

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 31 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 POST

- POST 01/99** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (ATLANTIS) REF NO: AGR 46/2021**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in Project administration; A valid (Code B or higher) driving licence. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send emails; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide secretarial assistance during stakeholder engagements; Provide clerical support with the compilation of training plans; Provide high-level administrative support such as assistance with the line function projects and activities.
- ENQUIRIES** : Mr K Abels at Tel No: (021) 808 7669

DEPARTMENT OF COMMUNITY SAFETY

- CLOSING DATE** : 31 January 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS.

The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 01/100 : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 39/2021**
(1-Year Contract)

SALARY : R1 251 183 per annum (Level 14), (All-inclusive salary package)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Experience in Security Risk Management environment; Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed inter-personal skills; Innovation, problem solving and analysis skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.

ENQUIRIES : Adv. Y Pillay at Tel No: (021) 483 9354
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

CLOSING DATE : 31 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.

<u>POST 01/101</u>	:	<u>PROJECT COORDINATOR: PRIORITY PROJECTS REF NO: CS 37/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R744 255 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years management level experience. Recommendation: Post graduate qualification (Degree/Advanced Diploma or higher). Competencies: Knowledge of the following: Strategy development, management, monitoring and review processes; Modern systems of governance and administration; The strategies and plans of national government, the Western Cape Government, and the City of Cape Town; Constitutional, legal and institutional arrangements governing the South African public sector; Developing and implementing communications strategies. Skills needed: Conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building; Inter-personal; Communication (Written and verbal); Planning; Organising; People management; Presentation skills at senior management level; Computer literacy. Ability to: Persuade and influence; Multi-task; Deal with ambiguity and manage under rapidly changing and pressurized circumstances.
<u>DUTIES</u>	:	Manage and coordinate projects and partnership initiatives related to the Safety Plan; Project management of the safety priority for the department and Minister for violence prevention, social wellness and urban design and related Safety initiatives; Build, implement and review policy with regards to safety plan implementation; Collaborate with stakeholders with regards to Law Enforcement and Violence Prevention, social wellness, and urban design Initiatives; Financial management; People management.
<u>ENQUIRIES</u>	:	Mr D Coetzee at Tel No: (021) 483 3960
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 01/102</u>	:	<u>ASSISTANT DIRECTOR: SECURITY INVESTIGATIONS AND COUNTER MEASURE REF NO: CS 28/2021</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years relevant experience. Recommendation: Working knowledge of the following: Risk Management - ISO 31000; Business Continuity Management - ISO 22301; Security Risk Management. Competencies: Knowledge of the following: Safety and security related prescripts (MISS, MPSS, OHS); Public service reporting procedures; Relevant Public Finance legislation, regulations, policies and prescripts; Skills needed: Administrative, conflict resolution, problem solving, proven computer literacy and written and verbal communication skills.
<u>DUTIES</u>	:	Ensure optimal operational functioning within the sub-directorate; Develop security solutions to mitigate risks for relevant departments; Coordinate and investigate breaches and mitigate recurrences within departments; Coordinate and facilitate information and personnel and security awareness within departments; Conduct safety and security risk assessments.
<u>ENQUIRIES</u>	:	Adv. A Michaels at Tel No: (021) 483 2633
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 01/103</u>	:	<u>ADMINISTRATION CLERK: SECURITY SUPPORT SERVICES REF NO: CS 27/2021</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in an administrative environment; Working knowledge of the following: Macros, data quality monitoring - validation, verification and data/trend analysis; A valid code B (or higher) driving license. Competencies:

- Knowledge of the following: Administrative processes; Public service reporting; Government knowledge including information management processes and Batho Pele principles; Skills in following: Proven computer literacy in MS Office packages; Written and verbal communication; Conflict resolution; Problem solving.
- DUTIES** : Provide support in the development and maintenance of an integrated safety and security information and knowledge management system; Provide support in respect of Human Resource Management; Institutionalize and maintain electronic security information within the Chief Directorate; General support services.
- ENQUIRIES APPLICATIONS** : Ms J Daniels at Tel No: (021) 483 4861
: 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 01/104** : **MESSENGER: SPECIALISED AUXILIARY SERVICES REF NO: CS 29/2021**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)
: Department of Community Safety, Western Cape Government
: Junior Certificate (Grade 10 or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Competencies: Basic written communication skills; Sound organisational skills; People skills; Computer literacy; Client orientation and customer focus.
- DUTIES** : Perform messenger functions: Sort and arrange correspondence in the registry; Collect, distribute and circulate correspondence (mail, parcels, documents and files); Record and control correspondence; Perform general office assistant tasks: Make copies, fax and shred documents; Sort and arrange correspondence in the registry: Collect mail, files and parcels from addressor; Deliver mail, files, documents and parcels to addresses; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register.
- ENQUIRIES APPLICATIONS** : Mr D Dwarthe at Tel No: (021) 483 3793
: 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). 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 CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE NOTE** : 31 January 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 01/105 : **DEPUTY DIRECTOR: MUSEUMS SUPPORT SERVICES REF NO: CAS 49/2021**

SALARY : R744 255 per annum (Level 11), (All-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in the museums and heritage sector. Recommendation: A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation, policy and regulations relating to the sector; The history, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques and practices; Technique of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Knowledge of collections management (information management) and preventative conservation; Education methodology in museums reventative conservation; Project planning and management; Financial management; Government driven service improvement initiatives; Skills Needed: Communication (written and verbal); Numeracy; Computer Literacy; Project Management; Accounting Finance and Audit; Information Technology; Strategic Planning.

