

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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** : 02 August 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 25/360** : **ENVIRONMENTAL OFFICER (PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 12/2021**
- SALARY** : Grade A: R272 739 - R302 691 per annum, (OSD as prescribed)  
Grade B: R318 267 - R353 226 per annum, (OSD as prescribed)  
Grade C: R373 209 - R473 574 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/ Physical/ Environmental Sciences or equivalent qualification; A valid driving licence (Code B). Recommendation: Experience or training in any of the following: Environmental pollution / air quality management; Air quality monitoring; Air quality management planning / integrated environmental management; Implementation of air quality / environmental pollution related projects; Environmental legislation / policy; Environmental compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality / pollution management / environmental management; Implementation of specific projects related to pollution management, specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Must be able to meet strict deadlines; The ability to work well within a team; Must be able to travel for work purposes.
- DUTIES** : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services / management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality / environmental pollution / environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality / environmental pollution management; Provide assistance with administrative and related functions.
- ENQUIRIES** : Dr J Leaner at Tel No: (021) 483 2888

**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.  
**ERRATUM:** Kindly note that the Job Title for the post of the Director: Information Management/Technology with Ref Post 24/135, advertised in Public Service Vacancy Circular 24, dated 2 July 2021, has been amended.

**OTHER POSTS**

**POST 25/361** : **ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY AND ORTHOPAEDICS)**  
Groote Schuur Hospital

**SALARY** : R614 991 per annum (PN-B4)  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. (R212). Registration with professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution, leadership skills and ability to work independently and under pressure.

**DUTIES** : Provide innovative leadership in the allocated area to realize the strategic goals and objectives of the Nursing Division. Co-ordination of the provision of person-centered care by setting standards as well as involvement in policy and guideline development. Monitoring the standard of nursing care as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adherence to ethical standards. On call duties and after hour duties for the Nursing Division.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**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** : 30 July 2021

**POST 25/362** : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**  
Groote Schuur Hospital

**SALARY** : R614 991 per annum (PN-B4)  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071
- 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. Shortlisted candidate may be expected to undergo a practical computer test.
- CLOSING DATE** : 30 July 2021
- POST 25/363** : **FACILITY MANAGER**  
Chief Directorate: Metro Health Services
- SALARY** : R470 040 per annum
- CENTRE** : Orthotic and Prosthetic Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Diploma/ Degree in a health related or managerial field. Experience: Appropriate management experience. Inherent requirements of the job: Valid Code B/EB) driver's licence. Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.
- DUTIES** : Comprehensive Strategic and Operational Leadership and Management of Orthotic and Prosthetic services (including Orthopaedic footwear) for WCDOH (excluding Eden/Karoo). Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms in line with relevant key policy frameworks. Comprehensive Clinical Governance of O and P services, including the development and implementation of clinical protocols, NCS and OHS Act compliance, QA and QI. Liaison with internal (DOH) stakeholders (Metro East, West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field. Comprehensive People Management and Development of all staff in the component, Financial-, Estate- and Asset Management of the Orthotic and Prosthetic service, within allocated resources and according to prescripts, in collaboration with the DD Finance of WCRC. Analysis and interpretation of data.
- ENQUIRIES** : Mr H Human Tel No: (021) 370-2313
- 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. Shortlisted candidates may be subjected to a practical assessment.
- CLOSING DATE** : 30 July 2021
- POST 25/364** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**  
West Coast District
- SALARY** : R444 276 per annum (PN-A5)
- CENTRE** : Sonstraal Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2021). Experience: A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's

licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.

**ENQUIRIES** : Ms MM Andrews Tel No: (021) 862-3176  
**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** : 30 July 2021

**POST 25/365** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**  
 Garden Route District

**SALARY** : Grade 1: R383 226 per annum (PN B1)  
 Grade 2: R471 333 per annum (PN B2)  
 (Plus, a non-pensionable rural allowance of 8 % of basic annual salary)

**CENTRE** : Oudtshoorn PHC  
**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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Ophthalmology after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for operational management of Sub-district/s Ophthalmic Health Services, (i.e. Hospital; CDC’s, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Oudtshoorn sub-district/s to ensure appropriate service delivery.

