

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

**CLOSING DATE** : 15 March 2021  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 07/143** : **STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION  
REF NO: AGR 03/2021**

**SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Bachelor of Veterinary Science ( BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving license. Recommendation: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

**ENQUIRIES** : Dr M Seutloali at Tel No: (021) 887 0324  
**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 07/144** : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY  
AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND REF NO: AGR  
04/2021 (X2 POSTS)**

**SALARY** : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)  
 Grade B: R707 451 - R754 953 per annum (OSD as prescribed)  
 Grade C: R797 670 - R939 621 per annum (OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Science degree BSc (Hons) or a 4-year BSc degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the

SACNASP as a professional Natural Scientist in Animal Science or Agricultural Science; A minimum of 3 years post qualification animal science research experience; A valid code B driving licence. Recommendation: Active member of SASAS. Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

**DUTIES** : Develop and implement methodologies, policies, systems and procedures; to perform scientific analysis and regulatory functions; Research and development; Human capital development.

**ENQUIRIES** : Dr C De Brouwer at Tel No: (021) 808 5220

**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 07/145** : **SCIENTIST (PRODUCTION LEVEL): FOOD SCIENCE REF NO: AGR 07/2021**

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

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving license. Recommendation: MSc or equivalent qualification in Food Science; Experience in agri-processing. Competencies: Working knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills; Proven computer literacy.

**DUTIES** : Undertake advanced research for the development of new products, adaptation of existing ones including improvement, identification of new and innovative methods and processes, new technology, infrastructure and equipment; Write and publish papers in semi and scientific platforms; Facilitate compliance of agri-processing establishments, infrastructure and product compliance with relevant prescripts and market requirements; Facilitate on-site advice and support and training on various agri-processing activities; Perform administrative and human capital development functions, liaise with various stakeholders within the sector and represent the department and/or programme on various platforms.

**ENQUIRIES** : Ms L Thabethe at Tel No: (021) 808 7733

**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 07/146** : **LAND USE TECHNICIAN: LAND USE MANAGEMENT REF NO: AGR 04/2020 R1**

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Natural Resource Management/Environmental Management/Agriculture/Civil Engineering; A minimum of 3 years' post qualification experience of Natural Resources Management principles; A valid (Code B or higher) driving license.

Recommendation: Working knowledge of the agricultural sector, crop production systems, water irrigation and soil and physical properties; Rehabilitation plans; Experience using ArcView/GIS programs. Competencies: Knowledge of the following: Theory, design and implementation of environmental resource management plans; Legal compliance; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Problem solving and analysis skills; Working independently and in a team.

**DUTIES** : Provide support to the land use manager; Assess and provide comments on applications for land use management; Facilitate the representation of the department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan for agricultural land use in the Western Cape; Liaison with external service providers and clients.

**ENQUIRIES** : Mr C van der Walt at Tel No: (021) 808 5099  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

### **DEPARTMENT OF COMMUNITY SAFETY**

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

**CLOSING DATE** : 15 March 2021

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

### **OTHER POST**

**POST 07/147** : **DEPUTY DIRECTOR: REGULATORY RISK ADVICE REF NO: CS 03/2021**  
(3-Year Contract Position)

**SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year LLB Degree (or higher qualification) with admittance as advocate or attorney; A minimum of 6 years proven post graduate experience in legal environment (prosecuting, drafting of legislation and general legal experience); Valid Code B (or higher) driving License. Competencies: Knowledge of the following: Criminal court procedures; Research principles and procedures; Drafting and publishing legislation and regulations; Legislative and regulatory requirements, policies and standards (South African Constitutional Law and comparative systems, Administrative law, Interpretation of Statutes, Criminal Procedures, Law of Evidence); Public management and administration; Public policy; Stakeholder Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Human Resource Management; Verbal and written communication skills; Proven computer literacy; Project Management skills; Good interpersonal relations; Problem analysis; Excellent planning and organising skills.

