

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 August 2021
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OTHER POST

- POST 26/381** : **ACCOUNTING CLERK: CASH FLOW MANAGEMENT REF NO: AGR 51/2020 R1**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as a passed subject. Recommendation: Experience in a finance environment. Competencies: A good understanding of the following: Basic Accounting System; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Standard Chart of Accounts; Good planning and organising skills; Problem solving and decision making skills; Written and verbal communication skills; MS Office; Ability to work under pressure; Good interpersonal relations.
- DUTIES** : Registers on Excel; Entity maintenance (banking details); Cashier functions (receive and safeguard money, receipts, deposits and petty cash); Clearing of suspense accounts by compiling and capturing of journals and receipts.
- ENQUIRIES** : Ms T Gerber at Tel No: (021) 808 5031

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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OTHER POSTS

- POST 26/382** : **DEPUTY DIRECTOR: CLIENT AND SCIENTIFIC SUPPORT REF NO: CAS 17/2021**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years' experience in management and administration.

Recommendation: Post graduate qualification (Honours degree or higher); Training in Sport and Related disciplines. Competencies: Knowledge of the following: Financial management in line with Public Financial Management Act; Skills: Project Management; Planning and organising; Human Resource Management; Computer Literacy; Conflict Resolution ; Financial Management; Conflict management; Analytic and Innovative thinking; Negotiation and Communication (written and verbal). Abilities: Leading and Supervising; Persuading and Influencing; Deciding and Initiating Action; Working with People; Delivering Results and Meeting Customer Expectations; Relating and Networking; Presenting and Communicating Information; Adhering to Principles and Values; Writing and Reporting; Following Instructions and Procedures.

DUTIES : Manage the following: The facilitation of disputes; Stakeholder engagement; Coordination of the sport federations activities; Transform and deal with disputes within Federations; Talent identification and development; Create: Awareness around marginalised groups in sport; A fair and equitable funding system and System of building a capacity customers; Capacitate sport clubs from the community and provide relevant support to the sport clubs; Financial and Human resource management of the directorate.

ENQUIRIES : Mr T. Tutu at Tel No: (021) 483 9621

POST 26/383 : **SCANNING AND DIGITISATION TECHNICIAN: COLLECTING MANAGEMENT SERVICES REF NO: CAS 20/2020 R1**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher) in Information Technology (IT); A minimum of 2 years technical experience. Recommendation: Experience in Information systems and digitisation of archival records. Competencies: Knowledge and understanding of the following: Provincial Archives and Records Service of the Western Cape Act, policies and guidelines; Digitisation of Archival collection/ records and access; Communication (written and verbal) skills; Proven computer literacy; Time management skills; Good interpersonal skills; Ability to work well within a team and independently; Ability to work under pressure and meet strict deadlines.

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

ENQUIRIES : Ms C Ngobo at Tel No: (021) 483 0434

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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 : 16 August 2021

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OTHER POST

POST 26/384 : **ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT REF NO: DEDAT 10/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent) with an appropriate 1- or 2-year post school qualification with economics related subjects; A minimum of 3 years

clerical/administrative experience; A valid (Code B) or higher driving licence. Recommendation: An appropriate 3-year tertiary qualification; Experience providing strategic support to senior management; Advanced Microsoft excel skills; Advanced financial management and budgeting. Competencies: Knowledge of the following: Development and maintenance of administrative and operational systems; The following skills: Problem-solving; ICT, especially MS Excel and Word; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Advanced Microsoft Excel; Advanced financial management and budgeting; Communication (Verbal and written) skills.

- DUTIES** : Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders; Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the Monitoring and Evaluating (M&E) systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).
- ENQUIRIES** : Mr J Peters at Tel No: (021) 483 9417

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>
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OTHER POST

- POST 26/385** : **SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT (ACQUISITION AND LOGISTICS) REF NO: EADP 14/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working experience in the following: Electronic Procurement Solution/Integrated Procurement System; Logistic Information System (LOGIS). Competencies: Good understanding of the following: LOGIS on an operational level; Interpreting Supply Chain Management legislation; Written and verbal communication skills; Ability to meet strict deadlines and work well within a team.
- DUTIES** : Stakeholder engagement; Central Supplier Database (CSD) functions; Western Cape Supplier Evidence Bank and Electronic Procurement Solution (EPS); Capturing functions within the acquisition and logistics unit; Advertise the compilation of specifications of goods and services on EPS.
- ENQUIRIES** : Mr Z Davids at Tel No: (021) 483 4723

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 26/386 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
District

SALARY : R1 173 900 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.

DUTIES : Strategic and operational management of the Health Services in the Matzikama Sub-District. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.

