

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

- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- CLOSING DATE** : 17 January 2022
- 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 preference. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

OTHER POST

- POST 43/232** : **AUXILIARY SERVICES OFFICER: BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE, REF NO. AGR 20/2021 R1**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (level 4)
: Department of Agriculture, Western Cape Government
: Grade 10 (Junior Certificate or equivalent qualification); A minimum of 2 years' experience in hatchery practices and/or ostrich handling; A valid code B driving licence. Recommendation: Willingness to work overtime when required. Competencies: A good understanding of the following: Maintaining a hatchery and farm infrastructure; Management of Ostrich breeder flock; Communication skills; Ability to work within a team and give guidance to farm aids; Ability to do physical work (handling of ostrich breeders and loading trays filled with eggs in incubator trollies).
- DUTIES** : Support the execution of research projects: Collecting, setting and candling of ostrich eggs and recording of research data; Maintenance of research resources: General cleaning and disinfecting of hatchery facilities; Administration: Daily record keeping; Functional work allocation and supervision of workers; Technology transfer: Assist with open days.
- ENQUIRIES** : Dr Z Brand at Tel No: (044) 203 9406/ 084 689 1032

DEPARTMENT OF HEALTH

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the Closing Date for the post of the Head Clinical Unit (Medical) Grade 1 (Critical Care) with Ref Post 35/171, advertised in Public Service Vacancy Circular 35, dated 8 October 2021, has been extended to 17 December 2021. and Closing Date for the post of the Head Clinical Unit (Medical) Grade 1 (Adult Cardiology) with Ref Post 39/311, advertised in Public Service Vacancy Circular 39, dated 5 November 2021, has been extended to 17 December 2021.

OTHER POSTS

- POST 43/233** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
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).
- CENTRE REQUIREMENTS** : 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 Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **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 Psychiatry. **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 Psychiatry. 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. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry. Ability and experience in teaching.
- DUTIES** : (key result areas/outputs): Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. HR and Finance Management.
- ENQUIRIES APPLICATION** : Dr BE Boon, Tel No.: (044) 802-4528
: 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 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).'
- CLOSING DATE** : 20 December 2021
- POST 43/234** : **PRIMARY HEALTH CARE MANAGER**
Chief Directorate: Metro Health Services
- SALARY** : R882 042 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Klipfontein/Mitchells Plain Sub-structure Office
: 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 District Health Services or Health Service Management. Appropriate experience with statistical data and the use of data in order to make management decisions. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and extensive travel within the District. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to collaborate

- and work efficiently within a multi-disciplinary team. Good interpersonal, leadership and communication skills.
- DUTIES** : (key result areas/outputs): Strategic and operational management of PHC services in the Klipfontein/Mitchells Plain Sub-structure. Strategic and operational management of clinical and support services at Sub-district level. Financial planning, expenditure control and liaison with hub hospitals for effective Supply Chain Management for PHC facilities. Effective Human Resource Management. Effective and efficient management of all health programmes at Sub-district level and the implementation of Health Policies. Liaison and interaction with micro/specific and macro/general environment.
- ENQUIRIES APPLICATION** : Dr A Brink, Tel No: (044) 302- 8405
- NOTE CLOSING DATE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- : No payment of any kind is required when applying for this post.
- : 20 December 2021
- POST 43/235** : **DEPUTY DIRECTOR: INTEGRATED FACILITIES MANAGEMENT**
Head Office, Cape Town
- SALARY** : R744 255 per annum (A portion of the package may be structured according to the individual's personal needs).
- CENTRE** : Directorate: Facility Management (M4 Building, Grounds of Karl Bremer Hospital)
- REQUIREMENTS** : Minimum educational qualification: Undergraduate degree in Commerce or Law. Experience: Appropriate management experience in the field of Private Public Partnerships (PPP's) and Integrated Facilities Management Services in the Health Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive understanding of various business and legal principles. Ability to manage and maintain relations between parties (i.e. public and private sector). Ability to analyse, compile and report on financial data. Ability to think analytically and logically. A post graduate degree would serve as an added advantage.
- DUTIES** : (key result areas/outputs): Provide support with PPP's and related processes. Responsible for drafting Terms of Reference in Line with Supply Chain Management Prescripts and assist with bidding process for the Integrated Facilities Management Services Model. Ensure budget efficiencies are met as set out within the Integrated Facilities Management Services Model. Responsible for the development and implementation of a plan in terms of the Integrated Facilities Management Services Model for future and existing complexes. Monitor, train and evaluate staff for the Integrated Facilities Management Services model.
- ENQUIRIES APPLICATION** : Dr A Kharwa Tel No: (021) 918-1635
- NOTE CLOSING DATE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- : No payment of any kind is required when applying for this post.
- : 20 December 2021
- POST 43/236** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R744 255 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource management and Facility Management and Support Services in a hospital setting. Appropriate supervisory and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficient computer literacy (Microsoft Office package). Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Ability to lead, innovate and drive Human Resource and Facility Management initiatives. Excellent knowledge and experience in the implementation of Human Resource Management policies, procedures and practices pertaining to Human Resources, Human Resource Development and Labour Relations. Knowledge in managing all aspects of Technical and Support Services. Excellent communication in at least two of the three official

