Supervise HR clerks to ensure effective functioning of the section. All aspects of Personnel and Salary Administration such as appointments, probation, transfers, OSD matters, allowances, RWOEE applications and declarations and assisting staff with completing of E-Disclosure. Assist with grievances/auditing of HR files, approve transactions on Persal, writing of submissions on HR matters and ensure that the HR matters are addressed according to HR instructions. Monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Administer discipline and oversee development and training of staff.

ENQUIRIES : Ms C Campher, Tel. No: (021) 483-4835

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

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

CLOSING DATE : 17 April 2020

POST 12/162 : **INDUSTRIAL TECHNICIAN CLINICAL ENGINEERING PRODUCTION (ELECTRONICS)**

SALARY : R257 508 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical, Electronics or Clinical Engineering (T, N or S Stream) or registration as an Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000) proof must be submitted. Experience: Appropriate experience in the repair and maintenance of medical and related hospital equipment. Inherent requirement of the job: Ability to work with hand tools and electronic test equipment. Competencies (knowledge/skills): Knowledge of medical equipment. Ability to fault-find and repair electronic hospital equipment down to component level. Knowledge of, and ability to use of various tools (hand and power), including dedicated test equipment to carry out functions. Knowledge of health and safety requirements within a technical environment. Verbal and written communication skills in at least two of the official languages of the Western Cape. Computer literacy. Ability to resolve technical problems with accuracy.

DUTIES : (key result areas/outputs): Carry out maintenance and repairs of electronic hospital equipment. Perform acceptance and safety testing on equipment. Calibrate medical equipment. General administration duties as required by Clinical Engineering, write reports, specifications and keep records of departmental activities. Inter-act with hospital staff and private sector employees with regards to services and repairs. Handle general, everyday departmental queries.

ENQUIRIES : Mr L Van Niekerk, Tel. No: (021) 404-4402

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 17 April 2020

POST 12/163 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R256 905 per annum (PN-A2)
Grade 2: R315 963 per annum (PN-A3)
Grade 3: R383 226 per annum (PN-A4)

CENTRE REQUIREMENTS : Paarl Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Nursing Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Willingness to assist with accredited Healthcare Environment Inspectorate with practical examination assessments of students as required. Deputising for the Clinical Programme Coordinator: Nurse Training. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Outlook). Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005, including the new nursing qualifications as per National Qualifications Framework. Knowledge in Nurse Training.

DUTIES : (key result areas/outputs): Participate in the formal and informal clinical training, accompaniment and mentorship. Participate in personnel development and research. Facilitate the development and implementation of Orientation and Induction programmes in the Nursing Component. Active participation in, and support for, the hospital's continuous improvement initiatives. Offer professional support to Nursing Management, as delegated.

ENQUIRIES APPLICATION NOTE : Ms MW Holtman, Tel. No: (021) 860-2710
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 17 April 2020

POST 12/164 : **ADMINISTRATION CLERK: FINANCE/ADMINISTRATION (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R173 703 per annum

CENTRE REQUIREMENTS : Wesfleur Hospital
Minimum Educational Qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Fees/Patient Administration environment. Competencies (knowledge/skills): Computer Literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, AR, BAS, Finance Instructions. Good Communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness.

DUTIES : (key result areas/outputs): Follow up on outstanding Hospital Fees Accounts in line with Hospital Fees Manual Chapter 18 and Finance Instruction. Collect revenue on outstanding hospital accounts. General fees administration and account related duties/enquiries. Check, debit and/or credit invoices as per UPFS and billing requirements. Daily cashing up and banking. BAS and AR Reconciliation. Pulling of patient folders and other medical records.

