

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

CLOSING DATE : 28 February 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 05/183 : **DEPUTY DIRECTOR: MACRO AND RESOURCE ECONOMICS REF NO: AGR 02/2022**

SALARY : R882 042 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (Honours or higher) with Economics and/or Agricultural Economics as major subjects. A minimum of 6 years' experience of which 3 years must be on management level; 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: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilisation of economic models; Sound knowledge of econometrics; Working knowledge and experience in the following: Analyse large datasets and trends using various statistical software like Stata (or related); Ability to lead and conduct independent research; and good understanding of the agricultural sector and resource economics Competencies: Knowledge of Economic and financial analytical techniques. Skills needed: Advanced computer literacy; Analytical; Presentation; Excellent report writing; Management; Leadership Communication (Written and verbal). Ability to: Conduct research; Conceptualise policy.

DUTIES : Management of the following: The Division Macro and resource economics, and perform integrated governance and provide advice to management and top management; The analysis/identification of economic questions/challenges in the field of Macro and Resource Economics and International trade; The application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios; The provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within the field of Macro and Resource Economics and International trade. Provide agricultural economic intelligence for effective decision making in the agricultural and agri-business sector of the Western Cape Province.

ENQUIRIES : Ms B. Matoti at Tel No: (021) 808 5213
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 05/184 : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (MACRO AND RESOURCE ECONOMICS) REF NO: AGR 04/2022 (X2 POSTS)**

SALARY : R477 090 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A

valid driving license (Code B or higher). Recommendation: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics; Working knowledge in the following: Analyse large datasets and trends using Stata (or related) statistical software; Conduct independent research and good understanding of the agricultural sector and resource economics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

DUTIES : Continuous in-depth study/research of development/patters/trends in resources, macro-economics, trade, investment and rural development; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database etc. Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Perform administrative and related functions.

ENQUIRIES : Ms B. Matoti at Tel No: (021) 808 5213
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 05/185 : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (FINANCIAL RECORD KEEPING AND ANALYSIS) REF NO: AGR 05/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

DUTIES : Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

ENQUIRIES : Dr M. Mjonono at Tel No: (021) 808 5200

- 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 05/186** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 14/2020 R2 (X2 POSTS)**
- SALARY** : Grade A: R316 536 - R337 791 per annum, (OSD as prescribed)
Grade B: R358 524 - R386 487 per annum, (OSD as prescribed)
Grade C: R408 075 - R480 678 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate National Diploma in Science or relevant qualification; Registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist; A minimum of 3 years post qualification technical (scientific) experience. Recommendation: A valid code EB (or higher) driving licence; Degree in Science (BSc/ Hons); Experience in the following: Scientific methodologies, policies, systems and procedures; Using LC-MS, HPLC and GC Food Science; Technical report writing. Competencies: Knowledge of the following: Data analysis; Programme and Project Management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial Management; Proven computer literacy; Skills needed: Planning and organising, problem solving and analysis, written and verbal communication, presentation and mentoring skills.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Mentor, train and develop candidate research technicians and technical support to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
- ENQUIRIES APPLICATIONS** : Dr M Seutloali at Tel No: (021) 808 7529
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 05/187** : **FARM AID: ANIMAL SCIENCES (ELSENBURG) REF NO: AGR 03/2022**
- SALARY** : R104 073 per annum (Level 02)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
Basic Literacy and Numeracy (ABET level 2/Grade 7 or equivalent qualification. Competencies: Knowledge and understanding of farm animals and dairy skills; Basic communication skills.
- DUTIES** : Proven working knowledge of working with farm animals (poultry, pigs small stock and large stock); Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving license; Able to work during weekends and public holidays when required.
- ENQUIRIES APPLICATIONS** : Mr MN Mnisi at Tel No: (021) 808 5404
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
- NOTE** : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF COMMUNITY SAFETY