languages of the Western Cape (written, verbal) and conflict management skills, proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.

DUTIES : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resources Management, including Labour Relations and Human Resource Development. Strategic, operational and financial Management of all Support Services including waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic management of technical services including workshop and occupational health and safety. Provide strategic management and leadership, as member of George Hospital senior management team.

ENQUIRIES : Mr M Vonk, Tel No: (044) 802 4534 4534 or e-mail: Michael.vonk@westerncape.gov.za

APPLICATION : 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 : 20 December 2021

POST 43/237 : **MEDICAL PHYSICIST: GRADE 1 TO 3**

SALARY : Grade 1: R672 123 per annum

Grade 2: R761 274 per annum

Grade 3: R870 423 per annum

CENTRE : Tygerberg Hospital, Parow Valley

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

DUTIES : (key result areas/outputs): Perform dosimetry, quality assurance, treatment planning and radiation protection functions of medical physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Supply physics support to treatment planning and on the radiotherapy treatment floor. Supervise and plan HDR brachytherapy. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under and postgraduate teaching and training programme in the Medical Physics Department. Actively participate and assist with the research and development programme of the Medical Physics Department.

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

APPLICATION : 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 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).

- CLOSING DATE** : 20 December 2021
- POST 43/238** : **DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 THERAPEUTIC DRUG MONITORING LABORATORY (PHARMACOLOGY) (5/8TH POST)**
- SALARY** : R544 014 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Pharmacology. Registration with professional council: Registration with the HPCSA as a Medical Biological Scientist in Pharmacology. Experience: A minimum of 3 years' appropriate experience as Medical Biological Scientist in Pharmacology after registration with the HPCSA as Medical Scientist in Pharmacology. Competencies (knowledge/skills): Good knowledge of Clinical Pharmacology, Good Clinical Laboratory Practice, ISO 15189 accreditation system, bioanalytical research methodology, and clinical sample analysis. Strong communication, interpersonal, planning, and organizational and technical skills.
- DUTIES** : (key result areas/outputs): Direction of the Pharmacology Routine TDM Laboratory. Management and administration of the Pharmacology Routine TDM Laboratory. Teaching and supervision of postgraduate students. Conduct research.
- ENQUIRIES APPLICATION** : Prof G Maartens, Tel No.: (021) 406-6286
- APPLICATION** : 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** : 20 December 2021
- POST 43/239** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Rural Health Services
- SALARY** : Grade 1: R401 640 per annum
Grade 2: R473 122 per annum
Grade 3: R557 301 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1:** None for SA qualified employees. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Knowledge of cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. Ability to assist with the competence building and training. Good interpersonal skills. 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.
- DUTIES** : (key result areas/outputs): Provide a sonography service to support the general specialist disciplines in Worcester Hospital and surrounding Geographical Service Area. Responsible for quality assurance in the sonography department. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable.
- ENQUIRIES APPLICATION** : Ms E Dreyden, Tel No: (023) 348-1129
- APPLICATION** : 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 may be subject to a competency test. "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 whom 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 : 20 December 2021