**ENQUIRIES** : Ms J Matyhila Tel No: (044) 203-7205  
**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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 30 July 2021
- POST 25/366** : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (PHARMACOLOGY)**  
Groote Schuur Hospital
- SALARY** : Grade 1: R317 976 per annum  
Grade 2: R372 810 per annum  
Grade 3: R439 164 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist (Chemical Pathology and/or Clinical Pathology). Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Perform after hours and weekend duties as required. Competencies (knowledge/skills): Trained in appropriate laboratory techniques and their meticulous application. Trained in ISO 15189, with experience in an accredited laboratory. Ability to work in a team. Knowledge of basic computer skills.
- DUTIES** : Specimen receipt and handling. Electronic data capture (DISALAB) and clinician interface. Performance of laboratory assays. Maintenance of the internal quality control programme. Instrument maintenance. Research assistance.
- ENQUIRIES** : Prof G Maartens Tel No: (021) 406- 6008
- 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 payments 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”
- CLOSING DATE** : 30 July 2021
- POST 25/367** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Rural Health Services
- SALARY** : R316 791 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services, warehouse management, and asset management in a health care environment. Appropriate supervisory experience in a Supply Chain

Management environment. Inherent requirements of the job: Ability to work after hours. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (EPS) and Microsoft Office.

**DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

**ENQUIRIES** : Mr T Malgas Tel No: (044) 802-4347  
**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. Shortlisted candidates will be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.

**CLOSING DATE** : 30 July 2021

**POST 25/368** : **STERILIZATION OPERATOR PRODUCTION (CSSD)**  
Overberg District

**SALARY** : R122 595 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirement of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation processes. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape. Foundation courses in sterilisation and decontamination recommended.

**DUTIES** : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, test instrument washing machines, autoclaves and other equipment, check linen and supplies as well as assisting with stock taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and report and assist with investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.

**ENQUIRIES** : Ms S Nieuwoudt Tel No: (023) 348-6455  
**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Ms H Swart

**NOTE** : Short listed candidates may be subject to competency testing. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 30 July 2021

**POST 25/369** : **DRIVER (LIGHT DUTY VEHICLE)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a driver. Inherent requirement of the job: Code B/EB/C1 driver's licence. Valid Public Driver's Permit (PDP) Category "P & G".

Good physical health. Work overtime as per needs requirement, shifts and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Safe driving skills. Communication in at least two of the three official languages of the Western Cape. Ability to work among psychiatric patients.

- DUTIES** : Transport patients, goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.
- ENQUIRIES** : Mr M van der Heever Tel No: (021) 503-5061
- APPLICATIONS** : The Chief Executive Officer: Private Bag X1 Maitland 7405.
- FOR ATTENTION** : Mr FB Leukes
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 July 2021

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

- CLOSING DATE** : 02 August 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 25/370** : **DIRECTOR: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES**  
**REF NO: HS 22/2021**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid driving licence, or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Post-graduation qualification; Professional registration with relevant bodies. Competencies: Maintain extensive knowledge and sound interpretation of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge of the following: Latest Building Legislation; Building contracts and Contract Administration; Project design and project management in the built environment; Occupational Health and Safety; Engineering, legal and compliance; Strategic policies, guidelines, standard procedures and best practices relevant to Professional and Project Management Services; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province; Financial management processes and related Acts, regulations and the ability to set up budgets; Procurement and tendering processes; Public service procedures, processes and systems; Development, strategy management and strategy monitoring and review processes; Global, regional and local political, economic and social

affairs impacting on the provincial government of the Western Cape; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent leadership skills with specific reference to the ability to display thought leadership in complex applications; Strong Project Management; Budgeting; Public speaking, team building, mediation and facilitation.

