

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 13 December 2021
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 41/183** : **HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT AND TOURISM REF NO: (DEDAT 22/2021)**
- SALARY** : R1 978 533 per annum (Level 16), (all-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.
- CENTRE REQUIREMENTS** : Department of Economic Development and Tourism, Western Cape Government
: Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS prior to appointment. Recommendation: A Masters' degree in Economics, Business Administration/ Public Policy would serve as a recommendation. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education.
- DUTIES** : Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities. Facilitate the creation of opportunities to influence economic growth and job creation within specific priority sectors as identified by the department. Promote the transformation

of the Western Cape economy towards green economic growth. Facilitate the strengthening of energy resilience in the Western Cape. Optimise communication and stakeholder relationships with economic stakeholders and partners. Drive the development and implementation of the Economic Growth Strategy of the Western Cape Government as well as the departmental strategic planning processes. Manage oversight role in relation to public entities including the Atlantis Special Economic Zone, Saldanha Bay Industrial Development Zone and the Western Cape Tourism, Trade and Investment Promotion Agency. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES : Ms LS Esterhuysen at Tel No: (021) 483 5856 / 083 629 3244

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 13 December 2021

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 41/184 : **HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING REF NO: EADP 17/2021**

SALARY : R1 521 591 per annum (Level 15), (all-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8; Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Head of Department Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Competencies: Knowledge of the following: latest advances in public management

theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organizing and people management skills. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

- DUTIES** : Line Management: Strategic management, guidance, and advice in respect of the rendering of efficient and cost effective, transparent, and responsive public administration. This includes the following functions: Ensure cohesive and integrated environmental governance in the Western Cape; Strategically advance the environmental sustainability of the Western Cape; Sustain the environmental quality of the Western Cape; Ensure integrated environmental and land management in the Western Cape; Provide a management support service to the Department. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Foster and promote a culture of innovation within the Department. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department. Financial Management: Manage participation in the budgeting process at Departmental level, and at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.
- ENQUIRIES** : Ms LS Esterhuysen at Tel No: (021) 483 5856 / 083 629 3244

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 41/185** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (OPHTHALMOLOGY)**
Chief Directorate: Rural Health Services

- SALARY** : Grade 1: R1 122 630 per annum

		Grade 2: R1 283 592 per annum
		Grade 3: R1 489 665 per annum
		(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage.
<u>DUTIES</u>	:	Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services, consultant as well as surgical, to the district and sub-districts of the Garden Route (South Cape) and Central Karoo districts. Strive to achieve the aim of prevention of blindness in those districts. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.
<u>ENQUIRIES</u>	:	Dr AH Stark Tel No: (044) 802-4504
<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. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	03 December 2021
<u>POST 41/186</u>	:	<u>CHIEF ENGINEER: GRADE A (MECHANICAL)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R1 058 469 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Engineering degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required of which minimum of 2 years as registered engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally.

Competencies (knowledge/skills): Computer literacy (MS Office). A health science related post-graduate qualification will be beneficial. Extensive experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Experience with development of new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations in a health environment. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms M van Leeuwen Milne.vanLeeuwen@westerncape.gov.za
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 : 03 December 2021

POST 41/187 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R624 216 per annum (PN-B4)
CENTRE : Pacaltsdorp CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to attend to community meetings after hours. Competencies (knowledge/skills): Computer literacy (MS Office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of the allocated PHC facility. Facilitate the commissioning and development of community participation programmes and facility-based services. Control and set standards for safe patient care. Responsible for the co-ordination, supervision and control of nursing services. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Ensure the implementation of quality assurance programmes. Information and data management.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100
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 : 03 December 2021

<u>POST 41/188</u>	:	<u>REGISTERED COUNSELLOR GRADE 1 TO 3</u> (Contract Period until 31 March 2024) Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R587 835 per annum Grade 2: R 672 123 per annum Grade 3: R 761 274 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Breede Valley Sub-District Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered Counsellor. Experience: Grade 1: None after registration with the Health Professional Council (HPCSA) as Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<u>DUTIES</u>	:	Providing preventative and developmental counselling services to children, adults, couples and families. Performing supportive psychological interventions to enhance mental well-being an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho - education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative duties as keep accurate statistics. Conduct training and workshops. Provide supervision, mentoring and support to lay health worker. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Phillips-Losch Tel No: (023) 348-8154 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a computer literacy test. 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"
<u>CLOSING DATE</u>	:	03 December 2021

