

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 03 May 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 13/249** : **SENIOR AGRICULTURAL ADVISOR (MOORREESBURG) REF NO: AGR 15/2021**

- SALARY** : R 376 596 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production economics. Competencies: Knowledge of the following: Production of livestock produced in the specific area, also markets and value adding; Project management; Good research skills; Written and verbal communication skills; Land reform programme and project implementation; Sound organising and leadership abilities; Proven computer literacy (MS Office).
- DUTIES** : Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and research and demonstration trials; Provide information on markets; Facilitate farmers days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant commodity project allocation committees in the delivery and implementation of projects.
- ENQUIRIES** : Ms R Horne at Tel No: (022) 433 8903

- POST 13/250** : **SENIOR AGRICULTURAL ADVISOR (VREDENDAL) REF NO: AGR 16/2021**

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in the following: Agricultural production economics and agricultural production; Training and experience in the compilation of enterprise budgets, cash flow statements and farm level agricultural economic principles. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the

specific area, also markets and value adding Project management; Good research skills; Written and verbal communication skills; Sound organisational and leadership abilities; Land reform programme and project implementation.; Proven computer literacy (MS Office).

**DUTIES** : Compilation of enterprise budgets and cashflow statements; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information markets; Facilitate workshops and planning sessions to determine needs and progress; Facilitate the development of organisation skills of the developing agricultural sector; Facilitate relevant financial training as well as support to projects; Participate as a member of the project team by giving financial input for the compilation of business plans; General office administration; Conducting site visits to projects; Ensure the implementation of Agricultural Information Management Systems (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Management of human resources and finance.

**ENQUIRIES** : Mr M Du Randt at Tel No: (027) 207 3502

#### **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** : 03 May 2021

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 13/251** : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 04/2021**

**SALARY** : R1 251 183 per annum (Level 14), All-inclusive salary package

**CENTRE** : Department of Community Safety, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Experience in Security Risk Management environment; Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed interpersonal skills; Innovation, problem solving and analysis skills; Strong Leadership

- skills with specific reference to the ability to display thought leadership in complex applications.
- DUTIES** : Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.
- ENQUIRIES** : Adv. Y Pillay at Tel No: (021) 483 9354
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- 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** : 03 May 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 13/252** : **COMMUNITY SPORT COORDINATOR REF NO: CAS 05/2021**  
(4 part-time contract positions for a 12-month period)
- SALARY** : R108 564 per annum plus 37% in lieu of benefits (5/8th part-time, Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience working in local leagues or clubs. Competencies: A good understanding of the following: Data collection and information management skills; Sport administration; Club Development programme; Proven computer literacy; Monitoring and reporting; Report writing skills; Written and verbal communication skills; Interpersonal skills.
- DUTIES** : Maintain databases of distributed resources; Capturing and maintenance of data of clubs, individual memberships, processes and services rendered at club and league events.
- ENQUIRIES** : Mr J. Pasensie at Tel No: (021) 483 9659

#### **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** : 03 May 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 13/253** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY REF NO: EADP 07/2021**

**SALARY** : Grade A: R495 219 per annum (OSD as prescribed).  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Natural/ Physical/ Environmental Sciences or Economics; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Sustainability and Environmental/Green Economy knowledge, practice and monitoring. Competencies: Knowledge of the following: Project Management; Research; Policy and Strategy development; Green Economy and Environmental Sustainability. Skills: Communication (written and verbal); People management. Abilities: High level thinking demands on complex matters; Resilience and adaptability; Innovative and creative; Work independently and within a team; Resolve conflict.

**DUTIES** : Research trends, developments and innovation in Sustainability and Environmental/Green Economy practice and monitoring; Participate in Policy and Strategy development across the Western Cape with a view to promote the Green Economy in all strategies; Project generation, conceptualisation and development, management and reporting; Manage the implementation of Green Economy projects which includes project leadership, team management and coordination and financial management; Coordinate Green Economy activities in the Department including: Developing good relations and coordinate transversally across and between levels of Government; Advise Senior Management of the Department on Green Economy policies and projects; Awareness raising and education; Investigating and applying for funding for promoting the Green Economy; Meetings with communities and NGO's and assisting them with Green Economy projects; Oversee resource efficiency efforts within WCG.