CLOSING DATE **NOTE**

: 28 February 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 05/188

: **DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 01/2022**

SALARY **CENTRE** **REQUIREMENTS**

: R1 057 326 per annum (Level 13), (all-inclusive salary package)
: Department of Community Safety, Western Cape Government
: 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 level experience; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Experience in Security Management environment; Proven strategic capability and leadership. Competencies: Extensive knowledge of applicable policies and regulations in the field Security Management; Knowledge of the following: Public Service reporting procedures and administrative skills; People Management; Labour Relations; Financial Management; Policy analysis and development; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Analytical thinking skills; Policy development skills; Strategic thinking skills; Facilitating skills; Sound budgeting skills; Conflict Management skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES

: The provision of a security advisory service to the head of provincial services; The promotion of Occupational Health and Safety in the provincial government; The preliminary investigation in respect of security breaches and personnel vetting; Line Management; People Management and empowerment; Financial Management; Strategic Management.

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: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/189 : **DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION REF NO: CS 06/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: Understanding Business Process Improvement; Working knowledge of: Electronic access control; CCTV system environment; Contract Management. Competencies: Knowledge of the following: The control of access to public premises and vehicle act 53 of 1985; Criminal procedure act; Public service planning and reporting; Administrative processes; Financial processes. Skills needed: Problem solving; MS office package; Analytical; Communication (Written and verbal).

DUTIES : Facilitate the development and integration of security related ICT infrastructure; Manage the WCG Access Control System; Administer Access Control Framework Contracts; Manage the maintenance & overall implementation of the WCG Access Control & electronic (CCTV) systems; Budget Administration for the sub programme; Manage the human resources of the sub programme.

ENQUIRIES : Mr G. Lutz at Tel No: (021) 483 2954
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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CLOSING DATE : 28 February 2022

POST 05/190 : **ASSISTANT DIRECTOR: POLICY AND RESEARCH (SAFETY INFORMATION MANAGEMENT) REF NO: CS 04/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate Post-graduate Degree in Social Sciences, Law or related field of study; A minimum of 3 years relevant research work experience in community safety, policing, crime or a similar environment. A valid Code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Exposure to at least one statistical data analysis package; Experience and knowledge of: The civilian oversight environment; Project management; Research processes (Qualitative and Quantitative). Competencies: Knowledge of the following: Safety and security, policing, crime or criminal justice; Research process (qualitative and quantitative research); Data collection tools and techniques; Data analysis and interpretation; Report writing; Public service planning and reporting. Skills needed: Computer literacy (Ms Office package); Planning and organising; Problem solving and decision making; Presentation; Data collection, interpretation and analysis; Interviewing and probing; Communication (written and verbal). Ability to: Work under pressure and meet deadlines.

DUTIES : Conduct the following: Research in terms of violence prevention, policing and Departmental priorities; Evidence-based assessments of interventions/programmes rendered by the Department and other stakeholders;

Statistical analysis of crime and other related datasets. Execute special research on policing and safety and dissemination of information.

ENQUIRIES APPLICATIONS : Ms A. Dissel at Tel No: (021) 483 6548 or Amanda. Dissel@westerncape.gov.za
: 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 : 28 February 2022

POST 05/191 : **ASSISTANT DIRECTOR: ENABLING ENVIRONMENT (SAFETY PROMOTION AND PARTNERSHIPS) REF NO: CS 05/2022**
(12 Month Contract Position)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), plus 37% in lieu of benefits.
: Department of Community Safety, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. 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. Competencies: Knowledge of the following: Legislation, policies, regulations, financial manuals, internal arrangements and procedures; Administrative and Financial Management; Procurement and tender administration; People management; Change management. Skills needed: Computer literacy; Planning and organising; Problem solving and decision making; Project Management; Policy analysis; Research methodology; Communication (written and verbal); Ability to: Work under pressure and meet deadlines; Work independently and as part of a team; Deal with enquiries/complaints pertaining to a wide variety of functions/activities.

DUTIES : Manage stakeholder facilitation and development; Facilitate and support area-based safety initiatives in line with the Western Cape Safety Plan; Provide administrative support to line manager; Monitoring and reporting of all Safety Plan related activities; People management; Co-ordinating and reporting on all internal activities related to the Safety Plan.