- DUTIES** : Render a building inspection support service; Render an engineering and project management support service; Render an architectural design and technical support service with regard to housing and building related projects; Coordinate and facilitate settlement upgrading in terms of emergency housing and housing support in times of disaster; Render an administrative support service; Strategic Management; Financial Management; People Management.
- ENQUIRIES APPLICATIONS** : Ms H Mzamo at Tel No: (021) 483 2512
- NOTE** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.  
02 August 2021

#### **OTHER POSTS**

- POST 25/371** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HS 26/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
Department of Human Settlements, Western Cape Government  
An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience in a general support services working environment; A valid code B (or higher code) driving licence. Recommendation: Must be willing to work irregular hours and meet tight deadlines. Competencies: Knowledge of the following: The Occupational Health and Safety Act (Act 85 of 1993), regulations and the implementation thereof; The Government Immovable Asset Management Act (Act 19 of 2007); The Government Motor Transport prescripts, policies and circulars; The Western Cape Government (WCG) Office Administration Accommodation procedures; The Public Finance Management Act (Act I of 1999) and National and Provincial Treasury Regulations; Human Resource Management legislation, regulations, prescripts, policies, collective agreements, guidelines, delegations, standards, procedures and best practices in the Public Sector; Telecommunications. Skills: Communication (written and verbal); Computer literacy in MS Office (Word, Access, PowerPoint and Excel); Managerial; Dispute, conflict resolution and problem-solving. Ability to work within specific timeframes and communicate well with people at different levels and from different backgrounds.
- DUTIES** : Supervising and exercising control over transport, accommodation and health and safety functions in the Department; Management of the following in the department: Transport services; Telephone services; Processes prescribed in the Occupational Health and Safety Act (OHASA); Functions as determined by Government Immovable Asset Management Act (GIAMA); Formulate and implement departmental policies; Operational management of the unit; Supervision and development of personnel in the unit.
- ENQUIRIES APPLICATIONS** : Mr S Moolman at (021) 483 4564  
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 25/372** : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HS 10/2021 R1**  
(12-Month Contract)

**SALARY** : R376 596 per annum (Level 09) plus 37% in lieu of service benefits.  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Relations or Public Management; A minimum of 3 years' relevant experience in a Stakeholder Management working environment; A valid code B driving licence. Recommendation: Proven experience of: Development of a departmental-wide stakeholder management strategy; Media liaising; Keeping up-to-date with the latest trends in communication products. Competencies: Knowledge of the following: Ability to interpret relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols relating to Human Settlements; Stakeholder Management procedures and processes in the department; Dispute, conflict resolution and problem-solving management; Proven computer literacy (MS Office); Communication skills (written and verbal); Time management, planning, organising and networking skills; Conceptual, interpretative, formulation and research skills.

**DUTIES** : Develop and implement a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the department; Sensitise senior management of the Department and the Minister; Manage relationships with key clients or business influences in the local communities; Project profile to media with logistical support.

**ENQUIRIES** : Mr MM Giba at Tel No: (021) 483 498  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**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** : 02 August 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 25/373** : **ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 18/2021**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: B-tech (or higher qualification) in Human Resource Development. Competencies: Knowledge of the following: Local Government mandate; Legislation and policy framework applicable to Skills Development; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA's. Skills needed: Communication (written and verbal); Proven computer literacy; Conflict management; Management and leadership; Presentation.

**DUTIES** : Plan and coordinate training initiatives for the department; Coordinate multi-stakeholder participation in implementing national capacity building framework; Evaluate training interventions; Liaise with relevant stakeholders on training and development interventions for the department.

- ENQUIRIES** : Ms Z Mtyoko at email: [zanele.mtyoko@westerncape.gov.za](mailto:zanele.mtyoko@westerncape.gov.za)
- POST 25/374** : **PERSONAL ASSISTANT: INTEGRATED SERVICE DELIVERY REF NO: LG 17/2021**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Department of Local Government, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Competencies: Knowledge of the following: Relevant policies and procedures; Archives Act; Operating office equipment (including a computer); Budget administration; Communication (written and verbal) skills.
- DUTIES** : Provide a secretarial support to the senior manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms N Zamxaka at Tel No: (021) 483 4449