ENQUIRIES APPLICATIONS : Mr I Sebezela, Tel. No: (021) 571-8053
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 17 April 2020

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 14 April 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 12/165** : **ACCOUNTING CLERK: CLEARANCES, REF NO: HS 16/2020**
- SALARY** : R173 703 per annum (Level 5)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with mathematics or accounting as a passed subject. Recommendations: Relevant experience in a financial accounting working environment. Competencies: Knowledge and understanding of the following: Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and financial delegations; Public Service Act; Basic Conditions of Employment Act; National and Provincial Housing Act and Housing Code; Standard Chart of Accounts; Basic Accounting System (BAS); Communication (verbal and written) skills; Proven computer literacy in MS Office, Intranet and Internet; Numeracy skills; Database administration skills; Ability to interpret and apply legislation, policies, prescripts, regulations and codes.
- DUTIES** : Reconciliation between Basic Accounting System (BAS) and National Debtor System (NDS); Attend to daily enquiries from internal and external departmental clients; Clearance and monitoring of assets and liability accounts; Post office receipting reconciliation between Basic Accounting System (BAS), National Debtor System (NDS) and bank account.
- ENQUIRIES** : Mr LB Waites at Tel No: (021) 483 4574
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 LOCAL GOVERNMENT

- CLOSING DATE** : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 12/166** : **PERSONAL ASSISTANT: CDW PROGRAMME, REF NO: LG 03/2020**
- SALARY** : R257 508 per annum (level 7)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years' relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Administration/Management; Procurement processes; Understanding of functioning, systems and processes of government; Human Resource Management; Good interpersonal and decision making skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising, planning and report writing skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail; Customer service orientation.
- DUTIES** : Provide a secretarial/receptionist support service to the Senior Manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the managers with the administration of the budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
- ENQUIRIES** : Ms M Adams at Tel No: (021) 483 2864
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

<u>POST 12/167</u>	:	<u>INDUSTRIAL PSYCHOLOGIST, REF NO: DOTP 18/2020</u>
<u>SALARY</u>	:	R713 361 per annum (Grade 1: OSD as prescribed)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Masters' Degree in Industrial/Organisational Psychology; Registration as (Industrial/Organisational) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid code B driving licence. Recommendations: Experience in an assessment-related environment conducting competency assessments for selection and development purposes and leadership development experience. Competencies: Knowledge in the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists; Employment Equity Act, 1998; Labour Relations Act, 1995; Promotion of Access to Information Act, 2000; Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating action; Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising; Facilitation skills; Problem solving and Decision making skills; Communication (written and verbal) skills; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Professional Judgement; Conflict Management and Negotiation skills; Strong interpersonal and relationship building skills; Critical reasoning skills; Project Management and Change Management skills.
<u>DUTIES</u>	:	Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.
<u>ENQUIRIES</u>	:	Ms L September at Lynn.september@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/168</u>	:	<u>DEPUTY DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES, REF NO: DOTP 22/2020</u>
<u>SALARY</u>	:	R733 257 per annum (level 11) (All-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-degree or equivalent qualification) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years' management experience within an employee relations environment; A valid code B driving licence. Recommendations: Extensive knowledge of Labour Law. Competencies: Extensive knowledge of the following: Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human Resource Management; Financial Management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Act, Public Service Regulations, Employment Equity Act; Labour Relations Act as well as other relevant labour relations prescripts; Ability to do research, analyse, conceptualise, resolve conflict and problem solving; Excellent communication (written and verbal skills); Good computer literacy skills; Good interpersonal skills.
<u>DUTIES</u>	:	Overall responsible for the following functions: Handle misconduct matters; Handle grievances matters; Implement measures in order to prevent labour unrest; Render advice on misconduct, grievance and employee relations matters; Manage disputes; Function as project manager and supervisor in respect of the following functions: Supervision; Unit operational planning; Participate in strategic planning; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system / process; Training and development.
<u>ENQUIRIES</u>	:	Ms R Patel at Tel No: (021) 483 5118
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/169</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT, REF NO: DOTP 28/2020</u>
<u>SALARY</u>	:	R733 257 per annum (level 11) (All-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 5 years' experience in an Internal Audit and Governance environment of which 3 years must be management experience. Recommendations: Certified Internal Auditor (CIA) - IIA; A valid code B driving licence. Competencies: Knowledge of the following: Delegations in terms of the Public Service Act 1994, as amended and the Public Regulations, 2001 regarding staff matters; Public Finance Management Act, 1999 (PFMA) for financial matters; National Treasury Regulations; Provincial Treasury Instructions; Audit Practices: Strategic Planning and Management, Engagement Planning and Execution; Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Auditing (ISPPA); Government Principles; Risk Management; Internal Control System; Analytical thinking;