ENQUIRIES APPLICATIONS : Mr R. Lagkar at Tel No: (021) 483 6249/9047
: 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 : 28 February 2022

POST 05/192 : **STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: CS 08/2022**

SALARY CENTRE : R321 543 per annum (Level 08)
: Department of Community Safety, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence; Relevant background experience in Auditing. Competencies: Knowledge in the following: Policy Development; Budgeting process ; Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Public Service Anti-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 Standard Charts of Accounts; Risk Management frameworks; Government financial systems; Human Resource Management; Skills in the following: Budgeting; Communication (written and verbal); Computer literacy; Monitoring, evaluation and reporting' Presentation; Problem solving and research; Ability to analyse, conceptualise and implement policy.
- DUTIES** : Evaluate the effectiveness of financial prescripts through post auditing of Basic Accounting System (BAS), Logistical Information System (LOGIS) and Personnel and Salary Administration (PERSAL) payments; Development and review compliance monitoring tools; Financial statements high level review.
- ENQUIRIES** : Mr D Prinsloo Tel No: (021) 483 5587
- 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** : 28 February 2022

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- CLOSING DATE** : 28 February 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 05/193** : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 01/2022**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience working in a business regulatory reform 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: LLB qualification or similar; Proven experience in: Managing regulatory reform projects across a wide range of sectors; Analysing legislative instruments. Competencies: Knowledge of the following:

		Constitutional, legal and institutional arrangements governing the South Africa public sector and private; Modern systems of governance; Stakeholder relationship management. Understanding of the concept of red tape and its reduction. Advanced knowledge of: Regulatory Impact Assessments and similar tools; The business industry and sectors. Skills needed: Computer Literacy (MS office); Communication skills (written and verbal).
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<u>ENQUIRIES</u>	:	Ms M Ellis at Tel No: 083 565 1867
<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 05/194</u>	:	<u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 01/2021 R1</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, 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 in either a government or private sector environment which involved business process optimisation projects. Recommendation: Proven experience in leading business process optimisation projects across a wide range of role-players and stakeholders; Advanced knowledge of the business industry and sector. Competencies: Knowledge of the following: Stakeholder relations; Modern systems of governance; Project Management; Written and verbal communication skills; Problem-solving skills; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<u>ENQUIRIES</u>	:	Ms M Ellis at Tel No: 083 565 1867
<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 05/195</u>	:	<u>ASSISTANT DIRECTOR: GREEN ECONOMY PROGRAMMES AND PROJECTS REF NO: DEDAT 02/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 5 years relevant experience in Administration and/or project management. Recommendation: Experience in the green economy related fields. Competencies: Knowledge of the following: Green economy/ environment/ sustainability/ climate change. / resource management / water / energy fields; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Relationship management; Monitoring and evaluation methods, tools and techniques. Skills needed: Computer Literacy; Communication (written and verbal); Teamwork; Leadership; Organisation; Problem-solving; Applied Strategic thinking; Creative thinking; Decision-making.
<u>DUTIES</u>	:	Support the strategic processes and decision-making of the Chief Directorate including research and data management as required; Project Manage the Directorate's projects and programmes aligned to the overall strategy framework; Co-ordinate stakeholders as relevant to the development and implementation of projects and programmes within the and Directorate; Support the planning of the Chief Directorate's budget and manage income and expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently; Management of the human resources of the Directorate.

- ENQUIRIES** : Ms. H. Davies at: Helen.Davies@westerncape.gov.za OR Ms P. Mbeceni at: Paballo.Mbeceni@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/196** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Supply Chain Management or Financial Management.; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.
- DUTIES** : Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.
- ENQUIRIES** : Mr M. Hartman at Tel No: (021) 483 9148
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- CLOSING DATE** : 28 February 2022
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OTHER POSTS

- POST 05/197** : **CONTROL ENVIRONMENTAL OFFICER: REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT (REIM) REF NO: EADP 01/2022**
- 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 Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Management level experience. Competencies: Knowledge of the following: Pollution Management, specifically of NEMA s30 emergency incidents and contaminated land; Environmental management and legislation. Water (including groundwater) and/or soil management; Functions of statutes governing other organs of state. Skills needed: Scientific research; Report writing; Communication (Written and verbal); Human resource and financial management;