ENQUIRIES : Ms C Bester Tel No: (022) 487-9210, Dr E Ockhuis Tel No: (027) 213-2039
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test.

CLOSING DATE : 16 August 2021

POST 26/387 : **CLINICAL MANAGER: GRADE 1 (MEDICAL)**
Garden Route District

SALARY : R1 173 900 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.

ENQUIRIES : Dr JDG Botma Tel No: (044) 604-6102
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/388 : **DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES**
 Garden Route District

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

CENTRE : Garden Route District Office

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Extensive experience in Strategy and Planning of health services, Management of Quality Improvement, Management of Health Information Programs and Management of Communicable Disease Control. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written) in two of the official language of the Western Cape. Ability to analyze and interpret Health System Information and compile and present district plans and reports. Good leadership and project management skills.

DUTIES : Management of strategy and planning. Co-ordination of capital and maintenance physical infrastructure projects. Strategic co-ordination of Quality Improvement. Management of the Health Information Program. Management of the Communicable Disease Control Program. Supervision of the Environmental Health Program. Support of select Health Programs, including Oral Health and Clinical Forensics.

ENQUIRIES : Mr Z Brickles, Tel No: (044) 803-2700, Dr T Marshall, Tel No: (044) 803-2700
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/389 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (SUPPORT SERVICES)**
 Overberg District

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

CENTRE : Overberg District Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Management, Human Resource Development, Training and Labour Relations and general support services within a health facility. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the Public Service Regulatory Framework including human resource management, human resource development and labour relations and application to the District Health System. Computer literacy (i.e. Excel spreadsheets, report writing and drafting of word documents as well as PowerPoint presentations). Knowledge of the PERSAL system and the interpretation of PERSAL reports. Knowledge of grievance and disciplinary processes.

DUTIES : Co-ordinate and implement HR policies and practices. Responsible for the drafting of a human resource plan for the Overberg District and the implementation of action plans flowing from the human resource plan. Provide professional and specialised support to the District Manager regarding human resource matters Provide management support with regard to the compilation and control of the personnel budget of the District in conjunction with Finance Sub-directorate - experience of the departmental Approved Post List (APL) process recommended. Compile and manage budgets with regard to the Human Resource Sub-directorate of the District Office Support to line and HR functionaries at institutional level. Ensure sound labour relation practices and provide an advisory service to institutions. Ensure implementation of the human resource development strategy. Conduct quality assurance of human resource interventions. Ensure effective personnel administration service to District Office staff as well as the execution of transversal matters. Ensure the

effective and efficient rendering of support services in the district and district office which include registry, telecommunication, security, cleaning, laundry services and estate management.

ENQUIRIES : Ms W Kamfer Tel No: (028) 214-5800
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/390 : **OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE**
Garden Route District

SALARY : R562 800 per annum (PN-B2)
CENTRE : Kannaland Sub-district, Calitzdorp CC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with the professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Registration with the SANC as Professional Nurse and proof of current registration. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/391 : **OPERATIONAL MANAGER NURSING (SPECIALITY: OPERATING THEATRE)**

SALARY : R562 800 per annum (PN-B2)
CENTRE : Tygerberg Hospital, Parow Valley
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 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 council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the theatre after obtaining the 1 year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to

- promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 August 2021
- POST 26/392** : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY)**
Cape Winelands Health District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Ceres Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Current annual practising certificate. Will be required to work shifts, weekends and public holidays. Will be required to deliver standby duties for the Hospital. Will be on required to deliver standby duties for Obstetric Theatre cases. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.
- DUTIES** : Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations and professional practices. Managing, planning, co-ordinating and maintaining Quality patient Care in an Obstetric unit. Quality assurance management by ensuring the implementation of relevant programmes and practises. Utilize the information management systems to enhance patient care and service delivery. Effective management and utilisation of human and financial resources to ensure optimal operational functions.
- ENQUIRIES** : Mr G Vermeulen Tel No: (023) 316-9604
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 August 2021
- POST 26/393** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
(Chief Directorate: Metro Health Services)
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts on day duty when required to satisfy operational needs. Work night duty on a planned schedule to relief the night manager. A Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills. Maintain constructive relationships with members of the multi-disciplinary team. Basic financial management skills. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Mr M Photo Tel No: (021) 826 5801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/394 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MOU)**
 Overberg District

SALARY : R562 800 per annum (PN-B2) (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Grabouw CHC, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of MOU and EC Units in the Community Health Centre and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Speciality Disciplines Unit (MOU and EC) programmes and Quality assurance program of the facility.

Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC (EC and MOU) data.