**DUTIES** : Provide professional guidance and advice w.r.t. the performance of assigned personnel in the Watching Brief Unit to achieve key results areas that derive from the Sub Directorates Work Plan/Project plans — purpose of the unit is to improve successful prosecutions; Prepare draft regulations and/or drafting instructions for submission to, and scrutiny and finalisation by Legal Services in support of the Western Cape Community Safety Act and Western Cape Liquor Act; Advise management of Department on community safety, criminal justice and liquor related regulatory requirements and prepare all departmental inputs on relevant draft national and provincial legislation; Manage information (data, knowledge,

wisdom) by applying tools and technologies to inform decision-making in government operations; Provide opinions based on law and Court findings in support of the Western Cape Liquor Licencing Tribunal and Board.

**ENQUIRIES** : Ms L. Govender at Tel No: (021) 483 5694, Email: Linde.Govender@westerncape.gov.za

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 15 March 2021

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

#### **OTHER POST**

**POST 07/148** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: STRATEGIC AND OPERATIONAL SUPPORT REF NO: EADP 36/2020 R1**

**SALARY CENTRE** : R316 791 per annum (Level 08)  
: Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Occupational Health and Safety or related field; A minimum of 3 years' experience in a health and safety environment. Recommendation: Registration with SACPCMP as an Occupational Health and Safety Officer. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Relevant legislation of the Department of Labour; Policy and prescripts on occupational health and safety; Compilation of safety committees and contingency plans; Evaluating injuries on duty in accordance with legislation; Training in firefighting, first aid and evacuations; Budget monitoring and control; Proven computer literacy; Written, verbal communication and presentation skills; Good planning and organising skills; Interpersonal skills; Conflict management skills.

**DUTIES** : Policy implementation; Ensure departmental compliance relating to health and safety relevant legislation and own in-house safety systems; Provide education, outreach and awareness relating to health and safety; Record and report to management and other government institutions with regards to Occupational Health and Safety issues; Perform assigned activities of the health and safety committees, meetings and/or forums; Continuous professional development.

**ENQUIRIES** : Mr A Gaffoor at Tel No: (021) 483 5128

#### **DEPARTMENT OF HEALTH**

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

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

#### **MANAGEMENT ECHELON**

<b><u>POST 07/149</u></b>	:	<b><u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT</u></b> Directorate: Financial Management
<b><u>SALARY</u></b>	:	R1 251 183 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate undergraduate qualification (NQF 7) as recognized by SAQA with at least 5 years' experience at a senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . All costs associated hereof will be the responsibility of the applicant). Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Ability to function in a team. Ability to give strategic vision. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes with regard to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Technical trained and proficient in: Performance measurement, financial accounting, Management accounting, internal control, Internal and external audit, Information systems, Economics. Systems relevant understanding of PERSAL, LOGIS, BAS. Other skills required: Ability to develop, analyse, monitor and execute policies & strategy. Ability to plan and execute the budget process in the Dept of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Knowledge of and the ability to interpret and apply financial management policies and principles. Policy development, especially financial policy, budget policy and revenue policy. Adaptive leadership skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Strategic Capability and Leadership (including Change Management). Ensure efficient and effective budget management within the Department. Ensure effective and efficient financial accounting services within the Department. Ensure information management and reporting. Management of the people within the Chief Directorate. Effective management of financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr S Kaye Tel No: (021) 483- 8690/083 308 8240
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centered health care systems. The transformation strategy comprises of three inter-linked components, namely Service Transformation, Good governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<b><u>CLOSING DATE</u></b>	:	12 March 2021