- Computer literacy in MS Office. Ability to analyse and interpret scientific and technical reports and scientific data.
- DUTIES** : Manage and implement projects and policies related to remediation of contaminated land and NEMA Section 30 Emergency Incident Management; Monitor compliance and enforcement of the Department's statutory obligations, specifically with regards to contaminated land and NEMA s30 Emergency Incident Management; Manage and perform Financial and Human Resource Management, including general office management; Implement and develop policy instruments such as legislation, policies, guidelines, norms and standards; Represent the Department on relevant committees and forums.
- ENQUIRIES APPLICATIONS** : Ms W. Kloppers at Tel No: (021) 483 4656 or 082 807 6191
: 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 05/198** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CRIMINAL INVESTIGATIONS REF NO: EADP 02/2022**
- SALARY CENTRE** : R408 075 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An Honours degree (or higher qualification) in Environmental Management/Natural Sciences/Policing/Law or related qualification; A valid (Code B) driving license. Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, Environmental Management Inspectorate (EMI) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct. Skills needed: Communication (written and verbal); Client orientation and customer focus; Problem Solving and Analysis.
- DUTIES** : Conduct Investigation into complaints of non-compliance with enforcement legislation; Draft enforcement documents, affidavits, investigation reports and any other documents with evidential value as well as recoding all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building programmes.
- ENQUIRIES APPLICATIONS** : Mr A. Bassier at Tel No: (021) 483 3506
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF 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 05/199** : **ASSISTANT MANAGER NURSING (SPECIALITY AREA: OUTPATIENTS)**
- SALARY CENTRE** : R624 216 (PN-B4) per annum
: Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology or Medical and Surgical Nursing Science: Oncology or Orthopaedic nursing science. Registration with a professional council: Current 2022 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills.
<u>DUTIES</u>	:	The candidate will be responsible for management and co-ordination of clinical nursing care in the Outpatient Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development, and participation in research within the clinical environment. Support / deputise for the deputy manager nursing and support the Nursing department and the institution.
<u>ENQUIRIES</u>	:	Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 March 2022
<u>POST 05/200</u>	:	<u>ASSISTANT MANAGER NURSING AREA</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R571 242 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years if the period referred above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Quality patient care supported through professional, technical and management support. Leadership and guidance towards realization of strategic goals and objectives. Efficient human resources in all components. Resources utilized according to directives and legislation. Management of information systems to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms J Ehlers Tel No: (044) 802-4356/7
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 04 March 2022

POST 05/201 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)**

SALARY : Grade 1: R388 974 per annum, (PN-B1)
Grade 2: R478 404 per annum, (PN -B2)

CENTRE : Western Cape College of Nursing

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in Occupational Health Nursing Science. Inherent requirement of the job: Valid code (B/EB) drivers license. Willingness to travel to all campuses. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.

DUTIES : Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of the clinic.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801

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

NOTE : No payments of any kind are required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Occupational Health with the South African Nursing Council."

CLOSING DATE : 04 March 2022

POST 05/202 : **ASSISTANT DIRECTOR: FINANCE**
Directorate: Engineering and Technical Support

SALARY : R382 245 per annum

CENTRE : Head Office, Cape Town (On the premises of Karl Bremer Hospital, Bellville)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in financial management at NQF level 7. (e.g. IT, Mathematics, Accounting or other subject with numerical orientation). Experience: Appropriate supervisory experience. Appropriate experience in Finance (experience within the built environment finance would be advantageous). Appropriate infrastructure Procurement experience. Appropriate experience in procurement systems

(experience in LOGIS would be advantageous). Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy skills. A proven ability to analyse data. An ability to implement measures to ensure compliance with legislature, regulations, prescripts, etc. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.

DUTIES : Provide an effective and efficient financial management service to the Directorate. Monitoring and reporting. Management of the Supply Chain Management Functions Management of audit queries. Ensure credibility of financial data. Monitoring and reporting of the Expanded Public Works Programme within the Directorate. Oversight and support to other maintenance sites within the Department.