ENQUIRIES : Mr N Peton Tel No: (021) 212-1070

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

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

CLOSING DATE : 16 August 2021

POST 26/395 : **HEALTH DATA SCIENTIST**
(Head Office, Cape Town)

SALARY : R470 040 per annum

CENTRE : Directorate: Information Management (Health Impact Assessment) (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)

REQUIREMENTS : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

DUTIES : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

ENQUIRIES : Prof A Boule Tel No: (021) 483-9341

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

NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint a suitable, qualified, and motivated Data Scientist to further develop and maintain this key initiative. The successful candidate will be responsible for both developing and maintaining routine reporting from the consolidated environment, as well as responding to internal data requests.

CLOSING DATE : 16 August 2021

POST 26/396 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
Overberg District

SALARY : R444 276 per annum (PN-A5)

CENTRE : Cape Agulhas Sub-district

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 Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills (Verbal and Written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health-, Chronic Diseases- and WHCH-

programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer Literacy (MS Word, Excel, PowerPoint).

DUTIES : (key result areas/outputs): Co-ordination and implementation of life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men's health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitoring of service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400

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

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

CLOSING DATE : 16 August 2021

POST 26/397 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: IPC, QA AND OHS)**
Garden Route District

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

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Occupational Health Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems informaton, compile reports and present the data to direct planning. Knowledge of Project- and financial management. Good organisational, interpersonal, creative problemsolving and research skills Computer literacy (MS Office). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such 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)"

DUTIES : Support the Health Establishments (HE) staff meet the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital Realisation and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and

users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training data base. Monitor data quality in the Health Establishment.

- CLOSING DATE** : 16 August 2021
- POST 26/398** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery. Inherent requirement of the job: Willingness to work normal working hours as well as shifts (day and night) as well as overtime as determined by operational needs. Willingness to provide administrative support to the Operational Manager and willing to render acting duties/functions in the absence and on behalf of the OM. To provide administrative support to the Operational Manager and willing to render acting duties/functions in the absence and on behalf of the OM. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Leadership skills: supervisory, problem solving, conflict resolution, interpersonal and conflict management. Values: integrity, responsiveness, accountability, respect, care, competency, innovation. Extensive knowledge in general nursing and in midwifery and neonatology. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Critical thinking, scientific approach to patient care and ability to identify and manage both clinical and non-clinical risks within the Functional Business Unit. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.
- DUTIES** : Ensure the delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards. Effective resource management through the effective utilization of physical, financial and human resources and active engagement with internal and external stakeholders. Quality assurance – including adherence to IPC, OHS and Ideal Hospital requirements. Information management through accurate collection, recording and verification of data and compliance to legal patient documentation to enhance service delivery, procedures and regulations within the department.
- ENQUIRIES** : Ms RM Bezuidenhout Tel No: (023) 348-1104
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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

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|----------------------------|---|---|
| | | a specific category with the relevant council (including individuals who must apply for change in registration status)” |
| <u>CLOSING DATE</u> | : | 16 August 2021 |
| <u>POST 26/399</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> |
| <u>SALARY</u> | : | R376 569 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and supervisory experience in Asset Management. Understanding relevant Assets. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy especially knowledge of Asset Management computer systems as well as MS Excel. Excellent communication skills, verbally and writing in at least two of the official languages used in the Western Cape. Excellent organising and planning skills. High developed problem-solving abilities. Sound knowledge of legislature framework of PFMA, GRAP, PPPF, AO System, Grievance procedure. |
| <u>DUTIES</u> | : | Effectively manage the Asset Management Section in the Finance Department to achieve its goals, objectives and targets. Interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions, and relevant and related SCM regulations. Liaise with auditor (external and internal) and deal with audit queries. Liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Manage the performance, training and development of staff in Asset Management Unit. Management legislation and regulations. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register, Loss Control functions. Responsible to manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset count planning, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action. |
| <u>ENQUIRIES</u> | : | Mr MN Martin Tel No: (021) 938-5607 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”) |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 16 August 2021 |
| <u>POST 26/400</u> | : | <u>STATISTICIAN (X2 POSTS)</u> (Head Office, Cape Town) |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Directorate: Information Management (Based at Norton Rose House, 8 Riebeek Street, Cape Town) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Bachelor’s Degree majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines. Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies at least to master’s level. Experience with health data would be advantageous. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages. Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or noSQL database (e.g. MongoDB) or high-volume data processing in statistical environments. Exceptional aptitude for data processing analysis and automation. Ability to conceptualise, design and operationalise efficient data-driven reports. |
| <u>DUTIES</u> | : | Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making. Conceptualising, defining and delivering new reports, as well as improving existing ones. Assist with the development and maintenance of take-on and curation of routine health data. Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population. Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees & in doing so enhance interoperability. |