DUTIES : Manage the following: Museum research and exhibitions; The rendering of museological services; The rendering of museum support services; Ensure Financial management and People management

ENQUIRIES : Mr M Janse Van Rensburg at Tel No: (021) 483 9678

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 31 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 01/106 : **CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTION) REF NO: EADP 24/2021**

SALARY : Grade A: R502 647 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Competencies: Knowledge of the following: Development and or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes; Development and rollout of financing and funding models would be advantageous; Project Management skills; Written and communication; Computer literacy; Service orientated; Organised and systematic; Strategic thinking.

DUTIES : Contribute to the review and update of the Western Cape Climate Change Response; Strategy and Implementation Plan; and monitor, assess, drive and report on climate Change response implementation in the Western Cape; Develop a climate change adaptation pathway for the province that is aligned

with the Western Cape Climate Change Response Strategy, and that is pro-poor, inclusive and just; Position adaptation response actions within a broader climate change response; Implementation plan for the province, and develop a monitoring, reporting and evaluation plan; - Guide, coordinate and support the mainstreaming of climate change adaptation across provincial sectors and into local and provincial level initiatives, policies, strategies and plans where applicable; Conduct research on climate change adaptation strategies, monitoring and evaluation; Undertake presentations, capacity building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.

- ENQUIRIES** : Ms G Isaacs at Tel No: (021) 483 2775
- POST 01/107** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT REF NO: EADP 21/2021**
- SALARY CENTRE** : R408 075 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Environmental or related fields; A valid Code B (or higher) driving license. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: Methodologies and techniques for evaluation of environmental impact assessments; Integrated Environmental Management, including applicable legislation and policies; Methodologies for the evaluation of environmental management plans, as well as environmental monitoring, ECO and auditing; Practical implementation of environmental policies, guidelines, norms and standards and other instruments; Environmental management systems; Skills in the following: Computer literacy in MS Office; Written and verbal communication; Project Management; Strong report writing skills as well as the ability to work with people and a team.
- DUTIES** : Take responsibility for the overall management of the EIA process in an application for environmental authorisation; Maintain quality & productivity when evaluating applications in terms of the relevant environmental legislation; Implement the compliance monitoring strategy for environmental authorisations; Maintain quality and productivity when providing comment on assigned non-applications; Disseminate information and technical / procedural advice that related to impact management and the implementation of the EIA regulations; Audit compliance with environmental authorisations issued in terms of the NEMA and the NEM:EIA regulations; Provide expert technical and procedural advice to other components in regard to EIA processes; Provide advice to the general public with regard to environmental impact management; Provide advice, support and comment where necessary, to local municipalities and other government departments with regard to environmental impact management; Represent DEA&DP on various IGR forums that deal with development management, and environmental impact management in particular; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on different working groups, committees, forums or task teams; Develop and maintain EIA and development related policies, guidelines, norms and standards; Contributing to the collaborative search for solutions, and to service delivery improvement measures; Assisting with the Directorate's performance reporting, including monthly and quarterly reporting; Ensuring adequate and appropriate record keeping; Ensuring adherence to general public service code of conduct, requirements and procedures; Contributing positively to team morale; Assisting and mentoring staff, where necessary; Assisting with general administrative tasks, as and when needed; Responding to Ministerial and Parliamentary enquiries; Assisting with the provision of development planning intelligence management and research services, as and when required; Assisting with the provision of development facilitation services, as and when required; Assisting with the provision of spatial planning and coastal impact management services, as and

when required; Assisting with on the provision of land use development management services, as and when required; Assisting with the provision of services to the Appeal Unit, S24G Unit, Directorate for Environmental Compliance and Enforcement, and Directorate for Planning and Policy Coordination; Assisting with the provision of services to the Directorates for Waste Management, Air Pollution Management and Pollution and Chemicals Management.

ENQUIRIES : Mr E van Boom at (082) 806 8486 or Eldon.Vanboom@Westerncape.gov.za

POST 01/108 : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: EADP 22/2021**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Management; A minimum of 3 years supervisory experience in a financial environment. Recommendation: Basic Accounting System (BAS); Medium Term Expenditure Framework experience; Knowledge of the following: PERSAL (Personnel and Salary Administration) and LOGIS (Logistical Information System); Standard Charts of Accounts (SCOA). Competencies: Knowledge of the following: Strategic and Annual Performance Planning; Budget, review, analysis and quality assurance skills in the budget preparation process; Public Sector finance; Public Finance Management Act and other financial norms and standards; Proven computer literacy (MS Office); Written and verbal communication skills.

DUTIES : Budget Management; Compilation of the MTEF (Medium Term Expenditure Framework) Budget; Supervision of staff; Mentoring employees to ensure guidance and direction to prosper in their careers.

ENQUIRIES : Ms G Buggas at Tel No: (021) 483 3298

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 01/109 : **HEAD CLINICAL UNIT GRADE 1 (ANAESTHESIA AND PERIOPERATIVE MEDICINE)**
Groote Schuur Hospital

SALARY : R1 754 739 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 Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Transoesophageal echocardiography skill with an international certification would be advantageous, as would experience in advanced thoracic airway management techniques, paediatric cardiothoracic anaesthesia and the cardiology catheterisation laboratory. Experience in heart and lung transplantation, ECMO and TAVI's will also be beneficial. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with