ENQUIRIES : Mr E Brown Tel No: (021) 483-0867
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 March 2022

POST 05/203 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (HR PLANNING AND EMPLOYMENT PRACTICES)**
West Coast District

SALARY : R382 245 per annum
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree in a Human Resource related field. Experience: Appropriate relevant experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict and function under pressure. The ability to analyze, interpret and apply legislation, policies and prescripts.

DUTIES : Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective management and development of sub ordinates.

ENQUIRIES : Mr R van Staden Tel No: (022) 487-9208
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 March 2022

POST 05/204 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SYSTEMS (LOGIS)**
(2 Year Contract)
Directorate: Supply Chain Management

SALARY : R321 543 per annum, plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An Appropriate 3-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Supply

Chain Management System (LOGIS). Inherent requirement of the job: A valid (Code B/EB) driver license. Willingness to travel. Competencies (knowledge/skills): Training on computerised systems. Advance Computer Literacy particularly in Word and Excel. Data analysis & reporting Organizing Skills. Knowledge of procurement systems in Public Sector. Conversant with the Department's procurement prescripts. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Teamwork and project management. Excellent human relations abilities and telephone skills. Logis Store implementation and Training accreditation. Extensive LOGIS system controller knowledge. Data analysis and interpretation. Training / knowledge transfer. Systems implementation. Informatics.

DUTIES : Responsible for compilation and maintenance of departmental manuals, policies, and procedures. Departmental LOGIS system controller duties ensuring Store maintenance of facilities. User access control. Departmental Item record maintenance and clean-up. Contract Header maintenance and loading of contracts on LOGIS system. Management outstanding transactions reports for all institutions. Distribute system notifications/circulars and emphasize issues that require action. Monitor effective utilisation of system on departmental Level. Liaison between departmental users and Provincial Treasury. Represent WCDOH in working groups related to any SCM systems integration. Human Resource Management.

ENQUIRIES : Mr J Coetzee Tel No: (021) 483-4302

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. Practical test may form part of the recruitment process.

CLOSING DATE : 04 March 2022

POST 05/205 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (CHANGE MANAGEMENT)**
Directorate: People Strategy

SALARY : R261 372 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/degree preferably in Behavioural/Social Sciences or equivalent. Experience: Appropriate experience with organisational change management initiatives. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel and work extended hours. Competencies (knowledge/skills): Good organisational skills. Analytical skills. Good communication skills. Problem solving skills. Skilled in MS Word Applications.

DUTIES : Provide administrative support in the implementation of the Departmental Change Management Strategies and Program. Research, collate and prepare documentation relating to change management program. Manage all logistical arrangements within the Change Management component. Assist with procurement and financial functions. Provide administrative support.

ENQUIRIES : Ms J Manuel Tel No: 021 483-3096

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 March 2022

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 28 February 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

<u>POST 05/206</u>	:	<u>DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 02/2022</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme 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: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
<u>DUTIES</u>	:	Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning, monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial

departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management, human resources management and financial management for the Directorate.

ENQUIRIES : Ms N Zamxaka at Tel No: (021) 483 4449

DEPARTMENT OF THE PREMIER

CLOSING DATE : 28 February 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 05/207 : **CHIEF NETWORK TECHNOLOGIST: ICT SCHOOLS SUPPORT AND HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 02/2022 (X4 POSTS)**

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 qualification) in IT or related; A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving license. Recommendation: Microsoft & Cisco skills. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements. Skills needed: Proven computer literacy; Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving.

DUTIES : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

ENQUIRIES : Mr L Lategan at Tel No: (021) 835 4000 Or Mr L. Benting Tel No: (021) 483 8941
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 05/208 : **CHIEF NETWORK TECHNOLOGIST: TRANSVERSAL ICT INFRASTRUCTURE OPERATIONS AND SERVICES REF NO: DOTP 03/2022 (X4 POSTS)**

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 equivalent); A minimum of 3 years' experience in network infrastructure management; A valid driving license (Code B or higher). Recommendation: Knowledge of the following: Network, voice, compute and storage infrastructure and operations, including Voice Over IP (VOIP) architecture and systems and corporate IP Telephony solutions; Cisco products as well as Microsoft and Linux environments. Competencies: Knowledge of the following: Local Area Networks; Wide Area Networks; Mobile Data Communications and Wireless Networks; Server

and storage systems; PC, notebooks and printer (MS Operating Systems and services); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team. Skills needed: Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution.