**DEPARTMENT OF THE PREMIER**

- CLOSING DATE** : 02 August 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 25/375** : **CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 29/2021**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive salary package)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience within risk management or similar environment; A valid (Code B or higher) driving licence. Recommendation: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of Enterprise Risk Management (ERM) frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the province and strategically positioning the ERM unit to align the direction; Communication skills at an executive management level (verbal and writing).
- DUTIES** : Manage and drive all Enterprise Risk Management (ERM) activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management processes within allocated departments; Provide guidance with the identification, assessment, prioritisation and management of risks and risk profiles with allocated departments; Report on areas where risk tolerance is exceeded, ensure that the impact of risk to enterprise value is identified and managed; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees).
- ENQUIRIES APPLICATIONS** : Ms A Haq at Tel No: (021) 483 8318  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 25/376** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (ORGANISATIONAL BEHAVIOUR) REF NO: DOTP 16/2021**

**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) in Social Work, Human Resource Management, Industrial or Organisational Psychology or related field of study; A minimum of 3 years relevant experience; A valid Code B( or higher) driving licence. Recommendation: Knowledge and experience of the following: Employee Health and Wellness (EHW) Programme monitoring and evaluation; Reasonable Accommodation in relation to Disability Management. Competencies: Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Contract management; Monitoring and evaluation tools; Skills: Proven computer literacy; Communication (written and Verbal); Consulting and networking; Planning and organising; Persuading and influencing. Ability to cope with pressures and setbacks.

**DUTIES** : Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans and EHW calendars; Develop relevant EHW governance and standards; Supervising the EHW Practitioner(s); Conduction topic specific research.

**ENQUIRIES** : Ms F Gallie at Tel No: (021) 466 9704  
**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 25/377** : **RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 22/2021**

**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); A minimum of 3 years risk management experience; A valid Code B (or higher) driving licence. Recommendation: Experience in the facilitation of risk identification and analysis workshops. Competencies: Knowledge of the following: Risk Identification and assessment, monitoring and evaluation; Risk management processes, methodologies and techniques; Policy development and analysis; ERM concepts, frameworks and methodologies; Principles and practice/s of risk management; National Treasury Public Sector Risk Management Framework; National and Provincial policies and procedures and legislation pertaining to risk management; Applicable legislative and regulatory frameworks (ISO, COSO); Medium Term Strategic Framework (government priorities); Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Excellent communication skills (verbal and written) and ability to deal with various levels of management and exercise utmost discretion in respect to sensitive and confidential information; Analytical thinking.

**DUTIES** : Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.

**ENQUIRIES** : Ms Aaqelah Haq at Tel No: (021) 483 8318  
**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 25/378** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 27/2021**

**SALARY** : R376 596 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Department of the Premier, Western Cape Government</p> <p>: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Skills needed: Communication (written and Verbal); Proven computer literacy; Planning and organising; Assessment and moderation.</p>
<b><u>DUTIES</u></b>	<p>: Provide input into the development, updating and review of innovative and future-focused training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mr D. Fredericks at email: <a href="mailto:Dino.Fredericks@westerncape.gov.za">Dino.Fredericks@westerncape.gov.za</a></p> <p>: 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></p>
<b><u>POST 25/379</u></b>	<b><u>ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DOTP 26/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R376 596 per annum (Level 09)</p> <p>: Department of the Premier, Western Cape Government</p> <p>: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Auditing or Financial Accounting; A minimum of 3 years relevant experience in Internal Control or similar environment. Recommendation: Supervisory experience in Internal Control or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.</p>
<b><u>DUTIES</u></b>	<p>: Co-ordinate, plan, evaluate, monitor, manage and report on all inspections and special investigations and ensure the implementation of corrective measures and preventative controls; Perform an immediate oversight role in respect of governance, IT governance, risk management and control; Develop, review and implement control systems and compliance monitoring tools for auditing, safeguarding of payment vouchers and financial information and report regularly on the state of internal control in the department; Develop policies, procedures and processes in order to strengthen the internal control environment; Supervise, motivate, train, guide, discipline and manage staff within the internal control unit; Provide necessary support to the Auditor General, Provincial Internal Audit, Provincial Forensic Services and Provincial Treasury; Co-ordinate, plan and provide departmental training on internal control policies.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Ms E. Adams at Tel No: (021) 483 9451</p> <p>: 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></p>