## OTHER POSTS

- POST 07/150** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ACUTE CARE SURGERY)**  
(3 year contract)
- SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum  
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. Registration with a professional council: Registration with the HPCSA as a specialist in general surgery. Experience: **Grade 1:** None after registration with the HPCSA as medical specialist. **Grade 2:** A minimum of 5 years appropriate experience as medical specialist after registration with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA. Competencies (knowledge/skills): Documented appropriate experience in all aspects of management of critically ill general surgical patients. Experience in setting up data collection and clinical governance systems for an acute care surgical service.
- DUTIES** : Clinical and administrative leadership and governance of a surgical acute care unit. Co-operation with fellow surgeons and other health professionals, participating in a multi-disciplinary team. After-hours supervision of the care of patients in the acute surgical care unit. Teaching aspects of acute care surgery to pre- and postgraduate students. Conducting and supervising research in the field of acute surgical care.
- ENQUIRIES APPLICATIONS** : Prof E Steyn Tel No: (021) 938-9271, [esteyn@sun.ac.za](mailto:esteyn@sun.ac.za)  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
12 March 2021
- POST 07/151** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Cape Winelands Health District
- SALARY** : R562 800 per annum
- CENTRE REQUIREMENTS** : Op die Berg CC  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).
- DUTIES** : Manage, control, act in all the following facet of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management. Implement policies, prescriptions and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement and collect, verify and timeous submit accurate statistics.

**ENQUIRIES APPLICATIONS** : Mr L Wawini Tel No: (023) 316-9600  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.

**CLOSING DATE** : 12 March 2021

**POST 07/152** : **OPERATIONAL MANAGER NURSING (SPECIALTY: NEONATS ICU)**  
 Groote Schuur Hospital

**SALARY** : R562 800 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a 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 specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook).

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES APPLICATIONS** : Mr WB Smeda Tel No: (022) 814-0057  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**FOR ATTENTION** : Mr A Mohamed Tel No: (021) 404-2071  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/153** : **CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (PERFUSION)**  
 Tygerberg Hospital

**SALARY** : R466 119 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in the relevant profession. Inherent requirement of the job: After- hour's service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of cardiothoracic procedures. Skilled in all aspects of

cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment & consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage the cardiovascular perfusion. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Pediatric cardiopulmonary bypass.

**DUTIES** : Training of students. Optimal patient care. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research. Adult and Paediatric Pediatric cardiopulmonary bypass.

**ENQUIRIES** : Dr K Maart Tel No: (021) 938-4141

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

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

**CLOSING DATE** : 12 March 2021

**POST 07/154** : **MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH POST)**

**SALARY** : Grade 1: R413 868 (5/8th) per annum

Grade 2: R468 765 (5/8th) per annum

Grade 3: R535 974 (5/8th) per annum

**CENTRE** : Tygerberg, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-Ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

**DUTIES** : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulator compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

**ENQUIRIES** : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: [cjt@sun.ac.za](mailto:cjt@sun.ac.za)

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

**NOTE** : No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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).
<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>POST 07/155</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT</u></b> Groote Schuur Hospital
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/ management/ Finance NQF level 6/7. Experience: Appropriate experience in asset management and in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivot tables. Superior knowledge and understanding of relevant Assets Management legislation and regulations.
<b><u>DUTIES</u></b>	:	Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.
<b><u>ENQUIRIES</u></b>	:	Ms A Bezuidenhout Tel No: (021) 404-3248
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	12 March 2021
<b><u>POST 07/156</u></b>	:	<b><u>CASE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).
<b><u>DUTIES</u></b>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.

**ENQUIRIES APPLICATIONS** : Mr A Kannemeyer Tel No: (021) 370-2318  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/157** : **ADMINISTRATIVE OFFICER: FINANCE (ACCOUNT CONTROLLER)**

**SALARY** : R257 508 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of clinical procedures/ services in various clinical disciplines and ICD 10 coding. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing background. Knowledge of Prosthetic Devices and High Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate. Ability to work under pressure, handle a high work volume and meet strict deadlines.

**DUTIES** : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prosthesis, high cost consumables and high cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and Private patients (externally funded patients). Assist Case Manager with clinical updates, assign ICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes actively participates in training of ICD10 coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.

**ENQUIRIES APPLICATIONS** : Ms J Jooste Tel No: (021) 938-4140  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.

**CLOSING DATE** : 12 March 2021

**POST 07/158** : **LIAISON OFFICER (QUALITY ASSURANCE)**  
Chief Directorate: Rural Health Services

**SALARY** : R257 508 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient liaison environment. Appropriate supervisory experience. Inherent requirement of the job: Willingness to work after-hours when required. Competencies (knowledge/skills): Computer literacy (MS Word, PowerPoint and Excel). Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination and organisational skills, project management skills and training skills. Developing and fostering relationships.