DUTIES : Plan, design, develop, implement, maintain and operate the following: Network infrastructure; Design advanced network solutions and with advanced technologies, Server and Storage infrastructure; Ensure that effective programme and projects documented, executed and the appropriate reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop, co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments and service providers; Manage a team of professionals and service providers directly or indirectly.

ENQUIRIES : Mr E Petersen at Tel No: (021) 826 5575, Email: eugene.petersen@westerncape.gov.za OR Mr JTA Manasse at Tel No: (021) 483 3676, Email: joel.manasse@westerncape.gov.za

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

POST 05/209 : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO: DOTP 05/2022**

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 qualification) in IT or related; A Minimum of 3 years' experience in the IT environment; A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.

DUTIES : Plans, organizes and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.

ENQUIRIES : Mr A. Coleman at Tel No: (021) 483 4178

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 05/210 : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (ACTIVE DIRECTORY) REF NO: DOTP 06/2022**

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 equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.
- DUTIES** : Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.
- ENQUIRIES** : Mr A. Coleman at Tel No: (021) 483 4178
- 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>

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** : 28 February 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 05/211** : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUP 2) REF NO: PT 01/2022**

- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/ Economics/ Financial Management/ Law or Built Environment; A minimum of 3 years relevant experience in the assessment, implementation or monitoring of immovable assets inclusive of Infrastructure Projects; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public Financial Management Act, Municipal Finance Management Act (MFMA); Division of Revenue Act (DoRA); Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines. Skills needed: Analytical thinking; Excellent research; Report writing; Organising and planning; Proven computer literacy; Communication (written and verbal).
- DUTIES** : Assess the institutionalization of and compliance with the Infrastructure Delivery Management System in sector departments; Monitor infrastructure delivery and

spending performance on projects; Assess departments' infrastructure budgets against project readiness, implementation schedules and approved allocations; Assess departments Assets Management Plans for compliance with GIAMA; Review property lease and disposal submission and draft recommendations.

ENQUIRIES

: Ms C. Lucas at Tel No: (021) 483 6862

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
NOTE

: 28 February 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 POSTS

POST 05/212

: **QUANTITY SURVEYOR (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY-GENERAL REF NO: TPW 08/2022**

SALARY

: Grade A: R628 014 - R676 539 per annum
Grade B: R718 062 - R766 278 per annum
Grade C: R809 634 - R953 715 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE
REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided Quantity Surveying applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.

DUTIES

: Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines;

Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES : Mr J. Botha at Tel No: (021) 483 5320

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

POST 05/213 : **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO: TPW 94/2020 R1**

SALARY : R382 245 per annum (Level 09)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years' experience in information technology project management; A valid code B (or higher) driving license. Recommendation: Applicable course/training in Project Management; PMBOK certified or similar e.g., PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely; MS Project or similar project management software experience. Competencies: Proven understanding of: Information and Communication Technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and Financial Management; Project Management skills; Communication skills (written and verbal); Strategic thinking and data analytics abilities; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; HR matters.

DUTIES : Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network infrastructure technologies and/or projects as well as customisation and/or implementation of outsourced information technology projects and/or in the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing.

ENQUIRIES : Mr J Neethling at Tel No: 073 952 9707

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

POST 05/214 : **STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 07/2022 (X2 POSTS)**

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); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge and understanding of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements, policies and standards; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical skills; Self-disciplined and dedicated; Planning and organising skills; Reliable; Problem solving approach; Proven computer literacy in MS Office.

DUTIES : Monitor revenue and expenditure; Assist with Monthly, quarterly and annual reporting – IYM, Conditional Grants, Earmarked funds, Annual Report, IRM; Assist in Adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending; Evaluate and make

recommendations on submissions with financial implications to the relevant manager, senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury.