- POST 41/189** : **OPERATIONAL MANAGER: NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services
- SALARY** : R571 242 (PN-B3) per annum
CENTRE : Lentegeur 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. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Appropriate/recognisable experience working with in the Acute Psychiatric Services. Communication in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
- ENQUIRIES** : Ms JJ King Tel No: (021) 370 -1230/ Ms BL McKay Tel No. (021) 370 -1248
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 : 03 December 2021
- POST 41/190** : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR (ENVIRONMENTAL HEALTH) GRADE 1**
Garden Route District
- SALARY** : R473 112 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Perform standby and overtime duties. Responsible for duties in the Garden Route and Central Karoo Districts. Prepared to travel in the entire Western Cape Province. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning. Management, monitoring and evaluation of public and environmental health programs. Knowledge and skills in data analysis and reporting procedures.
- DUTIES** : Administration of the provincial environmental health program. Monitoring, evaluation and support of Environmental Health Services (Municipal Health Services) rendered by district municipalities. Control over the sale of Group I Hazardous substances. Co-ordination of the environmental health response to

notifiable medical conditions. Support for Port Health Services. Support to Provincial Health institutions regarding environmental health related issues.

ENQUIRIES : Mr VZ Brickles 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 : 03 December 2021

POST 41/191 : **ULTRASOUND RADIOGRAPHER: GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R401 640 per annum
Grade 2: R473 112 per annum
Grade 3: R557 301 per annum

CENTRE : Delft CHC (X1 post)
Kraaifontein CHC (X1 post)

REQUIREMENTS : Minimum educational qualification: National Diploma and/or B-Tech Degree that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Inherent requirement of the job: Valid Code (B/EB) drivers' license. Experience: **Grade 1:** None for SA qualifies employees. 1-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES : Render an efficient and effective sonography service to patients in the Northern/Tygerberg Substructure. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Do relieve duties in the Northern/Tygerberg Sub-structure. Additional duties as required for service delivery.

ENQUIRIES : Mr AE Patientia Tel No: (021) 815-8894

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)".

CLOSING DATE : 03 December 2021

POST 41/192 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
CLINICAL FACILITATOR

SALARY : Grade1: R388 974 (PN-B1) per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 2: R478 404 (PN-B2) per annum</p> <p>: Groote Schuur Hospital</p> <p>: Minimum educational qualification: Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/ recognizable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Must be prepared 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 related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.</p>
<u>DUTIES</u>	<p>: Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training, updating of skills and competencies as well as the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources. Promote Research.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr A Mohamed Tel No: (021) 404-2071</p> <p>: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p>
<u>NOTE</u>	<p>: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"</p>
<u>CLOSING DATE</u>	<p>: 03 December 2021</p>
<u>POST 41/193</u>	<p>: <u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u></p> <p>Cape Winelands Health District</p>
<u>SALARY</u>	<p>: Grade1: R388 974 (PN-B1) per annum</p> <p>: Grade 2: R478 404 (PN-B2) per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Groote Schuur Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post basic qualification with a duration of at least 1- year Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable</p>

experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).

<u>DUTIES</u>	:	To provide an effective integrated Comprehensive Primary Health Care Services within standards and a professional/legal framework. Ensure good record keeping as well as keeping relevant registers and folders. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Stellenbosch Sub District when needed.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109, E-mail: Margrieta.Muller@westerncape.gov.za
<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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment in 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 applications/on appointment"
<u>CLOSING DATE</u>	:	03 December 2021
<u>POST 41/194</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year health related Diploma or Degree. Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial and operational experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Project management skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Expanded Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. To investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.
<u>ENQUIRIES</u>	:	Ms C Lawrence Tel No: (021) 483-9964
<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. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	03 December 2021

POST 41/195 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (X5 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R382 245 per annum
CENTRE : Directorate: Service Priorities Coordination
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: Appropriate experience in public health management and or programme development and community and or primary health care services and management thereof. Inherent requirement of the job: Valid Driver's license. Willingness to travel to the districts and national offices.