**DUTIES** : Plan and coordinate surveys effectively and efficiently. Assist with complaints and compliments management and patient enquiries (telephonic, verbal and written). Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the different departments and the members of public. Data capturing. Perform related comprehensive administrative duties and prepare all relevant reports. Supervision and support to supervisor.

**ENQUIRIES** : Ms S Nieuwoud Tel No: (023) 348-6455

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

**CLOSING DATE** : 12 March 2021

**POST 07/159** : **ARTISAN PRODUCTION GRADE A TO C (PAINTER)**

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

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. It would be required of the officer to learn and comply with in-house systems and procedures. Ability to plan-ahead (pro-active).

**DUTIES** : Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.

**ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post. Potential Candidates may be subjected to a practical test.

**CLOSING DATE** : 12 March 2021

**POST 07/160** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORE CLERK)**  
Directorate: Health Technology (based in Store - Goodwood) BUY-OUTS)

**SALARY** : R173 703 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : Minimum educational qualification: Grade 12 (or equivalent) with mathematics and/or accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focus on the Key Performance Areas of the post. Experience: Appropriate experience with Supply Chain Management. Appropriate experience with Logis, ePS, WCSDB and CSD. Appropriate experience with Store /Warehouse best practices. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the official languages of the Western Cape Province. Experience with SCM processes and the Accounting Officers System. Experience / working knowledge of financial processes. Computer literacy.

**DUTIES** : Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.

**ENQUIRIES** : Ms D Petersen Tel No: (021) 590-5004, Ms B Rutgers Tel No: (021) 590-5003

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

**CLOSING DATE** : 12 March 2021

**POST 07/161** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R173 703 per annum  
**CENTRE** : Parow Community Day Clinic  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in departmental systems, i.e. Health Information Systems, Ideal clinic, Sinjani; PHCIS etc. Knowledge of Health information policies. Fluent in at least two of the three official languages of the Western Cape.

**DUTIES** : Data Collection, Collation, Capturing and Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities, audit preparation.

**ENQUIRIES** : Ms N Mtshengu Tel No: (021) 444-0927/8  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/162** : **TELECOM OPERATOR**

**SALARY** : R145 281 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and radio paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.

**ENQUIRIES** : Mr JC Corner Tel No: (021) 404-2303  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/163** : **HOUSEKEEPING SUPERVISOR**  
West Coast District

**SALARY** : R145 281 per annum  
**CENTRE** : Vredenburg Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirements of the job: Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least

two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

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

**ENQUIRIES APPLICATION** : Ms CH Oosthuizen Tel No: (022) 709-5099

**FOR ATTENTION NOTE** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**CLOSING DATE** : Mr J Engel  
: No payment of any kind is required when applying for this post.  
: 12 March 2021

**POST 07/164** : **HOUSEKEEPING SUPERVISOR**  
Overberg District

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

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

**ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Ms N Fudu Tel No: (028) 212-1179  
: The district Director: Overberg District Office: Private Bag X7, Caledon, 7230  
: Ms A Kriel  
: 12 March 2021

**POST 07/165** : **FOOD SERVICES SUPERVISOR**  
Chief Directorate: Rural Health Services

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum  
: Worcester Regional Hospital  
: Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9 (St 7).Experience: Appropriate experience in a large-scale Food Service Unit. Inherent requirements of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime, when required. The incumbent must be strong enough to lift heavy objects and be on their feet for long periods. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale as well as knowledge of hygiene, occupational health and safety and HACCP Food safety principles. Sound organising skills and inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions.

Computer literacy, report writing skills, numerical skills and the ability to work independently and under pressure. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : Order, receipt, store and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, quality, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources, do stock control, process food statistics and keep records.