POST 43/240 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R321 543 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in SCM and Finance environment. Appropriate knowledge and practical experience in LOGIS & BAS Systems. Practical experience in Budget and Expenditure Control as well as Assets and Liability Accounts. Experience in the procurement of Goods, Service and Warehouse management. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with experience in LOGIS & BAS (certificates to be attached). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Supervision of technical matters including budget control, expenditure analysis, monthly projections, accounting measures, compliance, and related functions as well as Human Resource Management. Supervise the management of Budget needs in respect of FBU's through control, monitoring and reporting expenditure. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Prepare and submit the Interim and Annual Financial Statements. Ensure sound Labour practices are executed and implemented. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management.

ENQUIRIES : Mr. M Mdodeni; Tel. No. (021) 370 1125
APPLICATION : 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 : 20 December 2021

POST 43/241 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ROCHESTER HOUSE)**

SALARY : R261 372 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Manage a Hostel/Dormitory Residence/Hotel. Appropriate experience in Personnel Management. Appropriate experience in Office and Financial administration. Inherent requirements of the job: Willingness to perform standby. Relieve and other related duties. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety Act. Knowledge of the Labour Relations Act. Computer literacy (MS Office) and typing proficiency.

DUTIES : (key result areas/outputs): Manage the Operations of the Groote Schuur Hospital staff Residence. Personnel Management, including submission of monthly reports, submission of monthly stats and the maintenance of a hygienic environment at the Residence. Financial administration and follow up on cash payments including reminders on expiry of lease agreements. Respond and resolve all queries and complaints, including repairs and maintenance of the residence. Relieve the duties of Supervisors and Managers

		within the Facility Management Department and assist with adhoc duties in the department.
<u>ENQUIRIES</u>	:	Mr F Olivier, Tel No: (021) 404-3163
<u>APPLICATION</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. Shortlisted candidates may have to undergo a practical skills test.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/242</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance environment, Inventory Management, Procurement processes, Warehouse Management and Asset Management. Appropriate experience and skills in LOGIS, IPS/SEB. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Appropriate knowledge of System controller functions and duties be able to do reconciliations. Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with knowledge and experience in (LOGIS, BAS and IPS/EP- certificate to be attached). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management and monitoring of Inventory control and Warehouse Management, Asset Management process and prepare documents for the Quotation Committee meetings. Perform LOGIS system Controller functions. Supervise staff attached to the Supply Chain Management component. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, drawing of monthly reports as well as monthly Inventory, Assets and Lease reporting. Handle all Audit queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Mr. M Mdodeni, Tel No.: (021) 370-1125
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short listed candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/243</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum, Grade 3: R388 974 per annum (Plus a non-pensionable rural allowance of 12% of the basic salary.)
<u>CENTRE</u>	:	Beaufort West PHC
<u>REQUIREMENTS</u>	:	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. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime

when necessary. Willingness to rotate between facilities within Beaufort-West to render support services with regards to Wellness Activities. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organizational skills. Knowledge of relevant legislation, policies, and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report writing.

DUTIES : (key result areas/outputs): Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments, and local civil society structures. Deliver and co-ordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Deliver and co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management). Support, monitoring and evaluation of health data.

ENQUIRIES : Ms M Vorster, Tel No: (023) 414-8296/7
APPLICATION : 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 : 20 December 2021

POST 43/244 : **ADMINISTRATION CLERK: SUPPORT (NURSING SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R176 310 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Ability to community in at least two of the three official languages of the Western Cape. Office management, practical knowledge of Nursing Administration and/ or the ability to grasp. Nursing Administration operations well, and Human Resource Management. Good writing and organizational skills.