DUTIES : Develop policies and guidelines in respect to the planning, implementation and monitoring of a provincial prevention, treatment and control programme. Ensure the implementation of optimal health control policies and strategies in the province. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Manage and coordinate a high burden and high priority health programme. Participate as key member of the Service Priority Project Team as required to give effect to a health systems response. Produce quarterly reports and annual reviews of health programme.

ENQUIRIES : Ms Arendse Tel No: (021) 815-8612
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 : 03 December 2021

POST 41/196 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SCRUM MASTER)**
Directorate: People Development

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year qualification in IT Project Management (or equivalent) and appropriate experience in CEI Project Management. Experience: Appropriate experience in CEI Project Management (Scrum Master). Appropriate experience in IT Systems Development for People Management and Development. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to travel. Competencies (knowledge/skills): Knowledge of CEI Project Management, Scrum Master, PMBOK, PRINCE2, Supply Chain Management Experience Budgeting. IT Technical skills. Computer Literacy (MS Office package), MS Outlook. Problem solving and reporting, data analysis skills. Time management. Sound knowledge regarding matters related to the post.

DUTIES : Plan and Co-ordinate key projects. Manage project resources and co-ordinate project forums/ meetings. Manage risks related to People Management/ People Development projects. Manage monitor and evaluate vendor performance against contracts and Service Level Agreements for People Management/ People Development Projects. Regular reporting to Management on the status of People Management/ Development Projects. Manage the relationship between the Department and relevant stakeholders. Manage staff with reference to development, labour relations and people practices. Handle telephone and written enquiries.

ENQUIRIES : Mr A Thorne Tel No: (021) 483-5917
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 : 03 December 2021

POST 41/197 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES) (X6 POSTS)**

SALARY : R176 310 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: 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 (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees/Patient Administration environment. Competencies (knowledge/skills): Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least two of three official languages of the Western Cape. Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.

DUTIES : Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter responsibility Account and Medscheme accounts. Knowledge how to operate computer hardware. Billing of patient accounts and allocate payments. Handling of state monies.

ENQUIRIES APPLICATIONS : Mr RE Domingo Tel No: (021) 938-4550
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 41/198 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (LABOUR RELATIONS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Labour Relations environment. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.

DUTIES : General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with Co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.

ENQUIRIES APPLICATIONS : Mr R Japhta Tel No: (021) 938-5184
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 41/199 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PENSIONS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management Appropriate pension experience would be advantageous Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. PERSAL Introduction certificate.

DUTIES : Effective handling of all pension matters. The applicant's aptitude for figures Responsible for the processing, checking and auditing of all personnel/pension and/or housing records when staff resign, retire or transfer to other departments etc. Scanning and loading Z102 on PCM. Calculations and advice staff on pension matters and related issues. General administrative tasks. Dealing with personal,

written and telephonic enquiries. Distribution of pay sheets and other related documents on a monthly/quarterly or annual Basis. Assist pensioners with claims and medical subsidies. Destroying of personnel files – Archive.

ENQUIRIES : Ms EH Laisai Tel No: (021) 938-4143/4910
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 : 03 December 2021

POST 41/200 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (X5 POSTS)**

SALARY : R176 310 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Issue and receive folders. Responsible for archiving folders. Issue folders on micro bundles. Ensure folders are index correctly. Scan folders daily. Prepare of folders for scanning. File tracking on Hospital Information System and Trace misfiles. Handle telephone enquiries.

ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512
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 : 03 December 2021

POST 41/201 : **ADMINISTRATION CLERK: SUPPORT SERVICES (X9 POSTS)**

SALARY : R176 310 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate (or equivalent). Experience: Appropriate Administrative experience within a Support Services environment. Competencies (knowledge/skills): Ability to prioritise work and be able to work under pressure. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer knowledge as well as excellent time management, attention to detail, administrative, communication, interpersonal and organisational skills, resourcefulness within the scope of the Key Result Areas.