**ENQUIRIES** : Ms H Botha Tel No: (023) 348-1222

**APPLICATIONS** : The Chief Executive Officer, Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Ms H Swart

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

**CLOSING DATE** : 12 March 2021

**POST 07/166** : **FOOD SERVICES SUPERVISOR**  
Chief Directorate: Metro Health Services

**SALARY** : R145 281 per annum

**CENTRE** : New Somerset Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate hospital catering and food service experience in an Industrial Food Service Kitchen, and a thorough knowledge of full ward diets and special diets. Inherent requirements of the job: Must be able to work shifts, weekends and public holidays. Lifting of heavy objects and be on your feet for an entire day. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Occupational Health and Safety Act. Knowledge of the Hazard Analysis Critical Control Points (HACCP) and food safety points. Ability to work according to rules and standards and meet deadlines. Numerical skills. Computer literacy.

**DUTIES** : Supervise FSA's in the correct receiving, storage, preparation and implementation of the standard menu, production planning, portioning and distribution of all meals. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement and maintain security measures to limit loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal). Take responsibility for the implementation of saving measures and recordkeeping of food service statistics. Dress according to departmental specifications.

**ENQUIRIES** : Ms L Vermeulen Tel No: (021) 402-6224

**APPLICATIONS** : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

**FOR ATTENTION** : Mr M Samodien

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

**CLOSING DATE** : 12 March 2021

**POST 07/167** : **HOUSEHOLD AID**  
Overberg District

**SALARY** : R102 534 per annum

**CENTRE** : Caledon Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Must be willing to render a shift service on weekends, public holidays, day- and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official

languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions. Willingness to work in an environment with infectious patients.

**DUTIES** : Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Correct use of food service Render support services to Housekeeping Supervisor and act as relief laundry aid. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Ensure High standard of linen handling in the hospital. Effective infection control and occupational health measures.

**ENQUIRIES** : Ms N Fudu Tel No: (028) 212-1179  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Kriel  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/168** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Hanover Park Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate porter duty experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including night shifts. Must be prepared to handle bodies (corpses). Valid (code B/EB) drivers' licence. Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure and to communicate in at least two of the three official languages spoken in the Western Cape.

**DUTIES** : Accompany walking, patients and transport sitting/non-walking patients to various departments/ sections within the facility. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Management and maintenance of Oxygen cylinders within the Facility. Responsible for cleanliness, reporting defects of trolleys and wheelchairs including the replacement of trolley linen when necessary and assist with shifting of medical equipment to and from rooms. Assist with the transportation of corpses in trauma unit to designated area. Assist with driving duties when required including assistance with stock. Assist maintenance of grounds when required.

**ENQUIRIES** : Ms M James Tel No: (021) 692-4972  
**APPLICATIONS** : The Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn Road and Hanover Park Avenue, Hanover Park, 7780.  
**FOR ATTENTION** : Ms M James  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 March 2021

**POST 07/169** : **MEDICAL OFFICER GRADE 1-3 (INTERN CURATOR) SESSIONS AT 16 HOURS PER WEEK**  
Rural Health Services

**SALARY** : Grade 1: R395 per hour  
Grade 2: R452 per hour  
Grade 3: R524 per hour

**CENTRE** : George Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Minimum of 5 years appropriate experience as Medical Practitioner after registration with HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 6 years relevant experience after registration as Medical

Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 10 years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work extended hours beyond call of duty e.g. having to report for duty during weekends. Compulsory participation in CPD programme. Ability to perform patient orientated research in order to develop improved diagnostic procedures. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Experience in training or teaching.

- DUTIES** : Coordinate the medical intern training programme and service delivery at George Hospital and in the Eden District. Assist with Effective and efficient administration of the intern training programme. Ensure the rational use of resources (medical/surgical sundries and equipment) by interns. Ensure appropriate monitoring and evaluation of the intern training programme. Assist with effective monitoring of intern competency and support to interns in need. Ensure development of appropriate training tools, resources and material for medical interns.
- ENQUIRIES** : Dr Z M North Tel No: (044) 802 4535
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidate will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.
- CLOSING DATE** : 12 March 2021

#### **DEPARTMENT OF LOCAL GOVERNMENT**

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

#### **OTHER POST**

- POST 07/170** : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION AND PLANNING REF NO: LG 09/2021**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Development Studies, Communication, Public Administration or Public Participation (Public Participation qualification must be recognised by the International or National Institute for public participation); A minimum of 3 years management level experience; A valid code B (or higher) driving license.