- good inter-personal skills. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Additional experience in cardio-thoracic anaesthesia is required.
- DUTIES** : Provide comprehensive clinical services. This would include taking on a leadership position in the Cardio-Thoracic Anaesthesia portfolio, which also includes taking a leadership role in the cardiac catheterisation laboratory and developing the Hybrid Laboratory Services at Groote Schuur Hospital. Taking a leading role in developing and growing a strong combined pre-operative consultation and assessment programme. Play an active role in expanding other services such as the Heart- and Lung- Transplant, and ECMO programmes. Collaborative engagement with Cardiology, Pulmonology, Cardiothoracic and Vascular Surgery, Perfusion Services, and Critical Care Services is essential. Provide academic leadership and development in the areas of under- and postgraduate teaching, training, and trainee assessment. Developing and driving cardiothoracic and vascular research as well as participating in registrar research supervision. Manage and provide leadership for the departmental human resource requirements and contribute significantly to the administrative duties of the combined department including staff appointments, assessments and performance management. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Dr S Peters Tel No: (021) 404-5195
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 February 2022
- POST 01/110** : **MANAGER: MEDICAL SERVICES GRADE 1**
Groote Schuur Hospital
- SALARY** : R1 191 510 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
- DUTIES** : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.
- ENQUIRIES** : Dr B Eick Tel No: (021) 404-6288

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 February 2022

POST 01/111 : **OPERATIONAL MANAGER NURSING: SPECIALITY AREA: TRAUMA AND EMERGENCY**

SALARY : R571 242 per annum (PN-B3)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the Trauma unit. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 February 2022

POST 01/112 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (DAY SURGERY UNIT)**

SALARY : R450 939 per annum (PN-A2)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with a Professional Council Current registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends to manage hospital after hours, when required. Perform standby duties/ relief duties for Assistant Manager: Nursing. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a

- multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in The Day Surgery unit. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 February 2022
- POST 01/113** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION CONTROL AND OCCUPATIONAL HEALTH)**
Chief Directorate: Metro Health Services
- SALARY** : R450 939 per annum (PN-A5)
- CENTRE** : Northern/Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Basic R424 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of IPC and OHS Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research of surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control.
- DUTIES** : Develop and implement and train on relevant clinical practical guidelines and SOP in respect of IPC & OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Support quality Assurance programmes: monitor adherence to OHS, IPC & Risk Management e.g., COVID 19 in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS & IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic & OHSC.
- ENQUIRIES** : Ms L Najjaar Tel No: (021) 815-8865
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 February 2021
- POST 01/114** : **BED MANAGER**
Chief Directorate: Metro Health Services
- SALARY** : R382 245 per annum
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree registrable with an appropriate Health Professions Council. Experience: Appropriate and relevant experience in a hospital environment. Appropriate Bed management experience and lean management insight. Appropriate Supervisory experience. Competencies (knowledge/skills): Good

organising and decision-making skills. Good interpersonal skills and the ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package and MS Outlook). The ability to communicate in 2 of the 3 official languages of the Western Cape. Problem solving skills. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Manage information of patients and statistics in relation to bed management. Develop, manage, and implement Bed Management policies, protocols and procedures within the hospital. Plan, coordinate and manage patient referrals to other health facilities. Reduction in length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage and coordinate the discharge plan for patients, ensure discharge medication, OPD bookings and transport, ensuring reduced congestion within the admissions unit which include the monitoring of disposition times.

ENQUIRIES APPLICATIONS : Ms M Holland Tel No: (021) 659 5550
: 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 : 04 February 2021

POST 01/115 : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District

SALARY : R104 073 per annum
CENTRE : Saldanha PHC
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's license. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy goods/equipment. Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

DUTIES : Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

ENQUIRIES APPLICATIONS : Ms AR Louw Tel No: (022) 709-5066
: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr J Engel
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 February 2021

POST 01/116 : **CLEANER (5/8TH POST)**
Overberg District

SALARY : R65 046 (5/8th) per annum
CENTRE : Railton Clinic (Swellendam Sub-District)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE

of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.
Ms GJ van der Westhuizen Tel No: (028) 514-8400
The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
Ms A Kriel
No payment of any kind is required when applying for this post.
04 February 2022

DEPARTMENT OF THE PREMIER

APPLICATIONS
CLOSING DATE
NOTE

Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
31 January 2022
Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>
Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 01/117
SALARY
CENTRE
REQUIREMENTS

DIRECTOR: ORGANISATION BEHAVIOUR REF NO: DOTP 68/2021
R1 057 326 per annum (Level 13), (All-inclusive salary package)
Department of the Premier, Western Cape Government
Master's Degree in Industrial Psychology; Professional registration as an Industrial Psychologist with the HPCA; A minimum of 6 years relevant middle-management experience in organisational development context; A valid code B driving licence. Successful completion of the Pre-entry SMS Certificate upon appointment. Recommendation: Deep knowledge and exposure to the broader Organisation Development domain (Organisation and Process Design) Experience in Public sector or knowledge of public sector policy. Competencies: Expert knowledge of the following: Organisational Behaviour including Change Management, Organisation culture processes, models and assessment, Leadership development, values definition and embedding, team development processes; Research methodology; Advanced Knowledge of the following: Organisation development including organisational diagnostic models, client engagement techniques, issue identification processes, solution design); Employee Health and wellness models, practices and processes; Assessment practices and tools; Modern systems of governance and administration; Complex supply chain procurement practices; Knowledge of the following: Communication, public participation and public education; Policies of the government of the day with specific reference to the Provincial

Strategic Plan of the Western Cape Government; People and Financial Management processes; Core Competencies are as follows: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Skills: Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; High level in-house advisor skills; Excellent communication skills; Team building and strong inter-personal skills; Advanced facilitation and presentation skills; The ability to develop and maintain networks relevant to the task environment.

DUTIES : Strategic Management, guidance and advice in respect of the rendering of organisational behaviour consultancy services; Manage the Organisation Behaviour directorate; Ensure the effective delivery of recruitment and developmental assessment services aligned to prescripts; Direct assessment of employee, team and organisational behaviour dynamics; Direct Change Management interventions related to employee, team and organisational behaviour aspects; Manage Employee Health and Wellness strategy and program management; Responsible for the provision of culture assessment and development services consisting of team development interventions, culture journey support, leadership development program coordination; As management team member of the Organisation Development Chief Directorate, you are responsible for cross-functional deliveries and integration; Manage the provincial assessment centre.