DUTIES : Render administrative support to various sub-components within the Support Service department. Have the capability and computer skills to process statistical data, audit reports, stock control, etc. General office administration in terms of bookkeeping, filing, phototyping, printing thus providing efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES : Ms Y Nelukalo Tel No: (021) 938-4413
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 : 03 December 2021

POST 41/202 : **ADMINISTRATION CLERK: SUPPORT (NURSING) (X2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative services in a hospital environment. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of human resource management, labour legislation and the nursing agency tender process. Good interpersonal communication skills. Good organisational skills and the ability to function under pressure and as part of a team.

DUTIES : Providing an effective nursing administrative service. Effective utilisation of Human and Financial Resources to assist in achieving the objectives of the unit. Delivering effective support to the Nursing Department as well as to other departments / modules on a relief basis.

ENQUIRIES APPLICATIONS : Ms F Marthinus Tel No: (021) 938-4055
: 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 : 03 December 2021

POST 41/203 : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION) (X13 POSTS)**

SALARY : R176 310 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient Administration experience. Appropriate experience within a Hospital Environment. Competencies (knowledge/skills): The ability to accept accountability and responsibility with good interpersonal skills. The ability to maintain confidentiality. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (Windows, Excel, Word, Clinicom).

DUTIES : Assessment of patients. Register patients on the Patient Administration System (Clinicom). Responsible for folder management. Maintain patient appointment system. Responsible for handling patient telephonic enquiries. Collection and collation of data for monitoring and evaluation. Collection of revenue.

ENQUIRIES APPLICATIONS : Mr L Heynes Tel No: (021) 938-5186
: 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 : 03 December 2021

POST 41/204 : **SECURITY OFFICER (X7 POSTS)**

SALARY : R124 434 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts and to be available on a 24-hour basis. Must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.

DUTIES : Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr VP September Tel No: (021) 938-6077
: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
: Ms Z Mtshisazwe

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

CLOSING DATE : 03 December 2021

POST 41/205 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Mfuleni CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Health Facility or Hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, scrub, and mop floors, passage, furniture empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Ms B Stuurman Tel No: (021) 350-0801
APPLICATIONS : The Director: Khayelitsha Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms D Abrahams
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate may be subject to a practical test as part of the selection process.

CLOSING DATE : 03 December 2021

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 06 December 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 POST

POST 41/206 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 52/2021**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Working experience in a supply chain management or finance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; National and Provincial instruments and legislation pertaining to human resources; Financial management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement policies and procedures; Contract management. Skills needed:

Communication (written and verbal); Proven computer literacy; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.

DUTIES : Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management.

ENQUIRIES : Mr R. Williams at Tel No: (021) 483 0598

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 06 December 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 41/207 : **POPULATION ANALYST: POPULATION DEVELOPMENT (RESEARCH AND GIS) REF NO: DSD 138/2021**

SALARY : R477 090 per annum (Level 10)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Demography, Sociology, Geography, GIS); A minimum of 3 years experience in Research (Population Geography and Demography) or similar environment; A valid driving license(Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems. Skills: Proven Computer literacy; People management and empowerment; Planning and organizing; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.

DUTIES : Conduct population-related research: Participate in the development of guidelines for population-related research and the annual population research plan; Facilitate stakeholder participation in allocated research projects; Develop research proposals; Determine research strategy, and provide support during the procurement process for outsourced research; Manage outsourced projects; Execute the research project; Participate in the evaluation and approval of reports; Support and participate in the dissemination of research findings. Conduct advanced population analysis and interpretation of data to support stakeholders with the implementation of the Population Policy. Provide GIS and spatial mapping services. Intra- and Inter-sectoral collaboration.