DUTIES : (key result areas/outputs): Render an administrative support service to the Head of Nursing Department and all Assistant Managers: Nursing. Record keeping/filing systems regarding all correspondence. Information management support to Nursing Department. Effective minute taking and making, receiving, screening and diverting calls as required. Maintain data basis, i.e. absenteeism, overtime, agencies etc.

ENQUIRIES : Ms D Lotz, Tel No: (021) 370-1340
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 20 December 2021

POST 43/245 : **SENIOR SECURITY OFFICER (2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 12 (Std 10). Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate experience in a health institution. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must have a valid driver's licence. Must be registered with PSIRA. Must be willing to be deployed in different sections of security department. Competencies (knowledge/skills): Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

DUTIES : (key result areas/outputs): Contract Management of private security. Monitor the patrol of buildings, parking areas and perimeter fencing. Monitor and

Control of keys and all security documents. Investigate crimes and incidents, writing reports and statements. Practice disciplinary processes to the subordinates. Supervise inhouse and outsource security officers. Monitor the CCTV control room's effectiveness. Monitor and perform access and egress control when required. Conduct crowd control during minor/major incidents.

ENQUIRIES APPLICATION : Mr S Ndzuzo, Tel No: (021) 404-3111

NOTE CLOSING DATE : 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.

NOTE CLOSING DATE : 20 December 2021

POST 43/246 : **ADMINISTRATION CLERK: SUPPORT SERVICES (TRANSPORT)**
Chief Directorate: Rural Health Services

SALARY CENTRE REQUIREMENTS : R176 310 per annum
Paarl Hospital
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience regarding Government Motor Transport. Appropriate clerical experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Knowledge of the Transport Circular 4 of 2000. Knowledge of the Staff Performance Management System / PERMIS. Ability to achieve and maintain good interpersonal relations with staff and the service providers. Ability to communicate effectively (verbal and writing) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and Outlook). Knowledge of the Transport Circular 4 of 2000, Government Motor Transport handbook.

DUTIES : (key result areas/outputs): Responsible for overall planning, control and management of transport section. Ensure compliance with all GMT rules to prevent vehicle mis-utilisation and costly usage/under-usage Budget and expenditure control. Ensure that all vehicles are maintained in a good roadworthy and clean condition and conduct regular inspections. Ensure the maintenance of vehicles according to the manufacturer's instructions and warranties – analyse all first auto reports on a monthly basis to identify /confirm and report cases of possible fraud and misuse of Government Motor Transport. Supervise and manage personnel in their performance, as well as all other administrative duties and human resource related duties (i.e. staff performance, grievances and discipline)

ENQUIRIES APPLICATION : Ms GP Storm, Tel No.: (021) 860-2844
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.

NOTE CLOSING DATE : 20 December 2021

POST 43/247 : **SECURITY OFFICER**

SALARY CENTRE REQUIREMENTS : R124 434 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Health Facility. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Must have a valid driver's license. Must be registered with PSIRA. Must be physically fit. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

DUTIES : (key result areas/outputs): Ensure access/egress control. Patrolling of buildings, parking areas and perimeter fencing. Control of parking areas. Taking and writing of statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Controlling of all hospital keys. Supervise outsourced security officers.

ENQUIRIES : Mr S Ndzuzo, Tel No: (021) 404-3111

APPLICATION FOR ATTENTION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
: Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/248 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.

DUTIES : (key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness of trolleys, wheelchairs and working areas. Report any defects to trolleys/wheelchairs to supervisor. Reply to requests from wards/clinics. Assist with the transportation of corpses from wards and complete mortuary registers.

ENQUIRIES : Mr A Joubert, Tel No: (021) 850-4750
APPLICATION : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

FOR ATTENTION : Ms JL Julies
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/249 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.

DUTIES : (key result areas/outputs): Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms T Rongwana, Tel No.: (021) 440-3339
APPLICATION : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms A Stephens
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/250 : **PORTER (10 POSTS)**

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to handle have objects.