<b><u>POST 25/380</u></b>	:	<b><u>STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DOTP 25/2021</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in an Internal Control or Governance environment. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks, Risk management frameworks and Internal Control tools and techniques. Skills needed: Communication (written and verbal); Proven computer literacy; Analytical thinking and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
<b><u>DUTIES</u></b>	:	Rendering assurance services by planning, executing and reporting on all inspections and special investigations and ensuring the implementation of corrective and preventative measures; Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports, communicating post audit findings and ensuring the follow-up and implementation of corrective and preventative measures; Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure and drafting the respective submissions / reports; Providing the management of loss control services by investigating cases of theft, loss, damages, shortages and drafting the respective submissions/reports; Ensuring the follow-up and implementation of controls and maintaining an integrated loss control system; Co-ordinate, plan, and provide departmental training on internal control policies.
<b><u>ENQUIRIES</u></b>	:	Ms E. Adams at Tel No: (021) 483 9451
<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 25/381</u></b>	:	<b><u>HOUSEHOLD SUPPORT OFFICER: OFFICE OF THE PREMIER: OFFICIAL RESIDENCE (LEEUWENHOF) REF NO: DOTP 23/2021</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/ NQF 6 qualification as recognised by SAQA; A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Budgeting processes; Financial management and SCM; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Catering and domestic services; Protocol matters; Food trends and food safety; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Proven ability to work independently and within a challenging and demanding environment and as part of a multi-disciplinary team; Work in a culturally diverse environment.
<b><u>DUTIES</u></b>	:	Management of household operations including functions/meetings; Support the Household Manager with administrative, financial and SCM tasks; Support Premier and Spouse; Perform supervisory tasks in terms of programming, performance and evaluation of household staff.
<b><u>ENQUIRIES</u></b>	:	Ms H Mahomed at Tel No: (021) 483 0786
<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 25/382</u></b>	:	<b><u>ASSET MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT AND ADMINISTRATION REF NO: DOTP 21/2021</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience; Experience in an asset management environment/warehouse management and inventory management; A valid

(Code B or higher) driving licence; Diploma in Finance / Accounting qualification. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal); LOGIS system (Asset Management sections) or any Other Asset Management system.

**DUTIES** : Assist with asset disposals; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function; Perform general reconciliations; Filing; Liaise with suppliers.

**ENQUIRIES** : Mr M Nell at Tel No: (021) 483 0174  
**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 25/383** : **DRIVER WITH SECONDARY FUNCTIONS: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 19/2021**  
(3-Year Contract Position)

**SALARY** : R145 281 per annum (Level 04) plus 37% in lieu of benefits  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 10 (Junior certificate or equivalent qualification); A minimum of 1 year relevant experience; A valid (code B or higher) driving licence Competencies: A good understanding of the following: Procedures to operate the motor vehicle; Prescripts for the correct utilisation of the motor vehicle; Communication (written and verbal) skills.

**DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Render a clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department; Copy and scanning documents; Assist in registry.

**ENQUIRIES** : Ms H Ward at Tel No: (021) 483 5640  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: To apply, (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za).

**NOTE** : please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 02 August 2021

#### **PROVINCIAL TREASURY**

**CLOSING DATE** : 02 August 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 25/384** : **DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP 1) REF NO: PT 08/2021**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government  
: Relevant bachelor's degree (including Economics, Accounting, Public Management or Finance); 6 years proven financial management experience; Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of South Africa's local government system; Proven knowledge of government expenditure and financial systems; Knowledge of People Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act); and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; and Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; and People management skills.
- DUTIES** : Monitor and report on the outcome of the municipal revenue and expenditure budgets; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Promote cooperative intergovernmental relations; and People management within the directorate.
- ENQUIRIES APPLICATIONS** : Steven Kenyon Tel No: (021) 483-3579  
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 August 2021

#### **OTHER POST**

- POST 25/385** : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 09/2021**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance/ Accounting/ Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication skills (written and verbal); Research and econometric skills.