- ENQUIRIES** : Prof A Boule Tel No: (021) 483-9973
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint suitably qualified and motivated Statisticians to further develop and maintain this key initiative. The core focus will be to translate data into actionable intelligence by applying data processing and analytic methods to analyze, interpret, summarize and unlock value in large datasets allowing the Department to continuously monitor and improve on the impact of health interventions.
- CLOSING DATE** : 16 August 2021
- POST 26/401** : **COMMUNICATION OFFICER**
- SALARY** : R316 791 per annum
- CENTRE** : Directorate: Communications (Khayelitsha Eastern Sub-structure, Stationed at Khayelitsha Sub-structure Office) (Head Office, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year qualification (Degree/National Diploma) in Journalism, Communication, or Public Relations. Experience: Appropriate experience in Communications or Public Relations. Inherent requirements of the job: A valid Code (B/EB) driver's license. The ability to work independently. or Public Management Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Good time management skills. Well-developed writing and editing skills in English and Xhosa. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail, and programmes such as MS Publisher, Adobe InDesign etc.). Ability to identify and translate communication needs into deliverables. Analytical and problem-solving abilities.
- DUTIES** : Draft and implementation of communication plans, programmes and campaigns across multiple channels. Reputation Management (handle media queries, write media releases, media monitoring, identification of risks, create positive narrative). Internal Communication and brand management. Project and Event Management. Response handling, updating of website, and developing social media posts.
- ENQUIRIES** : Ms M Lesch Tel No: (021) 483-3245
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.
- CLOSING DATE** : 16 August 2021
- POST 26/402** : **ARTISAN PRODUCTION: GRADE A TO C (MILLWRIGHT OR PLUMBING)**
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Brewelskloof Hospital, Breede Valley Sub-district (Cape Winelands Health District)
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Millwright or Plumbing. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers license and willing to travel. Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials and train and supervision of subordinates. Assist with the execution of engineering projects/repairs at the hospital and health

institutions within the Breede Valley Sub District. Maintain and repairs of installations and equipment at the hospital and health institutions within the Breede Valley Sub District. Assist Artisan Foremen with their duties.

ENQUIRIES : Mr G Scanlen Tel No: (023) 348-1347, Ms L Jendrissek Tel No: (023) 348-1397
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Short listed candidates may be subject to a practical test.

CLOSING DATE : 16 August 2021

POST 26/403 : **ADMINISTRATION CLERK: WARDS (TRAUMA EMERGENCY UNIT)**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in office administration. Inherent requirements of the job: Willingness to rotate between wards based on operational needs. Willingness to work shifts including night duty, weekends and Public holidays. Willingness to work overtime as requested. Competencies (knowledge/skills): Practical experience in computer literacy, MS Word, Excel and PowerPoint. Ability to speak at least two of the three official languages of the Western Cape. Strong organizational skills.

DUTIES : Perform ward administration and support duties including, faxing, copying, filing, minute taking and dealing with telephone inquiries. Effective and efficient patient administration – process patient documents, forms, folders, Information management – administration and data capturing. Resource management – storeroom management, asset count, ordering and control supplies. Quality assurance and improvement - Professional interaction with clients both internal and external.

ENQUIRIES : Ms A Brown Tel No: (021) 377-4410 / 4781
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/404 : **ADMINISTRATION CLERK: FINANCE (REVENUE/FEES)**
 Garden Route District

SALARY : R173 703 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRAs) of the post. Experience: Appropriate experience in a hospital and patient fees environment experience with BAS and Accounts. Appropriate receivable system experience. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for state departments. Knowledge of patient billing and ICD 10 coding and knowledge of systems i.e. Clinicom, Accounts Receivable (AR) and BAS. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18 and the Uniform Patient Fee Schedule (UPFS). Ability to accept accountability and responsibility and to work independently. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Liaise with debtors and private companies (i.e. Medical Aids, State departments, etc) and others telephonically, in person and in writing. Clinicom, Billing and other PGWC system computer duties, Hospital Fees policies and procedures including attending to patient queries (verbal and written). Debit charge entries to invoices as per UPFS and PGWC billing procedures, including ICD10 coding capturing. Handle and receive public money, cash collection and banking of State Money.

ENQUIRIES : Mr PJ Van Wyk Tel No: (044) 203-7280
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/405 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R173 703 per annum
CENTRE : Vredendal Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate office management or secretarial experience.
Inherent requirement of the job: Willingness to travel and work overtime.
Competencies (knowledge/skills): Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to operate an electronic switchboard. Excellent administrative and listening skills and telephone etiquette.