DUTIES : (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES : Mr J Roberts, Tel No.: (021) 938-4121
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/251 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for collection of waste or medical waste from the different wards/theatres, any other area as well as the external pick-up points. Responsible to effectively operate equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

ENQUIRIES : Mr J Roberts, Tel No: (021) 938-4121
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

DEPARTMENT OF THE PREMIER

CLOSING DATE : 20 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 43/252 : **CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTING, REF NO. DOTP 53/2021**

SALARY : R261 372 per annum (level 7)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in financial accounting. Recommendation: Working knowledge of the following: Financial functions and practices particularly related to debt management, paysheet management, management of tax related activities; Public service financial legislations and procedures and Treasury regulations; Financial operating systems (Personnel and Salary Administration and Basic Accounting System (PERSAL and BAS). Competencies: Knowledge in the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions), Modified Cash Standards, Accounting Manual for Departments; Financial functions and practices; Financial and accounting systems; Ability to capture data, operate a computer and collate financial statistics; Aptitude for figure work; Good interpersonal and supervisory capabilities; Written and verbal communication skills.

DUTIES : Management of systems, including the controlling, monitoring and reporting functionalities; Management of suspense accounts; Management of Interim Financial Statements/Annual Financial Statements related functions and information; Management of claims, payments and corrective journals; Perform general supervisory functions.

ENQUIRIES : Mr L Petersen at Tel No: (021) 483 5758

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 43/253 : **CHIEF REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS, REF NO. DOTP 54/2021**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (level 7)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: Records Management or related course. Competencies: Knowledge of the following: Records and Project management; latest technological development in the fields of records management; Western Cape Provincial Government systems, policies and procedures. Skills in the following: Problem solving; Supervisory; Computer literacy (MS Office); Communication (written and verbal); Innovative. The following abilities: Interpret and apply policies and guidelines; Work under pressure and meet deadlines.

DUTIES : Supervise the following: Ensure a proper filing system and records control for all client departments; Opening and closing of files according to the record classification system; Filing, storage, tracing (electronically/manually) and retrieval of documents and files; Electronic scanning of files; Statistical reporting; Archiving and disposal of records in accordance with legislation; Document control unit at the people management walk-in centre; Messenger collection courier services; Plan for and distribute the work allocated to the people management registry; Staff performance. Promote innovation of services.

ENQUIRIES : Ms H Ward at Tel No: (021) 483 5640

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>

SOCIAL DEVELOPMENT

CLOSING DATE : 17 January 2022

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 43/254 : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND MONITORING, REF NO. DSD 167/2021**

SALARY : R744 255 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and Quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements; Governing the South Africa public sector; Service Delivery Innovation. Skills needed: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).

DUTIES : Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Develop and manage a short- and medium-term quality assurance plan that ensure compliance to legislative frameworks; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high-risk interventions and advise the Director on the impact that these risks may pose; People Management and Finance.

ENQUIRIES : Ms L. Goosen at (021) 483 9391
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 43/255 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION, REF NO. DSD 173/2021**

SALARY : R321 543 per annum (Level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

DUTIES : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.

ENQUIRIES : Mr C Palmer at Tel No: (021) 763 6219
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 43/256 : **EDUCATION OFFICER: FACILITY MANAGEMENT (VREDELUS), REF NO. DSD 168/2021**

SALARY : R261 372 per annum (level 7)
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 APPLICATIONS** : Mr M Benting at Tel No: (021) 931 0236
: 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 43/257** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 174/2021(4 POST AVAILABLE IN EERSTE RIVER AND KHAYELITSHA)**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
: Grade 2: R321 546 – R369 258 per annum
: Grade 3: R389 991 – R452 106 per annum
: 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 licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms M Rebe at Tel No: (021) 812 0923 & Ms I Koen at Tel No: (074) 841 4151