Recommendation: Further training and/or courses in Developmental Local Government, Integrated Development Planning or Municipal Strategic management. Competencies: Knowledge of the following: Applicable policies, legislation and guidelines, standard procedures and best practise iro local government; Constitutional, institutional and developmental circumstances on municipalities in the Western Cape; Public participation policy, legislation and guiding manuals; Municipal integrated development planning, people centred development and community- based participation processes; Strategic management and planning; Performance management; Human resource management; Financial Management; Skills: Communication (written and verbal); Proven computer literacy in MS Office packages; Project Management; Presentation and facilitation. Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

**DUTIES**

: Manage the human resources and budget of the sub-directorate within the strategic plan of the Department and national guidelines; Ensure assessment of the quality of public participation in municipalities to improve active citizen participation in compliance with legislative prescripts; Manage and monitor compliance in ward committee establishments in municipalities, ensure compliance to set guidelines, including municipal systems that provide citizen's access to municipal planning information and maintaining a document database in paper format and electronic media on ward committee functionality and municipal participation processes; Manage and provide access to public participation training and capacity building to ward participatory structures, ward committees, citizens and related stakeholders including certified training, learning events, and best practice sharing at metropolitan and district-based forums; Provide support to individual municipalities in the establishment and functioning of ward participatory structures, ward committees and ward-based processes, structures for citizen participation, and the management of public participation processes within municipalities, including co-ordination of national and provincial support initiatives in municipalities related to public participation; Co-ordinate the development and distribution of public participation policy and guidelines across municipalities and related government institutions active in municipalities.

**ENQUIRIES**

: Mr C. Mitchell at Tel No: (021) 483 3919

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE**

: 15 March 2021

**NOTE**

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

**OTHER POSTS**

**POST 07/171**

: **CHIEF GIS PROFESSIONAL REF NO: DOTP 01/2021**

**SALARY**

: Grade A: R898 569 per annum (OSD as prescribed), (All-inclusive salary package)

**CENTRE**

: Department of the Premier, Western Cape Government

**REQUIREMENTS**

: An appropriate 4-year B-Degree in GISc or ICT; A minimum of 6 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) registration as a Geomatics (GISc) Professional on appointment; A valid code B driving licence. Recommendation: Working experience in/with: Spatial Database management in Oracle or MS SQL; Spatial application development with ArcGIS Tool and/or ESRI ArcGIS Desktop and ArcGIS Server. Competencies: Adaptability and flexible attitude to managing change; Communication skills which conveys ethics, integrity and trust in multiple media formats; Leadership style which embraces listening and diversity; Apply

advanced problem-solving skills which are results orientated; Aptitude to work with large volumes of spatial data; Oversee complex and advanced technology roll outs; Drafting of a project plan and realistically management resources; Professionalism by having a self-motivated and disciplined attitude; Fluent communication in multiple media formats. Ability to: Work under pressure and meet deadlines; Lead a team by example with punctuality and reliability; Assess situation/s and make strategic good rational decisions timeously; Skills: Exceptional planning and organization; Communication (written and verbal). Computer literacy in MS Office Package, MS Visio and Database tools.

**DUTIES**

: Manage spatial data services, processes and workflows to publish web services for multiple spatial data types including imagery and APIs' like Geocoding and Routing; Implement continuous improvement services and automating the spatial data acquisition and dissemination change management processes and quality assurance; Manage GIS applications development and integration services by facilitating API builds & reuse; Keeping abreast of new technology and tool developments relevant to Location Intelligence; Provide GIS cloud infrastructure management and support services for applications and data. Manage and maintain the cloud hosting environment; Provide Transversal GIS co-ordination and collaboration services by promoting and enforcing the GIS technology platform as the corporate standard, to prevent duplication and contain costs; Oversee the compliance of GIS technology to governance frameworks and Enterprise Architecture; Collaborate with and provide support services to the GIS community at all levels including WCG departments, Local & National government and various related forums; Manage the coordination and facilitation of GIS related contracts for the Enterprise License agreement, GIS specialist skills and service level agreements.