<u>DUTIES</u>	:	Client focus; Continuous learning; Developing others; Information gathering; Communication (written and verbal) skills; Ability to work independently and within a team.
	:	Develop an approved risk based Rolling 3 year Strategic and 1 year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Williams at Tel No: (021) 483 3724
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/170</u>	:	<u>APPLICATION DEVELOPMENT MANAGER: ECONOMIC/GOVERNANCE AND ADMINISTRATION, REF NO: DOTP 33/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (level 11) (All-inclusive salary package)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years' experience in a ICT environment of which 3 years must be middle management experience; A valid driving code B licence. Recommendations: Proven experience in the full System Development Life Cycle of Enterprise scale applications, managing developer team(s) and systems analysis at management level; Contract Management of software development services in the ICT sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.
<u>DUTIES</u>	:	Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E De Bruyn at Tel No: (021) 483 6634/3816
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/171</u>	:	<u>EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, REF NO: DOTP 20/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (B-Degree or higher qualification); A minimum of 3 years appropriate experience in the people development field. Recommendations: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Proven computer literacy and Communication (written and Verbal); Planning and organising skills; Assessment and moderation skills.
<u>DUTIES</u>	:	Develop training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Visagie at (021) 865 8028
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/172</u>	:	<u>RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 29/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree with a minimum of 3 years' risk management experience; A valid driving licence. Recommendations: Experience in the

		facilitation of risk identification and analysis workshops. Competencies: Extensive knowledge of ERM processes and techniques; Excellent communication skills (verbal and written) dealing with various levels of management; Analytical thinking.
<u>DUTIES</u>	:	Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Aaqelah Haq at Tel No: (021) 483 8318
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/173</u>	:	<u>CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 34/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and coordination skills; Decision making skills; Communication (verbal and written) skills; Planning and organising skills; Conflict resolution skills.
<u>DUTIES</u>	:	Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Lategan at Tel No: (021) 483 6978
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/174</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: ORGANISATION BEHAVIOUR, REF NO: DOTP 16/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 8)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience. Recommendations: A valid driving licence. Competencies: Knowledge of the the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Contract management; Monitoring and evaluation tools; Proven computer literacy; Communication (written and Verbal); Consulting and networking skills; Planning and organising skills; Ability to cope with pressures and setbacks; Persuading and influencing skills.
<u>DUTIES</u>	:	Develop relevant Employee Health and Wellness (EHW) governance and standards through conduct topic specific research, development of draft policies, standards and plans; Conduct topic specific research; Management of the Employee Health and Wellness (EHW) Project plans; Management of Employee Health and Wellness (EHW) advisory services; Communication and awareness of Employee Health and Wellness (EHW) services and programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Gallie at Fatima.Gallie@westerncape.gov.za
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/175</u>	:	<u>LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING, REF NO: DOTP 23/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 8)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/Public Management; 1 year relevant experience; A valid code B driving licence. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with reference to the Public Service Act, Regulations, Labour Relations Act as well as other relevant Labour relations prescripts. Disciplinary and dispute resolution processes; Human Resource Management; Computer literacy in MS Office; Skills in: Communication (verbal and written); Planning and organising; Conflict resolution; monitoring, evaluation and reporting; Strong leadership and ability to display thought leadership in complex applications.
<u>DUTIES</u>	:	Render advice on misconduct and grievance matters; Do research regarding employee relations matters; Formulate, evaluate and monitor employee relations policy and procedures; Render an employee relations advisory service; Represent the employer in the collective bargaining process (preparation and support); Coordinate the employer functions originating from the bargaining council; Implement and monitor the application of collective agreements;

		Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R. Patel at Tel No: (021) 483 5118 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/176</u>	:	<u>CHIEF SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT, REF NO: DOTP 36/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (level 7) Department of the Premier, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' experience in bid administration or a related environment. Recommendation: Working knowledge and experience of bidding processes. Competencies: Knowledge of the following: Procurement principles, prescripts and procedures; Proven Computer literacy (MS Office); Written and verbal communication skills; Excellent planning, organising, numeric and interpersonal skills; Ability to work under pressure and meet deadlines; Ability to work well within a team; Ability to multitask.
<u>DUTIES</u>	:	Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Ensure that the relevant logistics for meetings are facilitated; Compiling and placement of bid advertisements; Ensuring accurate and concise minute-taking; Verify requisitions as to the procurement process and delegations; Dealing with the bid opening process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Williams at Tel No: (021) 483 0598 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/177</u>	:	<u>ADMINISTRATION CLERK: FINANCE, REF NO: DOTP 17/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of the Premier, Western Cape Government (Grade 12) Senior Certificate or equivalent qualification. Recommendation: Working knowledge and appropriate experience in a procurement system and basic accounting system. Competencies: Knowledge and understanding of the following: Logistic Information System (LOGIS) and Basic Accounting System (BAS); Proven computer literacy (MS Office packages); Planning and organising skills; Communication (written and verbal) skills; Ability to work under pressure; Ability to work in a team and individually.
<u>DUTIES</u>	:	Completing internal requisitions for the procurement of goods and services; Capture and complete requisitions on (Logistical Information System (LOGIS); Completing Basic Accounting System (BAS) source forms for the payment of goods and services and ensuring that same is processed within 30 days from receipt of the invoice; Following up on payments, orders and reconciling payments with orders; Administration and management of assets; Processing all source documents for air travel and accommodation and ensuring that it complies with the Departmental Subsistence and Traveling policy; Prepare and follow up procurement documents for payments Issue stock out of storeroom.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Plaatjies at Tel No: (021) 865 8051 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/178</u>	:	<u>HR CLERK: LEAVE ADMINISTRATION, REF NO: DOTP 24/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) experience. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills; Planning and organising; Problem solving skills; Research skills.
<u>DUTIES</u>	:	Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence: Conducting of leave audits; Processing of leave audits and discounting; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Sanglay at Tel No: (021) 483 4805 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/179</u>	:	<u>HR CLERK: SERVICE BENEFITS, REF NO: DOTP 31/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative

framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

DUTIES : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with CRU managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

ENQUIRIES APPLICATIONS : Ms F Solomons at Tel No: (021) 483 3307

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 12/180 : **GROUNDSMAN: FACILITIES REF NO: DOTP 19/2020**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 2)
: Department of Premier, Western Cape Government
: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2).
: Recommendation: Working knowledge of terrain work maintenance and handy man tasks; Drive the tractor or other vehicles when needed. Competencies A good understanding of terrain work, sewage systems, pipes and irrigation systems; Planting of trees, flowers, grass and other plants; Handling of gardening equipment; Basic literacy; Communication skills; Interpersonal skills; Writing skills; Mechanical skills.

DUTIES : Maintenance of grounds (terrain); Assist with the preparation of training venues for functions and courses; Checking of serviceability of machinery and equipment; Maintenance of sewerage system; Managing the water levels of the reservoir; Perform handy man tasks on the grounds.

ENQUIRIES APPLICATIONS : Mr M Litshi at Tel No: (021) 865 8039
: Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 20 April 2020

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 14 April 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/181 : **SOCIAL WORKER: SOCIAL WORK SERVICES (HESSEQUA), REF NO: DSD 15/2020**

SALARY : Grade 1: R257 592 – R298 614 per annum
: Grade 2: R316 794 – R363 801 per annum
: Grade 3: R384 228 – R445 425 per annum
: Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression,

discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms K Jobela at Tel No: (044) 690 3943
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 12/182 : **SOCIAL WORKER: SOCIAL WORK SERVICES, REF NO: DSD 24/2020**

SALARY : Grade 1: R257 592 – R298 614 per annum
 Grade 2: R316 794 – R363 801 per annum
 Grade 3: R384 228 – R445 425 per annum
 Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms V Swartz at Tel No: (021) 483 7961
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 12/183 : **PROFESSIONAL NURSE: CLANWILLIAM PROFESSIONAL SERVICES, REF NO: DSD 25/2020**

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

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC

as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid code B driving licence; Previous experience at youth facility based nursing; Ability to work as part of a Professional Support Team; Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