**ENQUIRIES** : Mr R. Mukanya at Tel No: (021) 483 9787

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

**POST 13/254** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3 year National Diploma / Degree. Experience: Extensive knowledge and experience of People Management in a

- leadership role. Inherent requirement of the job: A valid Code (B/EB) drivers license. Competencies (knowledge/skills): Extensive knowledge of government human resource policies and legislation. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Problem solving, lateral thinking and data analytical skills.
- DUTIES** : Effective and efficient management of the People Management unit at a large specialised hospital. Ensure compliance to all policies, regulations and operational protocols. Ensure that the people management administration and system functions are effectively executed. Management of staff and external service providers. Overall management of people development, people management strategies and labour relations functions.
- ENQUIRIES APPLICATIONS** : Dr M Mukosi Tel No: (021) 938-4136  
: 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.  
: 03 May 2021
- POST 13/255** : **DEPUTY DIRECTOR: SUPPORT SERVICES AND ADMINISTRATION**
- SALARY** : R733 257 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 three-year qualification (National Diploma/Degree). Experience: Extensive appropriate experience. Inherent requirement of the job: A valid Code (B/EB) drivers license. Competencies (knowledge/skills): Be able to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of support services and logistics.
- DUTIES** : Analysis and Interpret information to ensure effective management. Effective management of support services and logistics at a large specialised hospital. Management of staff and contractors to provide a coordinated and timeous support service. Overall responsibility for the management of all aspects of Support Services which include: Administration, Transport, Telecommunication, Registry and messenger Service, Security, Linen Services, Mortuary, Cleaning, Accommodation and Estate Management. Overall responsible for Food Services Units. Responsible for disaster management planning and risk management analysis at TBH.
- ENQUIRIES APPLICATIONS** : Dr M Mukosi Tel No: (021) 938-4136  
: 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.  
: 03 May 2021
- POST 13/256** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**  
West Coast District
- SALARY CENTRE REQUIREMENTS** : R562 800 (PN-A7) per annum  
: Vredenburg Hospital, Saldanha Bay Sub-district  
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook

- and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
- DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.
- ENQUIRIES** : Ms A Campbell Tel No: (022) 487-9263 or Dr M Janse-van Rensburg Tel No: (022) 709-7281
- 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** : 03 May 2021
- POST 13/257** : **MEDICAL OFFICER GRADE 1 TO 3: (RADIATION ONCOLOGY) (5/8TH) (X2 POSTS)**
- SALARY** : Grade 1: R513 252 (5/8th) per annum (X1 Post)  
Grade 2: R586 854 (5/8th) per annum  
Grade 3: R681 057 (5/8th) per annum  
(A portion of the package can be structured according to the individuals personal needs.)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a 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:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A 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:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A 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. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Radiation Oncology and/or palliative care is advantageous. Leadership, interpersonal, organisational and relevant clinical and counselling skills.
- DUTIES** : Assisting in one or more oncology clinics at Groote Schuur Hospital performing clinical and administrative duties. Assessment of newly referred Cancer patients, managing patients attending for follow up, assisting in combined clinics and prescribing chemotherapy. Assist with departmental administration and outreach activities.
- ENQUIRIES** : Prof J Parkes/ Dr Z Mohamed Tel No: (021) 404-4263/5
- 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 03 May 2021
- POST 13/258** : **ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT)**  
Chief Directorate: Metro Health Services
- SALARY** : R376 596 per annum  
**CENTRE** : Western Cape Rehabilitation Centre  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to manage and develop staff. Excellent computer skills and literacy in (Microsoft Office (especially), Ms Word, Excel, etc). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Good managerial and interpretation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Proven ability to work independently in a high-pressure environment while complying to due dates.
- DUTIES** : Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Ensure efficient and effective Contract Management. Ensure timeous and accurate reporting on SCM information and performance. Facilitate an efficient and effective Demand and Acquisition process. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS. Manage an efficient and effective Bid/quotation process and provide support to the QC and CBAC. Overall management of Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalization of proper SCM practice.
- ENQUIRIES** : Mr A Kannemeyer Tel No: (021) 370-2318  
**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** : 03 May 2021
- POST 13/259** : **SENIOR ADMINISTRATIVE OFFICER SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**
- SALARY** : R316 791 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate relevant experience in Bids and Contract Management and procurement processes. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning. Extensive knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All round operational experience in Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer’s System of the Department of Health, including delegations, IPS (Integrated Procurement Solutions) system.