**DUTIES** : In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/ quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.

**ENQUIRIES** : Ms N van Wyk Tel No: (021) 483 8668  
**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 SOCIAL DEVELOPMENT**

**CLOSING DATE** : 02 August 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 25/386** : **DIRECTOR: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 83/2021**

**SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Social Science or related qualification. Registration with the South African Council for Social Services. Competencies: Proven knowledge and understanding of the following: National and Provincial social development and community development policies, guidelines and other related prescripts; National and Provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures; Operational management support regulatory requirements; Social Development practices and procedures; Program and Project Management; Procurement and tendering processes; Development, Strategy Management and strategy monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public Finance, Human Resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and activities of sister departments; Policies of the government of the day; Staff Performance Management System and PERMIS 4; Performance Management and Development System for SMS members; Basic knowledge and understanding of Labour Relations legislation and regulations; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial



- Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Training; Reporting Writing; Strategic Management; Time Management.
- DUTIES** : Ensure the rendering of the ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement; Manage the professional development of OSD professions; Provide an executive support to the HOD; Coordinate security management, occupational health and safety accommodation matters; Strategic Management (including Change Management); People Management; Financial Management.
- ENQUIRIES** : Ms A van Reenen at Tel No: (021) 483 9392
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 August 2021

#### **OTHER POSTS**

- POST 25/387** : **SOCIAL WORK POLICY MANAGER: PROFESSIONAL DEVELOPMENT REF NO: DSD 82/2021**

- SALARY** : R794 889 per annum, (All-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.

- DUTIES** : Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes); The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management / Relationship Management (International / National / Provincial / Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

- ENQUIRIES** : Ms A Van Reenen at Tel No: (021) 483 9392

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

**POST 25/388** : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: DSD 79/2021**

**SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience. Competencies: Through knowledge of the following: Applicable policies, legislation, guidelines, standard procedures and best practices; Management principles; Public Service procedures; People management practices; Labour Relation; Human Resource Management and Financial Management. Skills: Policy formulation; Presentation; Project Management; Dispute resolution; Communication (Written and verbal). Ability to analyse policies.

**DUTIES** : Promote and facilitate Departmental performance monitoring and reporting processes: Manage the following: Development of an organisation-wide monitoring and reporting framework in line with the Government- and Provincial-wide monitoring and evaluation systems; Coordinate the implementation of an organisation-wide performance monitoring and reporting framework; Provide advice and guidance to relevant stakeholders on monitoring and reporting processes; Develop and maintain performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Manage, coordinate and monitor data collection, collation, verification and reporting with respect transversal Departmental, Provincial and National Programme and Project Management Information systems; People Management; Financial Management.

**ENQUIRIES** : Ms S Nieftagodien at Tel No: (021) 483 6279

**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 25/389** : **SOCIAL RESEARCHER REF NO: DSD 88/2021**

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate post-graduate (Honours or higher qualification) in a statistical/research-oriented social science (Statistics, Mathematics, Sociology, Geography, GIS); A minimum of 3 years working experience in Research; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation: Research methodology and processes; Social and evaluation research; Legislation related to Social Welfare and Community Development; Research ethics; Programmes, services, and service delivery model of the Department. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners.

**DUTIES** : Plan and conduct social and evaluation research projects: Participate in the development of the annual research plan and annual social and demographic trends analysis in collaboration with the Sub-directorate Population Development; Develop concept papers and inception documents in consultation with relevant stakeholders; Conduct literature review and formulate background to the project; Draft corrective action or implementation plan in line with research recommendations and management feedback; Disseminate research findings within the Department: Develop dissemination strategies in consultation with research sponsors; Plan and set up workshops, presentations and meetings to present research findings and recommendations to relevant stakeholders; Coordinate the Research Ethics Committee: Participate in the review and maintenance of the Research Ethics Policy and Guidelines; Assess and evaluate research requests and proposals received by the Department.