ENQUIRIES : Mr G. Miller at Tel No: (021) 483 4168 or (C): 0836347634

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 41/208 : **OPERATIONAL MANAGER NURSING: (HUB) FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 160/2021**

SALARY : Grade 1: R450 939 per annum, (OSD as prescribed)

<u>CENTRE REQUIREMENTS</u>	: Department of Social Development, Western Cape Government : A Basic R425 qualification (i.e. Diploma/ Degree in Nursing, Midwifery, Community Nursing Science, Psychiatry) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Previous experience in youth facility-based nursing; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Residential care medical and psychiatric services; Modern systems of governance and administration; Relevant acts, policies and prescripts; Constitutional, legal and institutional arrangements governing the South African public sector; Project Management processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organising and people management skills; Problem solving and decision making; Strategic planning skills; Work as part of the multidisciplinary team.
<u>DUTIES</u>	: Monitor and ensure the provision of effective and efficient health and care services to residents throughout adequate nursing care: Networking with all relevant stakeholders within the Health Care sector and the implementation of the MOU with the Department of Health; Ensure availability and access to sufficient resources (human, financial and physical resources); Quality assure services through monitoring and evaluation, auditing of records, analyzing data, confidential complaint's procedures and resident satisfactory surveys; Coordinate and quality assure monthly reports and statistics of health care practitioners and the CYCC's; Coordinate and monitor the implementation of care plans and evaluation thereof: Create and enabling environment that is therapeutic and meet the resident(s) need for privacy, well-being and dignity; Monitor and evaluate interventions and progress of resident(s) receiving health care treatment; Bi-weekly discussions of complicated cases (case studies) to ensure effective interventions and development of staff; Ensure and monitor the right of residents to health care information as part of their overall empowerment and development; Maintain a constructive working relationship with nursing MDT members and other stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	: Ms L Goosen at Tel No: (021) 202 9251 : 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 41/209</u>	: <u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MITCHELLS PLAIN) REF NO: DSD 162/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R389 991 - R452 106 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.
<u>DUTIES</u>	: 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 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 41/210 : **ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 136/2021**

SALARY : R382 245 per annum (Level 09)
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 relevant administrative experience in a Business Planning or similar environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Skills needed: Communication (written and verbal); Strategic thinking; Project management.

DUTIES : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and Revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan.

ENQUIRIES : Ms S Nieftagodien at Tel No: (021) 483 6279
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 41/211 : **ASSISTANT DIRECTOR: MONITORING (OLDER PERSON) REF NO: DSD 137/2021**

SALARY : R382 245 per annum (Level 09)
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 relevant administrative experience in a monitoring working environment or similar. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.

DUTIES : Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information

(data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labor relations within the Division.

**ENQUIRIES
APPLICATIONS**

: Mr D Cowley at Tel No: (021) 483 6296
: 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 41/212

: **SOCIAL WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN
DRAKENSTEIN AND BREEDE VALLEY) REF NO: DSD 161/2021**

SALARY

: Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546– R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991– R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640– R589 896 per annum, (OSD as prescribed)

**CENTRE
REQUIREMENTS**

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

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms MM Arendse at Tel No: (023) 348 5300
: 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 41/213 : **EDUCATION OFFICER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 158/2021 (X3 POSTS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.

DUTIES : Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES : Ms B Nicholas at Tel No: (044) 803 7508
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 41/214 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 156/2021**

SALARY : Grade 1: R202 176 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms B Nicholas at Tel No: (044) 803 7508
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 41/215 : **CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 157/2021**

SALARY : Grade 1: R159 603 - R179 637 per annum, OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
 : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B (or higher) driving license. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.
- DUTIES** : Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.
- ENQUIRIES APPLICATIONS** : Ms B Nicholas at Tel No: (044) 803 7508
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 41/216** : **LAUNDRY SUPERVISOR: ADMIN (OUTENIEKWA) REF NO: DSD 159/2021**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04)
 : Department of Social Development, Western Cape Government
 : Junior Certificate (Grade 10 or equivalent qualification); A minimum of 3 years laundry work or related experience. Competencies: Knowledge of the following: Machinery; Laundry guidelines / protocols; Environmental, health and safety standards; Written and Verbal communication skills; Numeracy and literacy skills; Organising skills; Interpersonal skills.
- DUTIES** : Supervise laundry operations: Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Supervise and record dispatched linen from the linen bank to the centre wards; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental / health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise and report on staff performance through the compilation of staff job description and performance work plans; Facilitate the undertaking of disciplinary measures in cases of deviations; Order laundry stock, equipment and machines; Report faults of laundry machines to the Administrative Officer.
- ENQUIRIES APPLICATIONS** : Ms B Nicholas at Tel No: (044) 803 7508
 : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
 Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or
 Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the

reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 06 December 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 41/217 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: TPW 59/2021 R1**