**DUTIES** : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide infernal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

**ENQUIRIES** : Mr N Martin Tel No: (021) 938-5607

**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** : 03 May 2021

**POST 13/260** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

**SALARY** : R257 508 per annum

**CENTRE** : Murraysburg Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the relevant components. Computer literacy (MS Word, Excel, Power Point). Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

**DUTIES** : Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Management functions as a satellite of Beaufort West Hospital.

**ENQUIRIES** : Ms F Fass Tel No: (049) 844-0142

**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** : 03 May 2021

**POST 13/261** : **NUCLEAR MEDICINE RADIOGRAPHER: GRADE 1 TO 3 (5/8TH POST)**  
(9 Month Contract)

**SALARY** : Grade 1: R247 314 per annum plus 37% in lieu of service benefits  
Grade 2: R291 324 per annum plus 37% in lieu of service benefits  
Grade 3: R343 167 per annum plus 37% in lieu of service benefits

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Radiographer Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as Radiographer in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPSCA in Radiography (Nuclear Medicine). 1 Year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) 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 10 years relevant experience after registration with the



HPCSA in Radiography (Nuclear Medicine). Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) 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 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Inherent requirement of the job: Must be able to with Adults and Paediatric patients. Must be willing to work shift as determined by the radiography management. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety.

**DUTIES** : Ensure quality assurance and application of suitable radiation protection. Experience in PET/CT imaging. Knowledge of use and care of Imaging Equipment. Produce Nuclear Medicine imaging and laboratory procedures of high standards. Provide optimal patient care.

**ENQUIRIES APPLICATIONS** : Mr. H. Thomas Tel No: (021) 938-4268/6002  
: 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.  
: 03 May 2021

**POST 13/262** : **ADMINISTRATION CLERK: SUPPORT (NURSING MANAGEMENT)**  
Chief Directorate: Rural Health Services

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
: George Regional Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other clerks. Competencies (knowledge/skills): Computer literacy in MS Office packages including (Word, Excel, Outlook and PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing manager. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re, stock and equipment procurement and maintenance thereof. Develop/establish and maintain constructive working relationships with nursing and other Stakeholders.

**ENQUIRIES APPLICATIONS** : Ms J Ehlers Tel No: (044) 802-4356/7  
: 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.  
: 03 May 2021

**POST 13/263** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Overberg District

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
: Caledon Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal

- relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations, AOS and Finance Instructions.
- DUTIES** : Responsible for demand and acquisition management functions. Perform duties related to EPS processes and compliance. Prepare bidding templates and relevant documentation to present at the Quotation Evaluation Committee. Placing of orders with suppliers. Regular follow up of orders and feedback to end users. Perform various tasks related to procurement processes and compliance, including assisting with warehouse and asset management. Perform and assist with the Interim and Annual Financial Statements reporting and financial year end tasks.
- ENQUIRIES** : Mr G Bucchianeri Tel No: (028) 212 1070  
**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** : 03 May 2021
- POST 13/264** : **ADMINISTRATION CLERK: SUPPORT**  
 Chief Directorate: Rural Health Services
- SALARY** : R173 703 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office practice and/or administration in a Healthcare environment. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and Outlook. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Medico-legal processes.
- DUTIES** : Provide administrative support on clinical service delivery, ie outreach support. Provide administrative support to clinical governance, ie M&M and meetings. Responsible for administering all medico-legal claims. Provide administrative support to Heads of clinical units. Provide frontline duties and relief support. Manage training venues, attendance registers as well as personal development.
- ENQUIRIES** : Ms C Harding Tel No: (044) 802-4534  
**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** : 03 May 2021
- POST 13/265** : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**  
 Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum  
**CENTRE** : Green Point CDC (X1 Post)  
 Vanguard CHC (X1 Post)  
 Lady Michaelis CDC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Perform relief duties as required, work shifts (day/night in a 24-hour service environment), public holidays and weekends. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily

collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor.