ENQUIRIES : Mr Johan Nel Tel No: (021) 466 9701

OTHER POSTS

POST 01/118 : **STATE LAW ADVISOR: MEDICO- LEGAL SERVICES REF NO: DOTP 62/2021**
(12 Month Contract Position)

SALARY : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
: LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in medico-legal litigation/advisory environment or similar. Competencies: Knowledge of the following: Relevant legislation; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; Financial management processes. Skills needed: Communication (Written and verbal); Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.

DUTIES : Attend consultations and court proceedings with Counsel and the State Attorney in substantial litigation matters; Manage the preparation and facilitation of litigation matters and referral to the State Attorney; Attend and assist in pre-trial conferences and assist and provide legal advice when settlement negotiations are conducted; Advise and provide formal legal opinions and drafting correspondence for the Department of Health on intended or pending litigation of a substantial nature; Keep the Director: Litigation and clients abreast of developments in litigation matters and the outcome thereof.

ENQUIRIES APPLICATIONS : Ms N. Allen at Tel No: (021) 483 3953
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 31 January 2022
- POST 01/119** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 65/2021**
- SALARY** : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector. Skills needed: Exceptional communication (written and verbal); Well-developed legal research and legal writing; Innovative problem solving; Analytic; Presentation.
- DUTIES** : Present functional training: Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments; Identify legal obligations and requirements in terms of the legislation; Furnish pro-active advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure good governance; Ensure that all Provincial Executive and provincial departments delegations are legally sound; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework in an attempt to minimise successful legal action against the Western Cape Government; Assist with compliance in respect of new legislation by analysing same and communicating requirements with departments via workshops, reports and memoranda; Assist with implementation of various pieces of legislation, i.e. Protection of Personal Information Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, and Constitution of the Republic of South Africa.
- ENQUIRIES APPLICATIONS** : Ms S. Van Aarde at Tel No: (021) 483 8433
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/120** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 67/2021 (X2 POSTS)**
- SALARY** : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).

<u>CENTRE REQUIREMENTS</u>	: Department of the Premier, Western Cape Government : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in a municipality and/or knowledge of municipal law. Competencies: Knowledge of the following: Relevant legislation and case law; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector and municipalities; Inter-governmental and international relations; Financial management processes. Skills needed: Communication (Written and verbal); Ethical Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.
<u>DUTIES</u>	: Advising, drafting formal (written) legal opinions and consultations for Members of the Executive, Heads of Department and senior officials on substantive legal issues; Negotiating, drafting and editing contracts of substantial importance to the Administration; Drafting, editing and scrutiny of legal-technical correspondence; Liaise with the litigation unit in relation to matters that are related to substantial opinions rendered, legal advice given or contracts drafted or edited; Liaise with the State Attorney in respect of requests for substantial opinions sourced from junior or senior counsel; Reporting to the Director: Legal Advisory Services (Governance & Economic Cluster) on all legal matters attended to.
<u>ENQUIRIES APPLICATIONS</u>	: Adv G. Reed at Tel No: (021) 483 3402 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 31 January 2022
<u>POST 01/121</u>	: <u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 63/2021 (X2 POSTS)</u> (12 Month Contract)
<u>SALARY</u>	: R744 255 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	: Department of the Premier, Western Cape Government : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Behavioural Sciences (preferably Industrial Psychology), Management Sciences or Public Administration. Minimum of 3 years management level experience in an Organisational Development/Human Resources or related environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in major culture transformation projects. Competencies: Knowledge of the following: Leadership and Organisational Culture; Change management methodologies; Quantitative and qualitative research methodologies; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Benchmarking; Appreciative inquiry. Skills needed: Communication (written and verbal); Analytical; Intervention design; Innovative problem-solving; Interviewing; Listening; Facilitation and presentation; Diagnostic; Numeracy; Conceptual, interpretive and formulation; Computer literacy skills in MS Office Package (Word, Excel, PowerPoint);

- Networking; Planning and organising; Presentation. Ability to work independently and as part of a team.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques; Perform interventions on organisational culture, transformation, change management individual, group, inter-group and management level; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Document and report on Organisational Development interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions; Function as (project) manager and supervisor in respect of specialist functional and project teams.
- ENQUIRIES APPLICATIONS** : Ms L. Isaacs at Tel No: (021)466 9734
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/122** : **APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 41/2021 R1**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (All-inclusive salary package)
 : Department of the Premier, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree or higher) in Information Systems; A minimum of 5 years' experience in an ICT environment of which 3 years minimum must be management level experience; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in the following: System Development Life-Cycle of Enterprise scale applications and platforms; Managing developers and development operation teams; Systems Analysis and Troubleshooting; Contract and vendor management in the ICT Sector; Managing and/or supporting Microsoft Platforms (SharePoint, SQL, PowerPlatform, .Net); Managing and/or supporting Cloud Infrastructure Environment; Willing to work outside of normal hours. Competencies: Knowledge of the following: Systems Development Life Cycle and Business Systems Analysis; Public sector processes; Cloud platforms and operations; Contract and budget management, Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Ability to lead and motivate people.
- DUTIES** : Manage a team of professionals and service providers to deliver services in accordance with approved needs relating to systems development, platform hosting, maintenance and support; Provide effective programme and project management for the delivery of ICT solutions; Provide contract and budget management in the provisioning of ICT Services and provide inputs into budget and fiscal processes; Manage System Development Life Cycle processes; Manage Application and ICT Cloud hosting Operation; Ensure effective stakeholder and communication management.
- ENQUIRIES APPLICATIONS** : Mr H. Jacobs at Tel No: (021) 483 8569
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as

determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 31 January 2022

POST 01/123

: **POLICY AND STRATEGY RESEARCHER – INNOVATION REF NO: DOTP 56/2021 (X2 POSTS)**
(12 Month Contract)