- 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 43/258** : **SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU), REF NO. DSD 175/2021**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
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 licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr Q Arendse at Tel No: (021) 763 6206
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/259** : **SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN) REF NO. DSD 176/2021**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R 89 896 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 licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms P Magadla at Tel No: (021) 763 6209
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/260 : **SOCIAL WORKER: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO. DSD 177/2021**

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

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

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

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

ENQUIRIES : Ms 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 43/261 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF)**
REF NO. DSD 178/2021

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

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

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

- developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms D de Bruyn at Tel No: (028) 214 3000
- 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 43/262** : **ADMINISTRATION CLERK: FACILITY MANAGEMENT (CLANWILLIAM), REF NO. DSD 163/2021**
- SALARY** : R176 310 per annum (level 5)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Skills needed: Planning and organising, interpersonal, basic numeracy, written and verbal communication.
- DUTIES** : Provide the following: General clerical support services; Supply chain clerical support services within the component; Personnel administration clerical support services; Financial administration support services in the component.
- ENQUIRIES** : Ms U Siebritz at (021) 482 1902
- 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 43/263** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO NORTH), REF NO. DSD 164/2021**
- SALARY** : R176 310 per annum (level 5)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal); Planning and organising; Proven computer literacy (MS Office); Interpersonal relations; Flexibility and teamwork.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES** : Mr JJ Minyi at Tel No: (021) 483 7924
- 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 43/264** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO SOUTH) REF NO. DSD 165/2021(3 POSTS AVAILABLE)**
- SALARY** : R176 310 per annum (level 5)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience/exposure. Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal); Planning and organising; Proven computer literacy (MS Office); Interpersonal relations; Flexibility and teamwork.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal

and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr C Palmer at Tel No: (021) 763 6219
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 43/265 : **ADMINISTRATION CLERK: ADMIN (VREDELUS), REF NO. DSD 166/2021**

SALARY : R176 310 per annum (level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal) and presentation; Decision making; Proven computer literacy (MS Office, Intranet and Internet); Planning and organising; Interpersonal relations and flexibility.

DUTIES : Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide human resource administration clerical support services within the component; Maintain a leave register; Keep and maintain personnel records; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr M Bunting at Tel No: (021) 931 0236
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 43/266 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DRAKENSTEIN), REF NO. DSD 171/2021**

SALARY : Grade 1: R150 438 – R169 332 per annum
 Grade 2: R179 637 – R202 176 per annum
 Grade 3: R214 494 – R269 301 per annum (OSD as prescribed)

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

as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

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

ENQUIRIES : Ms M Arendse at Tel No: (023) 348 5300

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

POST 43/267 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (STELLENBOSCH), REF NO. DSD 172/2021**

SALARY : Grade 1: R150 438 – R169 332 per annum
Grade 2: R179 637 – R202 176 per annum
Grade 3: R214 494 – R269 301 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and

- facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Arendse at Tel No: (023) 348 5300
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/268** : **LAUNDRY AID: ADMIN (HORIZON), REF NO. DSD 169/2021**
- SALARY** : R104 073 per annum (level 2)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : ABET level 2/Grade 7 or equivalent qualification. Competencies: Knowledge of laundry guidelines / protocols; Written and Verbal communication skills; Basic numeracy and literacy skills; Ability to sluice the linen, operate equipment and machinery.
- DUTIES** : Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures); Iron, fold count and pack laundered items and seal linen bags; Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.
- ENQUIRIES** : Mr M Johnson at Tel No: (021) 931 0233
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 17 January 2022
- 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.

MANAGEMENT ECHELON

- POST 43/269** : **CHIEF ENGINEER (ELECTRICAL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY (EDUCATION), REF. NO. TPW 152/2021**
- SALARY** : Grade A: of R1 058,469 per annum (OSD as prescribed.(All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in electrical engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher).