**ENQUIRIES  
APPLICATIONS**

: Ms S. Begg at Tel No: (021) 483 2417  
: 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 07/172**

: **POLICY AND STRATEGY ANALYST: POLICY RESEARCH AND ANALYSIS, REF NO. DOTP 32/2020 R1 (2 POSTS AVAILABLE)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R869 007 per annum (Level 12), (All-inclusive salary package)  
: Department of the Premier, Western Cape Government  
: An appropriate post graduate qualification in Arts, Social Sciences, Humanities, Economics, Planning, Public Policy or related qualification; A minimum of 6 years' relevant experience within a policy analysis and/ or research methodology environment. Recommendation: Experience in the following: Social and economic policy (and/or other related fields) development and implementation; Working with applied innovative methodologies Managing stakeholder relations, facilitation and be strong in networking; Ability to conceptualise, analyse, interpret, synthesise and present qualitative and quantitative complex information; Proven working experience in a fast-paced, flexible and dynamic environment. Competencies: Knowledge of the following: Public policy analysis and public development processes; Strategy development, strategy management and strategy monitoring and review process; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thorough leadership complex applications; Strong written and verbal communication, public speaking and facilitation skills; Proven computer literacy; Strong project management and organisational skills and detail orientated; The ability to lead and direct teams of professionals and service providers.

**DUTIES**

: Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated and multi-disciplinary government programmes and strategic implementation; Support strategic provincial structures with appropriate policy formulation and decision-

making methodology and support systems; Provide strategic support to the policy agenda of key strategic public and private partners; Supervision of operational planning and work organisation of the unit; Unit work organising; Unit operational planning; Directorate Strategic planning participation; Manage the staff of the unit; Staff performance; Training and development; Staff planning (recruitment, selection, leave management, well-being).

**ENQUIRIES  
APPLICATIONS**

: Ms A Martinus at Tel No: (021) 483 3437  
: 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 07/173**

: **ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP  
06/2021**

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 09)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or a legal field; A minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Research methodologies; Needs, interests and rights of children; Critical issues and challenges which children face; Public budgeting for child rights realisation; Stakeholders within the sector; Management Skills: Strategy monitoring and review processes; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Conduct research and analysis; Interpret and apply relevant social policies and child rights; Understand and apply governance policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

**DUTIES**

: Support the championing of child rights by applying expert research skills; Conduct research with regards to the rights, needs and interests of the children in the Western Cape; Applying qualitative and quantitative research skills including sector specific research skills in child rights research methods such as public budget monitoring and child participation research. Supervise and provide guidance to level 8 staff regarding their roles and functions; Assist with the development of tools and implementation of policies and strategic frameworks; Develop information and advice tools on children's rights for persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Report on the activities of the Children's Commissioner.

**ENQUIRIES  
APPLICATIONS**

: Ms D Reid - [Donelle.Reid@westerncape.gov.za](mailto:Donelle.Reid@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>

**PROVINCIAL TREASURY**

**CLOSING DATE  
NOTE**

: 15 March 2021  
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. 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 POST

<b><u>POST 07/174</u></b>	:	<b><u>ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 03/2021</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Accounting or Finance with accounting 3 as a major subject; A minimum of 3 years municipal accounting experience in a finance department; A valid Code B driving license. Recommendation: Knowledge of the following: Municipal accounting systems; Generally, Recognised Accounting Practice (GRAP); Municipal Standard Chart of Accounts (mSCOA). Competencies: Knowledge of the Accounting frameworks; Computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools) Skills: Analytical; Problem Solving/Decision-making; Good numerical ability; Communication (Written & Verbal) and Teamwork
<b><u>DUTIES</u></b>	:	Assess municipalities against the relevant Accounting Reporting Framework; Ensure municipalities are supported and monitored against mSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.
<b><u>ENQUIRIES</u></b>	:	Mr F. Salie at Tel No: (021) 483 4252
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<b><u>CLOSING DATE</u></b>	:	15 March 2021
<b><u>NOTE</u></b>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