**ENQUIRIES** : Vanguard CHC: Ms M. Whyte Tel No: (021) 695-8200/61 /Green Point CDC: Ms A Neethling Tel No: (021) 421-0288 /Lady Michaelis CDC: Ms LE Van Wyk Tel No: (021) 797 8171

**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** : 03 May 2021

**POST 13/266** : **PRINCIPAL FOOD SERVICES SUPERVISOR**  
Overberg District

**SALARY** : R173 703 per annum

**CENTRE** : Hermanus Hospital

**REQUIREMENTS** : Minimum educational qualification: Food Certificate. Experience: Appropriate experience in a food services environment. Inherent requirements of the job: Work shifts during the day, weekends and public holidays. Ability to do mathematical calculations. Willingness to attend in-service training as well as courses/workshops. Competencies (knowledge/skills): Ability to prepare meals for in-patients' people according to a set menu and standardized recipes. Knowledge of handling and operating Industrial Food Services equipment. Good interpersonal, communication, organizational and writing skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to work independently as well as part of a team.

**DUTIES** : Control of the budget, equipment and supplies. Control and maintain adequate levels of hygiene, safety and security in the kitchen. Optimal support to supervisor and colleagues. Management and supervision of Food service unit. Implement and maintain hygiene and safety regulation standards. Implement and maintain correct regulations pertaining to the operation, cleaning and maintenance of equipment. Processing of statistics to ensure that the food expenditure remains within the budget.

**ENQUIRIES** : Mr NK Adams Tel No: (028) 313-5200

**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** : 03 May 2021

**POST 13/267** : **HANDYMAN**  
Chief Directorate: Rural Health Services

**SALARY** : R145 281 per annum

**CENTRE** : George Regional Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently with good organisation and team skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act and ability to operate and use required tools and equipment skilfully and safely.

**DUTIES** : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

**ENQUIRIES** : Mr L Du Plessis Tel No: (044) 802- 44488

**APPLICATIONS** : The Assistant Director: Human Resource Management, Department of Health, PO Box 6534, George, 6530.

**FOR ATTENTION** : Mr B Cassim

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 May 2021

**DEPARTMENT OF THE PREMIER**

**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** : 03 May 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 13/268** : **CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 34/2020 R1**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and coordination skills; Decision making skills; Communication (verbal and written) skills; Planning and organising skills; Conflict resolution skills.

**DUTIES** : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

**ENQUIRIES** : Mr L Lategan at Tel No: (021) 815 8391

**POST 13/269** : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 07/2021 (X2 POSTS)**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law; A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, labour relations, Human Resource Management and Conflict Management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills; Proven computer literacy in MS Office; Ability to work independently and as part of a team.

**DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render the following advice: Misconduct and grievance matters; Support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Ms I Sinclair at Tel No: (021) 483 3250/ [Ilse.Sinclair@westerncape.gov.za](mailto:Ilse.Sinclair@westerncape.gov.za)/ Mr P Samuel at Tel No: (021) 483 4646/ [Patrick.Samuel@westerncape.gov.za](mailto:Patrick.Samuel@westerncape.gov.za)