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

ENQUIRIES APPLICATIONS : Ms M Jonkerman at Tel No: (021) 865 2634
: 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 12/184 : **COMMUNITY DEVELOPMENT PRACTITIONER: SUSTAINABLE LIVELIHOOD REF NO: DSD 31/2020 (3 POSTS AVAILABLE)**

SALARY CENTRE REQUIREMENTS : Grade 1 – 3: R217 659 – R432 459 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: An appropriate three-year tertiary qualification. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES APPLICATIONS : Mr L Arnolds at Tel No: (021) 483 6657
: 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 12/185 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF. NO: DSD 32/2020 (3 POSTS AVAILABLE)**

SALARY CENTRE REQUIREMENTS : Grade 1 – 3: R217 659 – R432 459 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: An appropriate three-year tertiary qualification. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES APPLICATIONS : Mr T Majela at Tel No: (021) 483 2524
: 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 12/186 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES REF NO. DSD 23/2020(5 POSITIONS AVAILABLE AT VARIOUS STATIONS)**

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

<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.
<u>DUTIES</u>	: Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Jonkerman at Tel No: (021) 865 2634 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/187</u>	: <u>STAFF NURSE: ROAR PROFESSIONAL SERVICES, REF NO: DSD 30/2020</u>
<u>SALARY</u>	: Grade 1: R171 381 - R192 879 per annum : Grade 2: R204 627 - R230 307 per annum : Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
<u>DUTIES</u>	: Development and implementation of basic patient care plans will entail: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care will entail: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources will entail: Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self-development will entail: Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Jonkerman at Tel No: (021) 865 2634 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/188</u>	: <u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 12/2020 (3 POSTS AVAILABLE)</u>
<u>SALARY</u>	: Grade 1: R148 215 – R166 830 per annum : Grade 2: R176 982 – R199 188 per annum : Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social

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

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES APPLICATIONS : Mr D Nghonyama at Tel No: (044) 272 8977
: 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 12/189 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 14/2020 (2 POSTS AVAILABLE)**

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

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

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES APPLICATIONS : Ms K. Jobela at Tel No: (044) 690 3943
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 12/190</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2020 (7 POSTS AVAILABLE)</u>
<u>SALARY</u>	:	Grade 1: R148 215 – R166 830 per annum Grade 2: R176 982 – R199 188 per annum Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M. Harris at Tel No: (2721) 001 2145 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/191</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 34/2020(5 POSTS AVAILABLE)</u>
<u>SALARY</u>	:	Grade 1: R148 215 – R166 830 per annum Grade 2: R176 982 – R199 188 per annum Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of information and knowledge

management; Protocol and professional ethics; A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES APPLICATIONS : Mr E October at Tel No: (021) 832 0731
: 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 12/192 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 35/2020 (7 POSTS AVAILABLE)**

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

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

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES APPLICATIONS : Mr K Brink at Tel No: (021) 001 2674
: 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 12/193 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 36/2020(3 POSTS AVAILABLE)**

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

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or

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

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Arendse at Tel No: (023) 348 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 12/194 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES, REF NO: DSD 37/2020 (3 POSTS AVAILABLE)**