<b><u>POST 07/175</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: TPW 22/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11), (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification); A minimum of 3 years management level experience in supply chain management and asset management. Recommendation: A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Relevant prescripts; Public Finance Management Act; Supply Chain Management legislation; Written and verbal communication skills; Financial reconciliation skills.
<b><u>DUTIES</u></b>	:	Develop and oversee the implementation for the asset management system, including the establishment of the asset management unit and departmental policies and procedures; Manage the development and maintenance of the strategic and annual asset management plans aligned with the departmental strategy and budget and in consultation with Public Works where applicable; Manage the development of asset registers, including acquisitions, maintenance management, transfers and valuations; Manage the development of asset needs assessment, acquisitions management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Manage

- the performance of assigned personnel to achieve key result areas that derive from the sub-directorates work plan/project plans.
- ENQUIRIES** : Ms S Andrews at Tel No: (021) 483 5180
- 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 07/176** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - CONSTRUCTION AND SPECIALISED MAINTENANCE AND ROUTINE MAINTENANCE REGION 1 REF NO: TPW 16/2021 (X2 POSTS)**
- SALARY** : Grade A: R363 894 - R392 283 per annum  
Grade B: R414 189 - R446 202 per annum  
Grade C: R473 574 - R557 856 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B). Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgment; Problem solving and analysis; Decision making; Leadership skills; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; People management skills.
- DUTIES** : Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise.
- ENQUIRIES** : Mr E Smith at Tel No: (021) 863 2020
- 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 07/177** : **STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 03/2021 (X2 POSTS)**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years relevant experience in management accounting. Competencies: Knowledge and understanding of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements, policies and standards; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical skills; Self-disciplined and dedicated; Planning and organizing skills; Reliable; Problem solving approach; Proven computer literacy in MS Office.
- DUTIES** : Monitor revenue and expenditure; Assist with Monthly, quarterly and annual reporting – IYM, Conditional Grants, Earmarked funds, Annual Report, IRM; Assist in Adjustment budget process; Assist with the prevention of unauthorized

		expenditure, under spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager, senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury.
<b><u>ENQUIRIES</u></b>	:	Ms R van de Fort at Tel No: (078) 223 3874
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 07/178</u></b>	:	<b><u>REGIONAL FOREMAN: ROAD MAINTENANCE, REGION 1 REF NO: TPW 19/2021</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or similar environment; A valid code B (or higher) driving licence. Recommendations: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities; Must be willing to work away from home and sleep out. Competencies: Knowledge of the following: Standards and procedures, administrative processes, disciplinary measures and legislation; Ability to interpret and give instructions; Supervisory skills; Computer literacy (MS Word, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision of personnel; Ensure that: Deadlines are met, safety precautions are adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys at Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 07/179</u></b>	:	<b><u>AREA FOREMAN: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 20/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 508 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in road construction or similar environment; A valid (Code C or higher) driving licence with PDP. Recommendation: Experience in the following: Building, maintenance and reparations of roads; Operating of minor construction machines; civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and building of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Proven computer literacy; Written and verbal communication skills; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving skills; Good time management skills.
<b><u>DUTIES</u></b>	:	To inspect work done, supervise and train road worker supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location; Plan, organize, control and co-ordinate road maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinated and apply proper Labour Relations actions when and if necessary.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys at Tel No: (021) 863 2020

**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 07/180** : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION REF NO: TPW 09/2021**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant experience in Supply Chain Management. Competencies: Good understanding of the following: Appropriate in-service training courses in LOGIS and provisioning procedures; Asset Control, store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Integrate Purchasing System (IPS); Applicable Treasury and purchasing delegations; Proven computer literacy skills; Planning and organising skills; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

**DUTIES** : Performing LOGIS specific functions; The identification, making and recording of assets (Asset Control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow ups of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory, control, stores issues and a general administrative (help) function to users and chief users.

**ENQUIRIES** : Ms M van Wyngaardt at Tel No: (021) 483 5713  
**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 07/181** : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 R1 (X2 POSTS)**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendations: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

**DUTIES** : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

**ENQUIRIES** : Mr D Plaatjies at Tel No: (044) 272 3699  
**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>