DUTIES : Provides administrative and secretarial support (plan meetings, take or type up minutes, manage the diary of Manager: Medical Services, type letters, reports and other documentation) to the Manager: Medical Services. Ensures the effective flow of information and documents to and from the office of the Manager: Medical Services. Effectively perform diverse duties e.g. photocopying, tracing documents, requesting stationery, screening incoming telephone call and handle all incoming and outgoing office documentation. Assist with collection and collation of data for monitoring and evaluation. Manage switchboard, answer telephonic queries, deliver messages and ensure that switchboard and telephone equipment is in working order.

ENQUIRIES : Dr ECT Ockhuis Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi
NOTE : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/406 : **TELKOM OPERATOR**
(Red Cross War Memorial Children's Hospital)

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

DUTIES : (key result areas/outputs): Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX system. Monitor, place and record all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Check that the pager system and broadcasting system is functioning properly. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

ENQUIRIES : Ms Z Ndevu Tel No: (021) 658-5078
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

POST 26/407 : **FOOD SERVICE AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE REQUIREMENTS : New Somerset Hospital
: Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in an industrial food service environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Have knowledge and understanding of the basic food groups and cooking methods. The ability to communicate efficiently in two of the three official languages of the Western Cape.

DUTIES : Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Prepare food according to standardised recipes. Preparation of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

ENQUIRIES APPLICATIONS : Ms L Vermeulen Tel No: (021) 402-6224
: The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

FOR ATTENTION NOTE : Mr. M Samodien
: No payment of any kind is required when applying for this post.

CLOSING DATE : 16 August 2021

POST 26/408 : **FOOD SERVICES AID**
(Overberg District)

SALARY CENTRE REQUIREMENTS : R102 534 per annum
: Otto Du Plessis Hospital
: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr DW Brecht Tel No: (028) 514-1142
: To the Director: Overberg District Office, Private Bag X07, Caledon, 7230.
: Ms A Kriel

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

CLOSING DATE : 16 August 2021

POST 26/409 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R102 534 per annum
: Stikland Hospital
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/health facility environment. Appropriate experience in stock, linen, food and equipment handling. Appropriate experience in basic food preparation. Inherent requirement of the job: Incumbent must be prepared to work shifts, on weekends and public holidays. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate in at least two or three official languages of the Western Cape.

DUTIES : Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, packing of dirty linen for laundry and handling, transportation and disposal of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as

elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4424
APPLICATIONS : To the Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville 7535.
FOR ATTENTION : Mr CR Solomons
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2021

DEPARTMENT OF THE PREMIER

MANAGEMENT ECHELON

POST 26/410 : **DIRECTOR: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 31/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Commerce/ Law/ Auditing/ Forensics; A minimum of 6 years relevant middle-management experience in a forensic services environment; Reactive and proactive forensic 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. Recommendation: A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)); and B.Com (Hons) Forensic Accounting / LLB Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; Excellent communication skills at an executive management level (verbal and written); Ability to communicate at all levels and across sectors utilising various media; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Resilient and innovative.

DUTIES : Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach, scope and drive finalization of investigations for allocated departments; Drive the implementation of recommendations made; Quality assurance of investigations and reports on investigations; Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; Project manage and monitor the activities of the directorate; Reporting to executive management and oversight bodies on forensic related matters, including proactive forensic services rendered to allocated departments; Monitoring and reporting on the delivery of proactive forensics services; Client service management of allocated departments and maintain professional relationships with all stakeholders.

ENQUIRIES : Mr Ruthven Janse van Rensburg at Tel No: (021) 483 0901
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. 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.