**ENQUIRIES** : Mr G.D Miller at Tel No: (021) 483 4168

- 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 25/390** : **SOCIAL WORK SUPERVISOR: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATE (WEST COAST) REF NO: DSD 93/2021**
- SALARY** : R384 228 - R445 425 per annum, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Dr WJ Du Toi at Tel No: (022) 713 2272  
**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 25/391** : **ASSISTANT DIRECTOR: FUNDING REF NO: DSD 78/2021**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years relevant experience in a financial environment or similar; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
- DUTIES** : Manage the implementation of the uniform policy for programme funding; Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions: Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and

distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.

**ENQUIRIES** : Ms C Khatieb at Tel No: (021) 483 3902  
**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 25/392** : **MONITORING OFFICER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD 85/2021**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; Technical Proficiency; Applying technology; Continuous improvement; Diversity management; Communication & Information management; Problem-solving & Decision-making skills; Planning & Organising skills; Written and verbal communication skills; Creative Thinking skills.

**DUTIES** : Assist with the development of monitoring and review systems; Assist with the evaluation of the current systems and recommend improvements; Conduct Financial and Governance assessments for existing and new NPO's; Arrange and conduct site visits; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Analyse progress report; Administration of the Non-Financial Data (NFD) process; Check the correctness of reporting templates..

**ENQUIRIES** : Mr AR Rykklief at Tel No: (021) 483 9939  
**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 25/393** : **SOCIAL WORKER: SOCIAL WORK SERVICES AND REGIONAL OFFICE (BITOU AND GEORGE) REF NO: DSD 90/2021 (X2 POSTS)**

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

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

**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 KM Mazaleni at Tel No: (044) 814 1925  
**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 25/394** : **SOCIAL WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 91/2021**

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

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any

form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

- ENQUIRIES** : Ms C Nell at Tel No: (027) 213 2096
- 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 25/395** : **SOCIAL WORKER: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATE (WEST COAST) REF NO: DSD 92/2021**
- 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** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.
- 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. This would include the following actions but not limited to: Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players / stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and the other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Execute the aforementioned functions, the following tasks are generic and applicable to all the settings in which social work is conduct. 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** : Dr WJ Du Toit at Tel No: (022) 713 2272
- 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 25/396** : **EDUCATION OFFICER: FACILITY MANAGEMENT (LINDELANI) REF NO: DSD 80/2021**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedures; People management processes; Labour Relations; Financial Management; Project Management; Written and verbal communication skills; Ability to interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning, presentation and facilitation skills; Influencing, communication and interpersonal relations.
- DUTIES** : Implement Educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implement processes and procedures for the taking down of assessments (tests, examinations, practicals, assignments and tasks); Invigilation of exams / tests / assessments; Implementation of facility policies and procedures to enhance safe care / custody and development of residents. (Multi – disciplinary team, Incident reporting, behaviour management, unauthorised articles); Performing of administrative functions; Continuous Professional Development. Keep up to date with new developments in the Social Work and Social Welfare fields.
- ENQUIRIES** : Ms D Baugaard at Tel No: (021) 826 5977
- 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 25/397** : **SYSTEM ADMINISTRATOR: ICT COORDINATION REF NO: DSD 89/2021**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in the information systems field. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Relevant policies and prescripts relating to information systems, ICT and data governance; Information systems, ICT and data governance; Project management; Computer literacy; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Operational planning; Innovation; Diagnostic skills; Conceptual skills.
- DUTIES** : Provide support in the development of Departmental policies to govern information systems: Render administrative assistance in the development of Departmental information systems policies; Render user management services: Update and maintain Departmental system information; Render system support: Provide support for the training for National systems; Render administrative and technical support in the governance of systems, including the Change Control Board: Assist with the setting up of a Change Control Board for each system; Render administrative and technical support in the development and testing of the Disaster Recovery Plan for the Department in respect of systems: Assist with the planning of different disaster scenarios; Render administrative and technical support in the development and implementation of Departmental systems, e.g. the NPO system: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system.
- ENQUIRIES** : Mr GD Miller at Tel No: (021) 483 4168