## DEPARTMENT OF SOCIAL DEVELOPMENT

- 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** : 03 May 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 13/270** : **DEPUTY DIRECTOR: POPULATION DEVELOPMENT REF NO: DSD 44/2021**
- SALARY** : R869 007 per annum (Level 12), All-inclusive salary package
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Statistics, Mathematics, Sociology, Geography, GIS); A minimum of 6 years' experience in Research (Population and Development) or similar environment Recommendation: Management level experience in a Population Development research working environment. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems; Statistics; Information, education and communication programmes; Monitoring and evaluation systems, tools and techniques. Skills: Proven Computer literacy; People management and empowerment; Planning and organizing; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.
- DUTIES** : Plan, manage and coordinate demographic research: Coordinate population-related research and advanced population analysis and interpretation of data to support stakeholders with the implementation of the Population Policy; Conduct in-depth statistical analysis and interpretation of population data; Provide GIS and spatial planning services; Coordinate the planning and implementation of capacity-building and advocacy/information, education and communication (IEC) initiatives and activities; Manage the development, implementation, monitoring, evaluation and reporting of the Population Policy monitoring and evaluation strategy; Intra- and Inter-sectoral collaboration; People Management and Financial Management
- ENQUIRIES** : Mr G. Miller at (C): 0836347634
- POST 13/271** : **OCCUPATIONAL THERAPIST: PROFESSIONAL SERVICES (BONNYTOUN) REF NO: DSD 41/2021**
- SALARY** : Grade 1: R317 976 - R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 - R532 959 per annum  
(Salary will be determined by post registration experience as per OSD prescripts)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving

license. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

**DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES** : Mr N Matyida at Tel No: (021) 826 6015

**POST 13/272** : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE) REF NO: DSD 47/2021**

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

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South

African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Mr K Brink at Tel No: (021) 834 7000

**POST 13/273** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 46/2021**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Proven computer literacy; Planning and organising skills; Communication (written and verbal) skills; Planning and organising skills.

**DUTIES** : Supervise the following: The reception and receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to the record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Ensure and complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register on a daily basis; Do spot checks on post to ensure that no private post are included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep record daily of amount of letters franked; Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents; Allocate and ensure quality of work; Personnel development; Assess staff performance; Apply discipline.

**ENQUIRIES** : Ms LM John at Tel No: (021) 483 8473

**POST 13/274** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (METRO EAST REGION: KHAYELITSHA SDA) REF NO: DSD 43/2021**

**SALARY** : Grade 1: R217 659 - R252 327 per annum, (OSD as prescribed)

**CENTRE  
REQUIREMENTS**

Grade 2: R265 320 - R307 569 per annum, (OSD as prescribed)  
Grade 3: R323 253 - R432 459 per annum, (OSD as prescribed)  
Department of Social Development, Western Cape Government  
Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

**DUTIES**

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

**ENQUIRIES**

Mr FM Gezwind at Tel No: (021) 812 0925

**POST 13/275**

**SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (METRO EAST REGION: KHAYELITSHA SDA) REF NO: DSD 42/2021**

**SALARY**

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

**CENTRE  
REQUIREMENTS**

Department of Social Development, Western Cape Government  
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic



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

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

**ENQUIRIES** : Dr WJ du Toit at Tel No: (021) 812 0921

**POST 13/276** : **ACCOUNTING CLERK: GOVERNANCE REF NO: DSD 45/2021**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual; Written and verbal communication skills.

**DUTIES** : Render Financial Accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash; Perform Salary Administration support services: Receive salary advices; Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.); File all documents; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture, allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

**ENQUIRIES** : Mr DN Arendse at Tel No: (021) 483 8646

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**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** : 03 May 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 13/277** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE & CONSTRUCTION & SPECIALISED MAINTENANCE REF NO: TPW 30/2021**

**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 REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: 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; A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B) or higher. Recommendation: Working experience in the following: Road maintenance and or road construction; Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

**DUTIES** : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of Provincial Roads; Procurement of maintenance material required; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

**ENQUIRIES** : Mr X Smuts at Tel No: (044) 272 6071

**POST 13/278** : **SURVEY TECHNICIAN PRODUCTION REF NO: TPW 103/2020 R1**

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

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Recommendation: Experience in Roads branch operations; Extensive experience in the field of interest. Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer –aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western

Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.

**DUTIES**

: Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.

**ENQUIRIES**

: Mr P Spence at (083) 641 5180