CLOSING DATE : 16 August 2021

OTHER POST

- POST 26/411** : **PROGRAMME MANAGER: SOCIAL MEDIA REF NO. DOTP 24/2021**
- SALARY** : R733 257 per annum (Level 11), All-inclusive salary package
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum 3 years relevant management level experience; A valid Code B (or higher) driving licence. Recommendation: Experience in the following: Management of large scale social media communities, queries and multiple accounts simultaneously; Social media analytics, reporting on channels, campaigns and accounts; Working on large scale social media campaigns from conceptualization to execution; Development of social media content; The creation of relevant internal policies, strategies and codes of conduct relating to social media including implementation and change management across complex structures; Significant social media experience; Significant experience with social media SaaS tools towards campaign tracking, citizen engagement, Online Reputation Management(ORM); Basic experience relating to social media crises communication; Good working knowledge of social media strategic planning. Competencies: Advanced understanding of the following: Social media strategy and planning; Integration of digital platforms and capabilities for omni-channel citizen engagement; Response management; Online reputation management; Data and analytics; Internal client relations; Change management; Broad based understanding of digital communication and marketing theory and related terminology; Working knowledge of the following: Social media advertising formats; Vendor/account management in particular as it relates to media/digital agencies; Skills needed: Communication (written and verbal); Strong analytical and reporting; Project and Account Management. Abilities: Team Management; Leadership; Working within rapidly changing environment.
- DUTIES** : Develop and oversee the execution of strategic WCG social media and digital plans and initiatives, which includes supporting social media community participation, citizen and public servant outreach campaigns, internal and external cross channel collaboration and integration of social media into overall business strategy; Provide full spectrum social media services, guidance and support as well as strategic services to client departments; Execution of social media campaigns and reporting thereon; Developing and executing best practice analytics support, trends analyses and providing reports with actionable recommendations to maximize value from social media related efforts; FAQs and processes supporting citizen centred response management; Up to date understanding of and contextual implementation of best practices relating to social media for government; Maintaining and implementing WCG Social media policy, protocols, processes, and change management; Ensuring all official transversal and departmental WCG social media presences are managed in compliance with relevant policies collaboratively across all digital channels (internal and external) with uniform messaging, corporate identity which reflect the objectives and values of WCG; Stay up to date with all social media changes/ developments and importantly identify and explore opportunities for WCG towards the improvement of citizen and stakeholder participation towards the realisation of provincial strategic goals and WCG values.
- ENQUIRIES** : Mr C Wakeford- email: Clayton.Wakeford@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 16 August 2021

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 16 August 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/412 : **COMMUNITY DEVELOPMENT MANAGER: (SUSTAINABLE LIVELIHOODS) REF NO: DSD 98/2021**

SALARY CENTRE REQUIREMENTS : R794 889 per annum, (All-inclusive salary package), (OSD as prescribed)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and systems, skills, attitudes and values in community development to guide employees on its application; Individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Skills needed: Presentation; Problem solving; Financial management; Project Management; Computer literacy; Communication (Written and verbal); Staff management. Ability to: undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures.

DUTIES : To manage the following: Identification, facilitation and implementation of integrated development interventions, including the Sanitary Dignity Project in partnership with the community and other relevant stakeholders; Community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Plan and ensure that research on community development is undertaken. Undertake and facilitate complex community development research; Keep up to date with new developments in the community development and management fields to enhance service delivery.

ENQUIRIES APPLICATIONS : Mr M Hewu at Tel No: (021) 483 3054
: 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 26/413 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (2 POSTS AVAILABLE IN WYNBERG AND RETREAT) REF NO: DSD 105/2021**

SALARY CENTRE REQUIREMENTS : R384 228 - R445 425 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: 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 : Mr Q Arendse at Tel No: (021) 763 6209
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 26/414 : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT AND SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 106/2021**

SALARY : Grade 1: R363 801 - R407 625 per annum, (OSD as prescribed)
Grade 2: R432 459 - R581 178 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 South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving; Financial management; Monitoring and evaluation; Contract Management; Proven computer literacy and Communication (Written and verbal).

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative/Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management/Relationship Management (International/National/Provincial/Local/Regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr M Gaba at Tel No: (021) 483 4212
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 26/415 : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE) REF NO: DSD 102/2021**

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; Skills needed: Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; 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 Q Arendse at Tel No: (021) 763 6206
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 26/416 : **SOCIAL WORKER: SOCIAL WORK SERVICES (RETREAT) REF NO: DSD 103/2021**

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

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
 : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving 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; Skills needed: Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; 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 Q Arendse at (021) 763 6206
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 26/417 : **SOCIAL WORKER: SUBSTANCE ABUSE REF NO: DSD 104/2021**

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

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| | | developments in the social work and social welfare fields; Perform all administrative functions required of the job. |
| <u>ENQUIRIES</u> | : | Ms F Isaacs at Tel No: (021) 483 8442 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 26/418</u> | : | <u>SOCIAL WORKER: OLDER PERSONS REF NO: DSD 109/2021</u> |
| <u>SALARY</u> | : | 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). |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms F Isaacs at Tel No: (021) 483 8442 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>POST 26/419</u> | : | <u>PROFESSIONAL NURSE: PROFESSIONAL SERVICES (HORIZON) REF NO: DSD 101/2021</u> |
| <u>SALARY</u> | : | Grade 1: R256 905 - R297 825 per annum, (OSD as prescribed) Grade 2: R315 963 - R362 865 per annum, (OSD as prescribed) Grade 3: R383 226 - R485 475 per annum (OSD as prescribed). Grade 4: R472 551 – R581 178 per annum, (OSD as prescribed) |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; |

Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

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

ENQUIRIES APPLICATIONS : Mr EJ Buys at Tel No: (021) 986 9101
: 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 26/420 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT PROGRAMME IMPLEMENT AND COORDINATE (METRO SOUTH REGION: WYNBERG: SDA) REF NO: DSD 100/2021 (X2 POSTS)**

SALARY : Grade 1: R217 659 - R252 327 per annum, (OSD as prescribed)
Grade 2: R265 320 - R307 569 per annum, (OSD as prescribed)
Grade 3: R323 253 - R432 459 per annum, (OSD as prescribed).