<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 25/398</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT REF NO: DSD 81/2021</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Proven computer skills; Planning and organising skills.
<b><u>DUTIES</u></b>	:	Render asset management clerical support; Compile and maintain records (e.g. asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Register suppliers on Logistical Information System (LOGIS) or similar system; Render logistical support service; Place orders for goods; Receive and verify goods from suppliers.
<b><u>ENQUIRIES</u></b>	:	Mr R Martin at Tel No: (021) 483 6004
<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 25/399</u></b>	:	<b><u>ADMINISTRATION CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 84/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Interpersonal relations; Flexibility; Teamwork; Planning and organising skills; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Provide human resource administration clerical support services within the component; Maintain a leave register; Provide financial administration support services in the component; Capture and update expenditure in component.
<b><u>ENQUIRIES</u></b>	:	Mr J Junnies at Tel No: (044) 814 1675
<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 25/400</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (GEORGE) REF NO: DSD 87/2021</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence or <b>Grade 2:</b> 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 (SACSSP) as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A



valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: 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** : Mr MV Skosana at Tel No: (044) 814 1660  
**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 25/401** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS LOCATIONS) REF NO: DSD 95/2021 (X6 POSTS)**

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

		Competencies: 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr MV Skosana at Tel No: (044) 814 1660
<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 25/402</u></b>	:	<b><u>CHILD AND YOUTH CARE WORKER (X6 POSTS AT VARIOUS LOCATIONS) REF NO: DSD 94/2021</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R140 958 – R157 245 per annum, (OSD as prescribed). Grade 2: R166 830 – R187 758 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: <b>Grade 1:</b> No experience; <b>Grade 2:</b> Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
<b><u>DUTIES</u></b>	:	Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<b><u>ENQUIRIES</u></b>	:	Mr EJ Buys at Tel No: (021) 986 9101
<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 25/403</u></b>	:	<b><u>DRIVER/HANDYMAN: SECURE CARE CENTRE (ROAR) REF NO: DSD 86/2021</u></b>
<b><u>SALARY</u></b>	:	R122 595 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Junior Certificate (Grade 10); A minimum of 6 months relevant experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Public Service procedures; Applicable policies and procedures; Relationship management; Independent thinking; Ability to work under pressure; Communication skills (verbal and written); Meet tight deadlines; Work independently and in a team; Continuous improvement; Diversity management.

- DUTIES** : Perform general transport duties; Stand-by services for emergency trips and after hour transport duties; Maintenance of office buildings; Conduct regular building inspections; Maintenance of office equipment and furniture; Repair broken furniture and equipment.
- ENQUIRIES APPLICATIONS** : Mr F Hendricks at Tel No: (021) 988 1138  
: There are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za)
- NOTE** : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application,
- CLOSING DATE** : 02 August 2021

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

- CLOSING DATE** : 02 August 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 25/404** : **CONTROL ENGINEERING TECHNICIAN - ROAD DESIGN REF NO: TPW 84/2020 R1**
- SALARY CENTRE REQUIREMENTS** : Grade A: R446 202 per annum, (OSD)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); Six years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B). Recommendation: Public Sector experience / exposure; Applicable experience in transport infrastructure, road construction and/or maintenance; experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff /teams  
Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Problem Solving Skills; Customer Focus and responsiveness; Planning and Organising skills; Communication (written and verbal) and technical report writing skills; Financial Management; Decision Making.

**DUTIES** : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard 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; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance databases; Manage, supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Mr van Gass at Tel No: (081) 250 5160  
**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 25/405** : **REGIONAL FOREMAN: ROUTINE ROAD MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: TPW 108/2020 R1 (X2 POST AVAILABLE: REGION 2)**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or Road Maintenance; A valid code B (or higher) driving licence. Recommendation: Working experience in: Construction, maintenance and preservation of roads; Operating of minor construction machines; Management, Planning and supervision of civil activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES** : 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 proclaimed road network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Identify and priorities road defects; 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; Report on illegal and other activities impacting on the road network; Supervise personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES** : Mr E van Wyk at Tel No: (044) 272 6071  
**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>