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

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

<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Nell at Tel No: (027) 213 2096 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/195</u>	:	<u>CENTRE MANAGER: SIVUYILE MANAGEMENT, REF NO: DSD 21/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All-inclusive salary package) Department of Social Development, Western Cape Government Appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher qualification); A minimum of 3 years' management level experience in a secure care/residential care, disability or related environment; A valid driving licence. Competencies: Knowledge of the following: Disability regulatory framework; Analytic, diagnostic, assessment tools, evaluation; Methods and processes (Social Worker); Human Resource Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Disability sector; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication, presentation and facilitation skills; Proven computer literacy skills; People management practices; Conflict management skills; Interpersonal skills; Report writing; A highly developed interpretive and conceptualization / formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances.
<u>DUTIES</u>	:	Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care including disability; Implementation of National/ Provincial Norms and Standards for residential care and inpatient treatment centres; Disability centres; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Effective management of Human Resources; Operational Management of the Facility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Jordan at Tel No: (021) 483 2197 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/196</u>	:	<u>COMMUNICATIONS OFFICER: COMMUNICATION, REF NO: DSD 28/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (level 8) Department of Social Development, Western Cape Government An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience; A valid code B driving licence. Recommendation: Proven experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Copywriting and photography. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven computer literacy in MS Office; Communication skills (written, verbal and editing) skills; Ability to interpret and apply relevant policies and procedures; Problem solving skills; Organising; Analytical thinking; Project management; Research.
<u>DUTIES</u>	:	Design and implement brand awareness campaigns; Develop and maintain a style guide for the Department aligned with the Provincial and National style guides; Design and roll out below-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Maintain the Departmental website; Publish the Strategic Plan and Annual Performance Plan in collaboration with the Sub-directorate Business Planning and Policy Coordination; Publish the Annual Report in collaboration with the Sub-directorate Business Planning and Policy Coordination; Develop and publish the Citizen's Report in collaboration with the Sub-directorate Business Planning and Policy Coordination; Provide a media liaison service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Lewis at (021) 483 5445 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/197</u>	:	<u>CUSTOMER CARE OFFICER: CUSTOMER CARE (METRO EAST), REF NO: DSD 38/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (level 8) Department of Social Development, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant administrative experience. Recommendation: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or Debriefing; Experience in HR, Financial administration or Social Welfare. Competencies: Knowledge of the following: Client care and information management; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Relevant policies and acts; Management; Human

		Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Proven computer literacy; Communication (verbal and written) skills.
<u>DUTIES</u>	:	Provide mechanisms and procedures for dealing with customer complaints: Develop a customer care implementation plan for the region in line with the Department implementation framework; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms WR Mehl at Tel No: (021) 812 0978
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/198</u>	:	<u>ADMINISTRATION CLERK: ADMIN (SIVUYILE), REF NO: DSD 27/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Smith at Tel No: (021) 940 8961
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/199</u>	:	<u>ADMINISTRATION CLERK: ADMIN (OUTENIEKWA), REF NO: DSD 29/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas at (044) 803 7508
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 12/200</u>	:	<u>ADMINISTRATION CLERK: SUSTAINABLE LIVELIHOOD, REF NO: DSD 33/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Arnolds at Tel No: (021) 483 6657
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

<u>POST 12/201</u>	:	<u>LAUNDRY SUPERVISOR: ADMIN (VREDELUS) REF NO: DSD 18/2020</u>
<u>SALARY</u>	:	R145 281 per annum (Level 4)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate (or equivalent qualification). Recommendation: Laundry work related experience. Competencies: A basic understanding of the following: Machinery; Laundry guidelines/protocols; Environmental, health and safety standards; Written and verbal communication skills; Literacy skills; Interpersonal skills; Numeracy skills; Supervisory skills.
<u>DUTIES</u>	:	Supervise laundry operations: Check and verify laundry machine functioning; Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Identify and send linen for mending; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental/health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise provision of laundry services; Develop allocation schedules of duty roster.
<u>ENQUIRIES</u>	:	Ms C Du Preez at Tel No: (021) 931 0233
<u>APPLICATIONS</u>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com . Applications not submitted on or before the closing date as well as faxed copies will not be considered
<u>NOTE</u>	:	To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	20 April 2020
<u>POST 12/202</u>	:	<u>HOUSEHOLD AID: ADMIN (VREDELUS) REF NO: DSD 17/2020</u>
<u>SALARY</u>	:	R102 534 per annum (Level 2)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Competencies: A good understanding of the following: Infection control; Hygiene regulations; Universal precautionary measures; Communication skills; Writing skills.
<u>DUTIES</u>	:	Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas of the building, including all toilets clean tidy (this includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate); Clean kitchen utensils and equipment; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers.
<u>ENQUIRIES</u>	:	Ms C Du Preez at Tel No: (021) 931 0233
<u>APPLICATIONS</u>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com . Applications not submitted on or before the closing date as well as faxed copies will not be considered
<u>NOTE</u>	:	To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	20 April 2020
<u>POST 12/203</u>	:	<u>GENERAL WORKER/GROUNDSMAN: ADMIN (LINDELANI), REF NO: DSD 19/2020</u>
<u>SALARY</u>	:	R102 534 per annum (Level 2)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Competencies: A good understanding of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance/care of cleaning equipment; Communication skills; Basic literacy skills; Ability to work in a garden and handle equipment.
<u>DUTIES</u>	:	Perform general assistant work: Load/Offload furniture, equipment and any other goods to relevant destinations; Assist with building maintenance; Maintain premises and surrounding; Cleaning kitchens and restrooms; Keep and maintain cleaning materials and equipment; Maintain the garden and grounds.
<u>ENQUIRIES</u>	:	Ms D Baugaard at Tel No: (021) 826 5972
<u>APPLICATIONS</u>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government

Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 20 April 2020

POST 12/204 : **HOUSEHOLD AID: ADMIN (LINDELANI), REF NO: DSD 26/2020**

SALARY : R102 534 per annum (Level 2)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Competencies: A good understanding of the following: Infection control; Hygiene regulations; Universal precautionary measures; Communication skills; Writing skills.

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

ENQUIRIES : Ms D Baugaard at (021) 826 5972
APPLICATIONS : Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 20 April 2020

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 14 April 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/205 : **PROJECT ADMINISTRATOR: INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEM EDUCATION, REF NO: TPW 44/2020**

SALARY : R257 508 per annum (Level 7)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years' administration experience in a project or related environment. Recommendation: Information Management/Technology training and experience. Competencies: Knowledge of the following: Project management principles and processes for providing support; Proven computer literacy (MS Office); Excellent Communication (written and verbal) skills; Good interpersonal and problem solving skills.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES : Mr C Croeser at Tel No: (021) 483 2848

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 12/206 : **ADMINISTRATION CLERK: ROAD DESIGN (2 POSTS AVAILABLE), REF NO: TPW 45/2020**

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Road Network Management, Department of Transport and Public Works or support departments. Competencies: Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.

DUTIES : Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filing system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and Subsistence and Travel requests; Perform procurement support functions, i.e. organising of catering and ordering stationery; Data capturing support, processing Human Resource documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation.

ENQUIRIES : Ms M Hofmeyr at Tel No: (021) 483 3999
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 : 14 April 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 12/207 : **DEPUTY DIRECTOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME, REF NO: PT 10/2020**

SALARY : R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in financial accounting; Qualified CA (SA); Completed Articles; A minimum of 6 years' relevant experience. Recommendations: Experience of running a similar independent SAICA accredited office. Competencies: Knowledge of the following: SAICA training regulations; Policy development; Financial norms and standards; Financial management and budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Procurement policies/procedures/contract management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Analyse and develop frameworks and policies; Maintain policy; Manage stakeholder relationships; Manage relationships and serve as interface between stakeholders such as National Treasury, South African Institute of SAICA and training sites; Manage the training programme; Advise training sites on compliance with SAICA training regulations; Oversee administrative support functions; Register trainee contracts with SAICA and coordinate the SAICA trainee contracts and requirements; Staff management; Mentor and coach team members; Co-ordinate transversal training and capacitation strategy.

ENQUIRIES : Mr A Hardien at Tel No: (021) 483 4550
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 12/208 : **FINANCIAL ASSET MANAGER: LOCAL GOVERNMENT CASH MANAGEMENT, REF NO: PT 09/2020**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Finance, Accounting or Economics; A minimum of 3 years management experience in municipal finance and cash management or similar environment; A valid code B driving license and willingness to travel as required. Recommendations: Experience in investment management, cash management, money/capital markets and liabilities management. Competencies: Ability to take long term view and acts as a catalyst for organisational change; Builds a shared vision with others and influences others to translate vision into action; Deals effectively with pressure, maintains focus, remains optimistic and meet deadlines; Excellent communication skills (written and

DUTIES

verbal); Attention to detail and good interpretation of numbers, graphs and financial reporting; Research and strategic planning skills.

: Overseeing the municipal Cash Flow Management processes within the municipalities in the province; Overseeing and managing municipal borrowing requests including financial viability assessments of municipal borrowing requests; Ensuring compliance with MFMA prescripts regarding Cash Management; Development of policy framework to guide Municipal Cash Management; Human Resource Management; Conduct and oversee municipal visits regarding Cash Management.

ENQUIRIES

: Dr N Nleya at Tel No: (021) 483 6707

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>