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

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

ENQUIRIES : Ms M Swart at Tel No: (021) 763 6212

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 26/421 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MILNERTON) REF NO: DSD 107/2021**

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

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

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 E October at Tel No: (021) 832 0731

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 26/422 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (WITZENBERG) REF NO: DSD 108/2021**

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

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social

Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving 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.

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

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

POST 26/423 : **DEPUTY DIRECTOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 99/2021**

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; A valid code B (or higher) driving licence. Recommendation: Working experience in a Child and Youth Care Centre (CYCC) or similar environment. Competencies: Knowledge of the following: Analytical, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work Profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; People Management Practices; Conflict Management; Interpersonal; Report writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus; Communication (Written and verbal). Ability to analyse policies.

DUTIES : Management of the following: The centralized admissions and legislative administration; Canalization function in terms of Children's Act, Prevention and

treatment of Substance Act and the Mental Health Act; Advisory and special panels; Multi-Disciplinary Advisory and Review Panel for all applicants across legislative frameworks for placement with special circumstances or conditions and movement deeper in the system; Reporting and legislative administrative systems in place; Effective information management and registry function; Coordinate and manage the following: The NPO funded process, performance management and registration assessment of NPO CYCC's; Rapid Response following incident reporting, tip off and ministerial enquiries; Operational Planning Process in line with the Annual Performance Process (APP); Professional support services to own, outsources and funded CYCC's; Research, develop and review facility management policies, protocols, standard operational procedure and manuals relevant to Professional Services and legislative administrative applications; Stakeholder Management; Operational management of the sub-directorate Facility Policy Planning and Professional Services.

ENQUIRIES : Ms M. Jonkerman at Tel No: (021) 826 6040
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 26/424 : **ADMINISTRATIVE OFFICER: ECD AND PARTIAL CARE REF NO: DSD 97/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) with a one or two year completed post school qualification; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Provincial and national strategies to address Sector Development; Micro Economic Development Strategy; Relevant software packages and sound application of relevant computer programmes; Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Sound organising, planning and time management skills; Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a record management system; Communicate effectively (written and verbally); Procure goods and services; Work under pressure; Make sound judgments; Basic research; Analyse documents and situations; Ability to access research sources; Function as a team member.

DUTIES : Render line administrative support services: Assist management support staff in all administrative duties; Develop and maintain processes and systems that will contribute towards improving efficiency in the office; Co-ordinate Monitoring and Evaluation (M&E) activities and maintain the relevant systems: Update and maintain the M&E systems for projects (BizProject and APAS); Provide support to conduct basic research on providers and compile comprehensive documents for the Chief Directorate with regard to issues linked to provider information; Provide support to the Chief Directorate for supply chain management: Coordinate evidence/ supporting documents; Manage and maintain an effective filing system; Render advice and liaise with regard to administrative matters: Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remain abreast with project procedures and processes that apply to the Chief Directorate.

ENQUIRIES : Ms N Mguda at Tel No: (021) 483 9598
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 26/425 : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 96/2021**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Client and Orientation and Customer focus; Skills needed: Verbal and written communication; Proven computer literacy (MS Office); Planning and organising; Numeracy; Problem solving; Presentation; Design making.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Keep and maintain: Asset register of the component; Provide personnel administration clerical support services: Maintain a leave register; Personnel records; Attendance register; Arrange travelling and accommodation; Provide financial administration support services in the component: Capture and update expenditure; Check correctness of subsistence and travel claims of officials and submit to manager for approval; Handle telephone accounts and petty cash.

ENQUIRIES : Ms V Hurling at Tel No: (021) 483 6741
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 16 August 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/426 : **CHIEF QUANTITY SURVEYOR: QUANTITY SURVEYOR SERVICES REF NO: TPW 62/2021**

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

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Degree in Quantity Survey or relevant qualification; A minimum of 6 years post qualification Quantity Survey experience required; Compulsory registration with South African Council of Quantity Survey Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Quantity Survey legal and operational compliance; Quantity Survey operational communication; Skills needed: Process and maintenance knowledge; Mobile equipment operational; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer; People management; Planning and organising; Conflict management; Negotiation and Change management.