SALARY : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 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 license. Recommendation: Further studies in the field of Traffic Engineering; Experience in the following: Traffic studies, Traffic analysis software; Road safety assessments/road audits; Undertaking of Speed Limit Reviews; Design/use/application of road signs and road markings in accordance with the provisions of SARSTSM, including accommodation of traffic applications; Abnormal loads permit assessment/overload control; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) skills and proven computer literacy.

DUTIES : Design new systems 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 : Dr H Wolff at Tel No: (021) 483 2222

POST 41/218 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 142/2021**

SALARY : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum

Grade C: R939 621 - R1 106 814 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: 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 driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

DUTIES

: Manage service providers (PSPs, contractors), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES

: Ms M Greeff at 072 456 3953

POST 41/219

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 143/2021**

SALARY

: Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification experience; Compulsory registration with ECSA as a professional engineer; A valid (code B or higher) driving license. Recommendation: Working knowledge and experience of the following: Design and installation of education engineering services (lighting, HVAC, Fire protection, power systems, electronic systems and associated infrastructure); Willingness to travel on a regular basis; Built environment especially regarding engineering design and analysis in the construction of education facilities; Computer support design of building and services; Programme and project management; Contract documentation and administration. Competencies: Knowledge of the following: Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Acts/regulations of Occupation Health and Safety (OHS-Act); National Building regulations; SANS regulations and all relevant built environment legislation; Skills needed: Research and development, technical report writing, interpersonal relations, decision making, analytical, team leadership and financial management, proven computer literacy (MS Office); Public sector procurement; Ability to work under pressure; Written and verbal communication skills.

DUTIES

: Design and installation of electrical and electronic engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges

and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leader duties and investigations; Report on and plan the capital and maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Human capital development; Ensure training and development of technicians; Office administration and budget planning; Research and development.

ENQUIRIES

: Mr Y Parker at Tel No: (021) 483 8860

POST 41/220

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MECHANICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 144/2021**

SALARY

: Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE

: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Mr Y Jacob at Tel No: (021) 483 8514

POST 41/221

: **QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 145/2021**

SALARY

: Grade A: R628 014 - R676 539 per annum
Grade B: R718 062 - R766 278 per annum
Grade C: R809 634 - R953 715 per annum

		(Salary will be determined based on post registration experience as per the OSD prescript)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B driving license. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Mr M Albertyn at Tel No: (021) 483 5440
<u>POST 41/222</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 68/2021 R1</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 2 years relevant experience in Financial Reporting; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: The Operation of Trading Entity, GMT policies and SOP's; National Treasury Regulations, Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial Instructions; Disciplinary and Grievance procedures; FleetMan systems; Proven computer literacy (MS Office); Numerical skills; Written and verbal communication skills.
<u>DUTIES</u>	:	Manage and control all aspects regarding unspent grants; Manage and control all aspects regarding finance and operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases); Manage Economic Exchange Event (EEE) costing and the asset planning cycle.
<u>ENQUIRIES</u>	:	Mrs. K Proctor-Fourie at Tel No: (061) 884 6572

POST 41/223 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): INTERGOVERNMENTAL COORDINATION REF NO: TPW 138/2021 (X2 POSTS AVAILABLE - 1 EACH IN PAARL AND OUDTSHOORN)**

SALARY : Grade A: R316 536 - R337 791 per annum
Grade B: R358 524- R386 487 per annum
Grade C: R408 075- R480 678 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr S Carstens at Tel No: (021) 483 2203

POST 41/224 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD PROCLAMATION AND ROAD USE REF NO: TPW 140/2021(X3 POSTS)**

SALARY : Grade A: R316 536 - R337 791 per annum
Grade B: R358 524- R386 487 per annum
Grade C: R408 075- R480 678 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving license. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and

regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES

:

Mr D Fortuin at Tel No: (021) 483 2012 / 082 670 4560