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09), plus 37% in lieu of benefits
: Department of the Premier, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in the Social Sciences, Public Policy, Law Economics, Planning, Built Environment and/or related fields; A minimum of 3 years relevant experience. Recommendation: A post-graduate qualification in the Social Sciences and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Strategy development support, monitoring and review processes; Policies of the government of the day; Provincial policy and strategy development processes; Latest trends in public sector innovation and innovative methodologies; Provincial strategy – PSP and Recovery Plan; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the WCG; Project management; Applied innovative methodologies; Managing stakeholder relations. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Design (web design, in-design); Strategy development; Research; Facilitation; Planning; Presentation. Ability to: Conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Work collaboratively and flexibly across teams within the organisation.

DUTIES

: Render implementation support on the Innovation for Impact implementation plan. Assist with the following: Strategy development and implementation of the innovation implementation plan to rollout the activities in the plan; Assist the innovation team to: Identify, develop and/or strengthen and manage strategic partnerships in relation to the areas of work; Support the Director General and VIP 5 Innovation and Culture lead on key fora in relation to the innovation programme and related initiatives; Developing innovation capabilities towards the attainment of the WCG provincial strategic priorities and outcomes; Capacity building and implementation support of key strategic programmes and projects.

ENQUIRIES APPLICATIONS

: Ms A. Martinus at Tel No: (021) 483 3437
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

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

CLOSING DATE

: 31 January 2022

POST 01/124

: **CONTACT CENTRE ASSISTANT MANAGER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 57/2021**

SALARY CENTRE

: R382 245 per annum (Level 09)
: Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 5 years' relevant experience in a Client Relationship Management environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Sound knowledge of the following: Governance and Administration; Change Management; Media Management communication; Highly developed interpretive, conceptualization/ formulation ability; Outstanding planning and organising skills; Strong leadership skills; Creative presentation skills; People management skills; Proven computer literacy (Management Information Systems); Communication (written and verbal) skills.
- DUTIES** : Responsible for the following functions at this specific level: Client Relationship Management; Financial Management; Human Resource Management; Operations Management; Strategic Management; Provide and implement client (citizen) service delivery policies and strategies; Render interactive Client (Citizen) Service channels; Co-ordination of frontline service delivery support; Provide strategic access to information and service; Evaluating operational needs and work level requirements.
- ENQUIRIES** : Mr M Baderoen at Tel No: (021) 483 5178
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/125** : **ASSISTANT DIRECTOR (COPYWRITING): CREATIVE DESIGN REF NO: DOTP 59/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in journalism / media communication or related field; A minimum of 3 years relevant experience in copywriting or journalism; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and experience in the following: Supervisory; Magazine; Adobe InDesign and digital/writing for the web. Competencies: Knowledge of writing for various media; Communication (written and verbal) skills; Editing and proofreading skills; Excellent interview and research skills.
- DUTIES** : Render a creative copy-writing service to the Western Cape Government; Research, conduct interviews and source information in order to generate articles and written communication for the Western Cape Government; Provide an oversight role to creative writing work produced outside of Corporate Communication; Provide a creative editing service to the Western Cape Government; Work together with the design and photographic units to create high quality content.
- ENQUIRIES** : Mr S Du Plessis at Tel No: (021) 483 3139
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861

370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 31 January 2022

POST 01/126 : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 60/2021**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Science or relevant field; A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Skills needed: Communication (written and Verbal); Proven computer literacy; Planning and organising; Assessment and moderation.

DUTIES : Provide input into the development, updating and review of innovative and future-focused training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.

ENQUIRIES : Mr D Fredericks at Tel No: (021)865 8064 / (081) 482 2668
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 31 January 2022

POST 01/127 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A AND B): PROVINCIAL FORENSIC SERVICES REF NO. DOTP 66/2021 (X4 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate B-degree or higher qualification in Commerce/ Law/ Auditing/ Forensics or equivalent; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: Qualification of BCom IT or Informatics; A valid code B (or higher) driving license; Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). Competencies: Knowledge of the

following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial government; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge to write scripts for queries to identify and detect possible incidents of fraud; Skills in the following: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Excellent written and verbal communication; Good project management; Factual and legal analysis; Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.

DUTIES : Planning and execution of forensic investigations within allocated timeframes; Prioritising tasks; Managing multiple investigations at the same time; Conducting investigations through thorough fact finding, data analysis, research and evidence retrieval; Draft factual reports containing appropriate findings, conclusions and recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby at Tel No: (021) 483 4593
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 31 January 2022

PROVINCIAL TREASURY

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

CLOSING DATE : 31 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 01/128 : **ECONOMIST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 19/2021**

SALARY : R744 255 per annum (Level 11), (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Honours Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification); A minimum of 3 years' relevant experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Masters Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification); Experience in economic modelling, taxation and or policy development; Keen interest in working in an applied economic policy environment. Competencies:

- Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Project Management; Communication (written and verbal) skills.
- DUTIES** : Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Provide support to provincial departments on budget planning and performance related matters; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.
- ENQUIRIES** : Mr ML Booysen at Tel No: (021) 483 3386
- POST 01/129** : **PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020 R2 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years' experience as a Procurement and Supply Chain professional. Recommendation: A valid driving license; Experience in the following: Use of business intelligence Tools in procurement analysis; Supplier Development experience. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) procedures; Written and verbal communication skills.
- DUTIES** : Development and implementation of provincial, Supply Chain Management and Asset Management Policy, Norms and standards; Provide capacity development and knowledge management services to internal and external stakeholders; Monitor, evaluate and enforce compliance to Supply Chain Management and asset management requirements; Provide strategic procurement support services to improve the performance and efficiency of the Supply Chain Management system including value for money and leveraged benefits in the province; Facilitate and arrange transversal contracts for the province.
- ENQUIRIES** : Ms N Ebrahim at Tel No: (021) 48347 /6645

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 31 January 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS

members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 01/130 : **DIRECTOR: SPECIAL PROGRAMMES REF NO: DSD 179/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a Social Welfare Environment; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Social Science or related qualification. Registration with the South African Council for Social Services. Competencies: Knowledge of the modern trends and future development in the Social Sector; Advance knowledge of formulating and managing the Disability and Older Persons programmes; Advance knowledge of modern systems of governance and administration; Knowledge of the following: Assessment Systems; Management principles; Public Service procedures; People Management processes; Employee relations; Financial management; Project management; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills; Team building and strong inter-personal skills.

DUTIES : Formulate and manage the disability programmes; Formulate and manage the older persons programmes; Strategic Management (including Change Management); People Management; Financial Management.

ENQUIRIES : Mr Charles Jordan at Tel No: 021483 4991

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

OTHER POSTS

POST 01/131 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DSD 188/2021**

SALARY : R382 245 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems; Human Resource Management; policy development; Budgeting processes; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.

- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.
- ENQUIRIES APPLICATIONS** : Mr D.N Arendse at Tel No: (021) 483 8646
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/132** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION MANAGEMENT REF NO: DSD 190/2021**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical thinking, strategic thinking, budgeting, written and verbal communication, numeracy, computer literacy, ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research.
- DUTIES** : Acquisition Management; Develop and implement strategic sourcing plans; Compile bid documents; Contract management and Administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Logistics Management; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.)
- ENQUIRIES APPLICATIONS** : Ms J Smith at Tel No: (021) 483 3695
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience

any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
31 January 2022

CLOSING DATE

POST 01/133

STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DSD 191/2021

SALARY

R321 543 per annum (Level 08)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in internal control and governance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Skills needed: Analytical thinking, strategic thinking, budgeting, written and verbal communication, computer literacy, ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research.

DUTIES

Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections). Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

ENQUIRIES

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

APPLICATIONS

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

NOTE

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

CLOSING DATE

31 January 2022

POST 01/134

EDUCATION OFFICER (VOCATIONAL): FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 180/2021

SALARY

R261 372 per annum (Level 07)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educator / Educationalist/Vocational skills facilitator in teaching. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; People management processes; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation and written and verbal communication skills.

DUTIES

Implement Skills Educational Programmes at Facilities in accordance to SETA standards for the relevant skill and/or curriculum requirements and Departmental Legislation; Implementation of facility policies and procedures to enhance safe care / custody and development of residents; Performing of administrative functions; Continuous Professional Development; Keep up to date with new developments in the Social Work and Social Welfare fields.

ENQUIRIES

Ms U Siebritz at Tel No: (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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/135** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (EERSTE RIVER) REF NO: DSD 189/2021**
- SALARY** : Grade 1: R150 438 – R169 332 per annum, (OSD as prescribed)
Grade 2: R179 637 – R202 176 per annum, (OSD as prescribed)
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 MK Rebe at Tel No: (021) 900 4521

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/136** : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 181/2021 (X7 POSTS AVAILABLE AT VARIOUS LOCATIONS)**
- SALARY** : Grade 1: R143 073 – R159 603 per annum, (OSD as prescribed)
Grade 2: R169 332 – R190 575per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 qualification (Senior Certificate or equivalent qualification)
Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
- ENQUIRIES** : Mr EJ Buys at Tel No: (021) 986 9101
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 31 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 01/137 : **CHIEF ENGINEER: MECHANICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 167/2021**

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

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Mechanical Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Mechanical 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). Recommendation: Working knowledge in design of Health Engineering Services(HVAC, medical gases, -compressed air & vacuum systems, hot water generation, sterilisation, fire protection, water supply, waste disposal- and drainage, etc) systems; Willingness to travel on a regular basis; Working knowledge of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Experience in programme and project management; Experience of contract documentation and administration, Act/regulations of Occupational Health &Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Competencies: Knowledge in the following: Computer support design of building and services; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Public sector procurement; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Ability to work under pressure; Written and verbal communication skills.

DUTIES : Design and installation of mechanical engineering works for Health 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 maintenance of mechanical engineering works; 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 and 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 : Ms J Thomas at Tel No: (021) 483 2004

- 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 01/138** : **CONTROL ENGINEERING TECHNOLOGIST: WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 158/2021**
- SALARY** : Grade A: R762 816 per annum, (All-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience in road maintenance and construction; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Recommendation: Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; Mentoring and training technical staff; A valid Code EC with PDP driving licence; Willingness to travel. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication, proven computer literacy (MS Office), strategic capability and leadership, sound engineering and professional judgement, technical report writing.
- DUTIES** : Management of works planning and quality control division; Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Training and production monitoring and improvement of in-house maintenance and construction work; Research, technical report writing and data analysis.
- ENQUIRIES APPLICATIONS** : Mr S Schoeman at Tel No: (044) 272 7071
: 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 01/139** : **DEPUTY DIRECTOR: QUALITY MANAGEMENT AND EVALUATION REF NO: TPW 157/2021**
- SALARY** : R744 255 per annum (Level 11), (All-inclusive salary package)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation Registered Traffic Officer or Peace Officer. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Legislative and regulatory requirements, policies and standards; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Public management and administration; Political sciences and public policy; Relationship management. Skills needed: Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).
- DUTIES** : Manage the performance of assigned personnel to achieve key result areas that derive from the Sub-Directorates Work Plan and Project plans; Manage all projects allocated to the sub-directorate and quality/impact assessment for the department; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments and government spheres; Manage the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Plan the sub-directorates budget and manage income and expenditure, through responsible implementation of policies,

- practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Mr FN Payne at Tel No: (021) 483 6085
: 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 01/140** : **CONTROL PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 166/2021**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (All-inclusive salary package)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years working experience in the field in Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Recommendation Driving Licence Code A and EC. Competencies: Knowledge of the following: Relevant legislation; Overload control management; Impoundment procedure and process; Departmental administrative processes; Fleet management. Skills needed: Advanced driving; Defensive driving; Communication (Written and verbal); Computer literacy.
- DUTIES** : Provide effective leadership; Evaluate the activities of regional operational plans to ensure alignment with the strategic plan, budget statements, national and provincial strategies; Coordinate the collection of regional law enforcement statistics; Provide research input; Assist with the formalisation of policies and development of new strategies or models to improve service delivery; Provide operational leadership and mentoring of regional role players regarding strategies, developments and trends; Manage and coordinate the human resource processes, budget processes and utilisation of assets in the region.
- ENQUIRIES APPLICATIONS** : Mr FN Payne at Tel No: (021) 483 6085
: 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 01/141** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: TPW 37/2021 R2**
- SALARY** : Grade A: R728 829 - R777 771 per annum, (OSD as prescribed)
: Grade B: R821 775 - R885 303 per annum, (OSD as prescribed)
: Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- DUTIES** : Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control

procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.

ENQUIRIES : Mr X Smuts at Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/142 : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 159/2021**

SALARY : R477 090 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification; Or A N3 and a passed electrical trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Latest SANS 10142 (Electrical wiring code) and all relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr N. Nolan at Tel No: (021) 483-9233
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 01/143 : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES- ELECTRICAL (EDUCATION) REF NO: TPW 150/2021**

SALARY : R477 090 per annum (Level 10)
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 7 years working experience in the traffic law enforcement field of which 3 years must be on a supervisory level; All valid driving licenses (A and EC); No criminal record. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspections; Skills needed: Driving; Excellent Communication (written and verbal); Proven computer literacy; Project Management; Financial Management; Negotiation; Customer Relationship Management; Organisation; Deployment; Mentoring and coaching.

DUTIES : Manage the following: The implementation of operational law enforcement plan; Service delivery improvement. Ensure effective and efficient: Leadership; Asset Management; Financial Management; Human Resource management.

ENQUIRIES : Mr FN Payne at Tel No: (021) 483 6085
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 01/144 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 156/2021**

SALARY : Grade A: R369 351 - R398 166 per annum
Grade B: R420 402 - R452 895 per annum
Grade C: R480 678 - R566 223 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.

DUTIES : Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies in the roads construction and maintenance environments, such as trial/test sections for different materials types and equipment.

ENQUIRIES APPLICATIONS : Mr S Schoeman at Tel No: (044) 272 6071
: 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 01/145 : **PRINCIPAL ROAD SAFETY OFFICER REF NO: TPW 163/2021 (X5 POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 3 years' experience in Road Safety Education or relevant field; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Road Safety Act; National Road Safety Strategy; Public Service Act/Regulations; Local government structuring; Marketing principles; Capacity building; Skills needed: Planning and organising, computer literacy, problem solving, conflict resolution, research, analytical thinking, written and verbal communication skills.

DUTIES : Liaison with internal and external role-players; Facilitate and assist with the development of road safety programmes and initiatives; Facilitate, plan, develop and implement traffic safety information, projects and programmes; Research on traffic safety issues and educational projects.

ENQUIRIES APPLICATIONS : Mr A Kafaar at Tel No: (021) 483 6000
: 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 01/146 : **PRINCIPAL PROVINCIAL INSPECTOR (QUALITY EVALUATOR) REF NO: TPW 165/2021 (X5 POSTS)**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; Registered traffic officer; A valid (Code A and EC) driving licence; No criminal record; A minimum of 6 years law enforcement experience. Recommendation: Experience in the following: Collation of information and compilation of reports; Facilitating assessment and outcomes-based education; Sound knowledge of Traffic Law Enforcement practices and principles and applicable policies and procedures; Collation of information and compilation of reports. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Analytical thinking ; Ability to conduct research; Interpersonal skills.

DUTIES : Evaluate the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Ad hoc tasks.

ENQUIRIES : Mr H Arendse at Tel No: (021) 983 1536
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 01/147 : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: TPW 170/2021 (VARIOUS POSTS AVAILABLE)**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Sound knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Applicable policies and procedures (extensive); Examiner of vehicles and/or examiner of driving licence. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Training and facilitating skills; Diversity Management skills; Interpersonal skills, Planning and organising skills.