DUTIES : Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies

according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity survey related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Mr R Monare at Tel No: (021) 483 5310
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 26/427** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROADS BRANCH**
REF NO: TPW 63/2021
- SALARY** : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(OSD as prescribed based on recognisable prior experience)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer; A valid code B (or higher) driving licence. Recommendation: Further studies in the field of Road Planning with experience in the following fields: Traffic studies; Traffic modelling and analyses software; Road safety assessments; Policy development and implementation; Road use management. Competencies: Knowledge of the following: Engineering design, planning and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills needed: Analytical; Module equipment operating; Financial management; Communication (written and verbal) and Proven computer literacy.
- DUTIES** : Design new systems; Roads use management and Roads investment planning to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
- ENQUIRIES** : Mr S.W. Carstens at Tel No: (021) 483 2203
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 26/428 : **ASSISTANT DIRECTOR: EPWP SKILLS DEVELOPMENT REF NO: TPW 66/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence; Ability to work under pressure; Supervisory experience. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP Skills development; Scare and critical skills as identified by the relevant SETA's; Project Management, monitoring and evaluation methods; Supply Chain and financial management; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production method and coordination of people and resources; Communication (written and verbal) skills; Proven computer literacy; The following skills: Planning and organising; Problem solving; Ability to interpret and apply policy; Financial management; Report writing and formulation.

DUTIES : Manage targeted skills development programmes/projects including apprenticeships, internships and learnerships for the unemployed youth; Develop, implement and maintain programmes/projects which promotes skills development in the construction environment; Manage the establishment and maintenance of intergovernmental relations with other spheres of government and stakeholders; Establish and manage effective and efficient financial management systems in line with the Public Finance Management Act, Treasury Regulations and prescripts and financial delegations; Manage, maintain and develop sound human resource management practices; Establish, maintain and develop effective and efficient data management systems and tools that will enhance service delivery.

ENQUIRIES : Ms P Jenniker at Tel No: (021) 483 8551
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 26/429 : **ADMINISTRATIVE OFFICER: REGIONAL CONTRACTOR DEVELOPMENT REF NO: TPW 64/2021**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years relevant experience; A valid code B (manual) driving licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP; Programme/project management, research and planning procedures; Supply Chain and Financial Management; Public Service reporting procedures; Team and People oriented; Ability to work under pressure; Skills needed: Proven computer literacy; Communication (written and verbal); Planning & Organisational; Problem solving; Financial Management; Report writing & formulation; Ability to interpret and apply policy.

DUTIES : Financial and Supply Chain Management: Compliance with Supply Chain Management prescripts and participate on EPWP SCM Committees; Compliance with PFMA to ensure effective financial management; Liaison with beneficiaries, communities and private sector organisations: Liaison with beneficiaries of the Contractor Development Programme to obtain information needed to develop, manage and assess the programme; Liaison with community structures to obtain information required by Deputy Director to make decisions on programmes; Liaise with Private sector organisations, training providers; Reporting to Deputy Director: Obtain inputs, collate information and compile complex document, reports and presentations; Conduct research on behalf of the Deputy Director; Compile monthly reports to Deputy Director with regard to all programmes and beneficiaries progress in a regional context.

ENQUIRIES : Ms P Jenniker at Tel No: (021) 483 8551
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 26/430 : **ADMINISTRATIVE OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 65/2021**

SALARY : R257 508 per annum (Level 07)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 1-year clerical experience in Skills Development; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP and Skills Development environment; Programme/project management; Research and planning procedures; Public service reporting procedures; Line functions and departmental structures; Communication (written and verbal) skills; Planning and organisational; Record keeping; Proven computer literacy (MS Office); Report writing and formulation.

DUTIES : Render administrative assistance to the assistant manager: Manage all official documents; Obtain inputs, collate information and compile complex documents, reports and presentations; Ensure and implement that all the activities, functions and responsibilities of the programme in accordance with the requirements of the relevant regulatory framework including departmental policies; Assist with general office administration functions; Liaison with beneficiaries, communities and private sector organisations: Create awareness regarding the programme; Maintain and sustain the stakeholder relationships and partnerships; Coordinate engagements and networking opportunities and activities; Render a comprehensive financial administrative support service to the skills development unit; Collate and prepare draft requests for stipend payments of learners in accordance with validated attendance registers and forward to the service provider; Ensure all invoices are received and prepared on Basic Accounting System (BAS) and processed on SITS in accordance with the Public Financial Management Act (PFMA).

ENQUIRIES : Ms P Jenniker at Tel No: (021) 483 8551

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