Competencies: Knowledge and experience of the following: Design of Electrical Engineering Services (Electrical reticulation, fire detection and protection, renewable energy, etc) systems; The 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; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration; Occupation Health & Safety Act (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement. Skills needed: Research and development; Technical report writing; Good interpersonal relations; Decision making; Analytical; Team leadership; Financial management; Computer literacy (MS Office, Excel); Communication (written and verbal). Ability to work under pressure and willingness to travel on a regular basis.

DUTIES

: Design and installation of electrical 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 leading and investigations; Report on and plan the electrical and mechanical engineering works for both maintenance and capital projects; Supervise technical personnel ensure training and development of staff; Implement legal requirements and standards: Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. 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 ; Ensure thorough evaluation that planning and design by others are 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, prepare and consolidate inputs for the facilitation of resource utilization; 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
APPLICATIONS

: Mr D. Nugent at Tel No: (021) 483 8084
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/270

: **CHIEF ENGINEER (CIVIL AND STRUCTURAL): INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS (EDUCATION), REF. NO. TPW 153/2021**

SALARY

: Grade A: R1,058,469 per annum (All-inclusive salary package) (OSD as prescribed).

CENTRE
REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in civil/ structural engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; Engineering legal and operational compliance and communication; Process knowledge and skills; Maintenance skills and knowledge; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Research and development; Computer-aided engineering

applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication (verbal and written); People Management; Planning and organising; Conflict Management; Negotiation; Change Management. Ability to work under pressure and meet deadlines.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles and theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods; Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Implement knowledge sharing initiatives and continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operations to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms J. Thomas at Tel No: (021) 483 2004
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

POST 43/271

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MECHANICAL SERVICES, REF NO. TPW 148/2021**

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 Mechanical / Megatronic / Industrial 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 licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Skills needed: Networking, decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, written and verbal communication, computer literacy, planning and organising, conflict management, problem solving and analysis and people management skills.

- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain 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 principles and code of practice; Office administration and budget planning; Manage resource 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 Van Wyngaardt at Tel No: (021) 959 7700
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/272** : **DEPUTY DIRECTOR: TRAFFIC LAW ADMINISTRATION, COMPLIANCE MONITORING, REF NO. TPW 147/2021**
- SALARY** : R744 255 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: A valid driving license (Code B or higher) and willingness to regularly travel away from the office. Competencies: Extensive experience and knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000 National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Client Service orientation; Project Management; Budget and Financial management; Human Resource management. Skills needed: Analytical thinking; Problem Solving and decision making; Relationship Management; Communication (written and verbal); Planning; Organising; Research.
- DUTIES** : Manage and review the service level agreements and memoranda of agreements with all departmental agents, i.e. Registering Authorities (RA's), Driving Licence Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Manage the co-ordination of all activities of the Compliance Monitoring Unit and ensure that performance targets are met; Determine and manage service standards and targets for compliance investigations/inspections; Determine and manage procedures for the investigation and prosecution of cases of suspected/alleged fraud and corruption in collaboration with SAPS and the DPP; Manage the departmental complaints desk (for service delivery complaints and reporting of cases of suspected fraud and corruption); Manage processes relating to the inspection of facilities and the proper auditing of transactions and fitness tests performed by RA's, DLTC's, VTS's, manufacturers, importers and builders (MIB's) and manufacturers of number plates (MNP's), driving schools, weighbridge operators and motor dealers; Communication with various clients/stakeholders on a Regional, Provincial and National level; Ensure compliance with all relevant legislative, statutory, regulatory and management requirements towards the achievement of assigned projects and goals; Human Resource management; Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve the unit's objectives effectively and efficiently.
- ENQUIRIES** : Mr MJ. Gallant at Tel No: (021) 483 2058
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 43/273** : **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT (MASAKHISIZWE BURSARY PROGRAMME,) REF NO. TPW 151/2021**
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration and Skills development; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Knowledge of the Provincial Growth and Development Strategy; Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer

<u>DUTIES</u>	:	programmes; Human capital administration; Financial administration. Skills needed: Communication (written and verbal); Problem solving; Analytical.
	:	To act as project manager by developing, implementing and maintaining projects which promotes the institutional co-ordination of the Masakh'iSizwe Bursary Programme; Conduct research that informs project(s) development profiles; Evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframe; Participate in the planning of the Masakh'iSizwe Programme to enhance business processes and procedures to ensure the programme's services are aligned to the strategic objectives and operational needs of the Department; Maintaining of intergovernmental relations with other spheres of Government (i.e national, provincial and local authority), private sector and academic institutions; Support to the management of the bursaries in terms of the implementation and maintenance of programme; Implement service level agreements related to contracts; Effective and efficient operational management of the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.L September at: Tel No: (021) 483 9841
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/274</u>	:	<u>ASSISTANT DIRECTOR: CLEANING AND FOOD AID SUPPORT SERVICES, REF NO. TPW 154/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 9)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Administration / Supply Chain Management / Finance / Commerce or related field; A minimum of 3 years relevant experience; 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. Competencies: Knowledge of the following: Project Management; Procurement and tender processes; Public Finance, human resource management processes; Labour relations practices; Staff Performance Management System and PERMIS; Skills needed in the following: Verbal and written communication; Computer literacy; Problem solving; Time management; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Motivate, train and guide staff within the division to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building; Actively manage and promote the maintenance of discipline; Monitor the expenditure and financial performance; Determine the stock needed and assess what the financial implication will be; Ensure that reporting is done on the National System for the purpose of monitoring and expenditure; Attend budget and performance meetings; Assist with the preparation of the annual and adjustment budgets; Report to the Director on all aspects of the division finances; Ensure that full and proper records of the financial affairs of the division are kept in accordance with any prescribe norms and standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Monare at Tel No: (021) 483 5310
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/275</u>	:	<u>CONTRACT ADMINISTRATOR: LAND TRANSPORT CONTRACTS, REF NO. TPW 155/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (level 7)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3-year contract administration or contract development experience. Recommendation: Working knowledge of project management processes. Competencies: Knowledge of the following: Public Administration; Supply Chain Management; Project Management; Applicable legislative and regulatory requirements in the development of Public Transport projects; Administrative and clerical procedures and systems such as Microsoft Office (Microsoft Word, Excel, PowerPoint), managing files and records, designing forms and other office procedures and terminology; Information Management systems; Communication (written and verbal) skills; Proven computer literacy.

DUTIES : Provide high level administrative support services to the sub-directorate Transport Development in order to achieve the strategic objectives of the component; Active administrative participation on Public Transport projects; Evaluate contract performance against contract measures to calculate service providers payments and to determine performance by using compliance monitoring; Assist with sound financial administration of the component; Coordinate logistical arrangements for meetings when required; Respond to general enquiries received via telephone, email and written correspondence from internal and external stakeholders, find resolutions or refer to correct official; Highlight need for intervention/evaluation for chronic non-compliance.

ENQUIRIES : Ms L Rautenbach at Tel No:(021) 483 6904

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

POST 43/276s : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (GMT), REF NO. TPW 149/2021**

SALARY : R176 310 per annum (level 5)

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

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendation: A valid (Code B or higher) driving licence; Appropriate experience in a supply chain management environment. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); National Treasury Regulations; GRAP directives; Provincial Treasury Instructions; Trading entity; Supply Chain Management Instructions and delegations; Accounting delegations; Financial procedures, delegations and instructions; Asset Management framework; Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Oracle financial system; Communication skill (written and verbal); Ability to work under pressure and meet stringent/prescribed deadlines; Skills needed: Knowledge sharing, self-motivated, leadership, problem solving.

DUTIES : Execute the activities with the purchase, receive, issue and storing of stock; Assist in the administration and handle of the tender contract administration; Handle activities in the maintenance of the supplier database; Assist in the management of the asset register (furniture, equipment and store assets); Handle activities in the furnishing of an office equipment support service.

ENQUIRIES : Mrs K Proctor-Fourie at Tel No: 061 884 6572

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