DUTIES : Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitating of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

ENQUIRIES : Mr W. v.d Merwe at Tel No: (021) 983 1500
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 01/148 : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: TPW 162/2021 (X6 POSTS AVAILABLE AT VARIOUS STATIONS)**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Examiner of vehicles and/or examiner of driving licence. Competencies: Knowledge of the following: Road traffic and Public Transport policies and regulations; Law enforcement knowledge in Traffic and Public Transport; Vehicle inspections; Vehicle impoundment; Operational meeting, deployment and planning skills; Ability to utilise electronic systems and related in daily functions; Written and verbal communication skills.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation's; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership

- and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties.
- ENQUIRIES** : Mr FN Payne at Tel No: (021) 483 6085
- 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 01/149** : **ROAD SAFETY OFFICER: ROAD SAFETY MANAGEMENT REF NO: TPW 161/2021 (X3 POSTS AVAILABLE AT VARIOUS LOCATIONS)**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 2 years' experience in Road Safety Education OR any relevant fields mentioned above; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Road Safety Act; National Road Safety Strategy; Public Service Act/Regulations; Local Government structuring; Market principles; Skills in the following: Planning and organising; Prioritizing; Teamwork and co-operation; Networking; Interpersonal relations; Managing of diversity; Innovative and creative; Strategic thinking, problem solving and decision making; Written and verbal communication; Report writing; Ability to work under pressure.
- DUTIES** : Identify traffic safety needs and critical areas within a designated community in Western Cape; Present traffic safety information, products and programmes to various target groups; Liaise with communities; Provide logistical support for projects and programmes; Assist with the running of competitions and promotions to promote traffic safety; Gather information and maintain database; Assist with traffic safety projects and programmes.
- ENQUIRIES** : Ms J Solomons at Tel No: (021) 483 6975
- 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 01/150** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: TPW 160/2021**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years working experience in a registry environment. Recommendation: An appropriate registry clerk/records management course. Competencies: Knowledge of the following: Records management practice; Internal office procedures, e.g. copy, sort, fax and verify document legibility; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable information management systems; Procedures for receiving, responding to and managing requests / enquiries; Operation and maintenance of office machines and other equipment; Communication (written and verbal) skills; Concern for others; Diversity citizenship; Self-management; Team work and client relations skills.
- DUTIES** : Supervise the opening of physical and electronic files and maintenance of file covers; Ensure correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Allocating reference numbers; Supervise effective and efficient handling of clients' enquiries, requests and pending for files and records; Managing the register of opened files; Ensure effective opening, sorting physical and electronic (Virtual Mail) distribution of mail and documents; Supervise staff and ensure they receive on-the-job training.
- ENQUIRIES** : Mr R Plaatjes at (021) 483 9590
- 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 01/151 : **REGIONAL FOREMAN: ROUTINE ROAD MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE (OUDTSHOORN) REF NO: TPW 108/2020 R2**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or Road Maintenance; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working experience in: Construction, maintenance and preservation of roads; Operating of minor construction machines; Management, Planning and supervision of civil activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

DUTIES : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the proclaimed road network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Identify and priorities road defects; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Report on illegal and other activities impacting on the road network; Supervise personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

ENQUIRIES : Mr E van Wyk at Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/152 : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 R2**

SALARY : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum
(Salary will be determined as per OSD prescripts).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate; A valid Code EC driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

ENQUIRIES : Mr R Oliver at Tel No: (021) 959 7700
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 01/153 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 R3 (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
- DUTIES** : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
- ENQUIRIES APPLICATIONS** : Mr D Plaatjies at Tel No: (044) 272 3699
: 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 01/154** : **ADMINISTRATION CLERK: ACADEMIC ADMINISTRATION REF NO: TPW 169/2021**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: General office administration experience in a training environment. Competencies: Proven computer literacy; Skills needed: Interpersonal, flexibility, teamwork, planning and organisation; Written and verbal communication skills; Data capturing.
- DUTIES** : General office administration; Provide administrative support to training managers and components; Administer portfolio database; Assist with course applications and course fees.
- ENQUIRIES APPLICATIONS** : Mr C Nyman at (021) 983 1537
: 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 01/155** : **HANDYMAN: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: TPW 164/2021**
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government
: Basic Literacy and Numeracy (ABET 4/ Grade 9). Recommendation: Proven general experience covering the relevant areas of the maintenance and repairs of small defects on buildings machinery and equipment. Competencies: Knowledge and understanding of the following: Maintenance of buildings, grounds, equipment and machinery.; Repairs of defects on buildings, equipment and machinery; Departmental practices regarding health and safety; Communication and interpersonal skills; Planning and organising.
- DUTIES** : Responsible for the following: Maintenance of all buildings, machinery, equipment, and grounds for the directorate; Liaise with service providers regarding the cleaning of the garden and grounds of the College; inspection of buildings and grounds for defects; Assist with the key control of the College; Repair / replacing of small defects on machinery, equipment and the buildings in the directorate; Liaise with service providers regarding the repair / replacing of machinery, equipment and the buildings in the directorate; Obtain quotations regarding the repairing / replacing of machinery, equipment or buildings in the directorate; Safekeeping of tools and other equipment in the workshop; Maintain a tool and equipment register of the workshop.
- ENQUIRIES APPLICATIONS** : Mr J Baugaard at (021) 983 1523
: 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). 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.

POST 01/156 : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES (TYGERHOEK) REF NO: TPW 168/2021 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 02)
: Department of Transport and Public Works, Western Cape Government
: Basic Literacy and Numeracy (ABET 2/ Grade 5). Recommendation: Appropriate cleaning experience. Competencies: Knowledge of the following: Occupational Health and Safety Act and relevant regulations; Cleaning materials and chemicals; Built machines; Good communication (written and verbal) skills; Ability to work under pressure, independently as well as in a team.

DUTIES : Cleaning of offices, corridors, lifts and boardrooms; Cleaning of toilets-rooms and cubicles; Apply hygiene and safety measures; General cleaning of the entire building and the surrounding areas and other buildings; Relieve of colleagues on floors and other buildings when they are on leave/sick leave; Collect and remove of waste from floors to designation areas.

ENQUIRIES APPLICATIONS : Mr E Sawall at Tel No: (021) 483 5053
: 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). 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.