ENQUIRIES : Ms R van der Fort at Tel No: (078) 223 3874

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

POST 05/215 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: TPW 12/2021 R2 (X2 POSTS)**

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

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving license. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).

DUTIES : Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES : Ms M. Van Wyngaardt at Tel No: (021) 959 7700

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

POST 05/216 : **ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (EDEN-GEORGE SATELLITE OFFICE) REF NO: TPW 10/2022**

SALARY : R261 372 per annum (Level 07)

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

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Public transport and related matters; Public Transport Regulation System (PTRS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Protection of Personal Information Act (POPIA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.

DUTIES : Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.

ENQUIRIES : Ms E Searle at Tel No: (021) 483 0271

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

POST 05/217 : **ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (VANGATE/ATHLONE) REF NO: TPW 04/2022**

SALARY : R261 372 per annum (Level 07)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Public transport and related matters; Public Transport Regulation System (PTRS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Protection of Personal Information Act (POPIA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.
- DUTIES** : Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
- ENQUIRIES APPLICATIONS** : Ms E Searle at Tel No: (021) 483 0271
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 05/218** : **SYSTEMS ADMINISTRATOR: ICT MANAGEMENT SERVICES REF NO: TPW 05/2022 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with A+ Certification (or related); A minimum of 3 years relevant experience in IT/ICT environment. Recommendation: A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Information Systems Technology and Software; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Planning and organisational skills. Communication (written and verbal) skills; proven computer literacy.
- DUTIES** : Administer ICT Systems; Coordinate and facilitate the provision of user system and desktop support in liaison with Cel and other service providers; Develop and maintain documentation for both training and server purposes; Facilitate the assurance of Government Motor Transport (GMT) IT system security and governance in liaison with SITA & other service providers; Provide GMT Desktop Support Services; Provide ICT Infrastructure Management Support.
- ENQUIRIES APPLICATIONS** : Mr C. Kriegler at Tel No: (021) 467 4745
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 05/219** : **REGISTRY CLERK: DOCUMENT MANAGEMENT REF NO: TPW 01/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant administrative/registry experience. Competencies: A good understanding of the following: Registry and Document management procedures; Filing system electronic document management; File plan; Archive and regulatory prescripts; Written and Verbal communication and Interpersonal relations; Basic numeracy and literacy; Ability to work under pressure and meet deadlines.
- DUTIES** : Distribution and handling of all in/ out-going; Communication and correspondence; Answer all internal/ external queries; Tracing of archive files; Effective utilisation of PTRS; Scanning, Indexing and uploading of Documentation.
- ENQUIRIES APPLICATIONS** : Ms E Searle at Tel No: (021) 483 0201
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 05/220 : **DEPUTY DIRECTOR: EXAMINATION REGISTRATION, CERTIFICATION, CLIENT SERVICES AND OFFICE SUPPORT SERVICES REF NO: 81**
Directorate: Examinations Administration

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11)
: Head Office, Cape Town
: Appropriate B-degree or equivalent; a minimum of 3 years relevant management experience; Computer Literacy (MS Office, Excel and PowerPoint); Valid driver's licence. Knowledge of: Examination and assessment policies and regulations; Knowledge of Constitutional, legal, and institutional arrangements governing the South Africa public sector; Knowledge of inter-governmental and international relations; Policy Development; Project management Skills: Strategic Management Skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills; Scientific Writing Skills; Project Management
Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to handle conflict; the ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive

DUTIES : Manage and coordinate the examination registration process for candidates. Manage and coordinate the establishment and audit of examination centres. Manage the process for the appointment of Invigilators and Examination Assistants (EAs). Manage the collection and processing of School-Based-Assessment (SBA) marks. Manage the implementation of assessment adaptations and accommodations. Monitor and support the conduct of the National Senior Certificate examinations. Manage the certification processes for first issue, combined and replacement certificates. Manage all processes related to the release of the NSC/SC results. Manage client enquiries at the Exam Walk-in Centre, Call-centre, and email. Manage the provision and supply chain management processes in respect of procurement of paper, stationery and equipment and payments. Manage budget allocation, expenditure, and cash flow. Manage the compilation of examination Circulars and Minutes. Preparation of submissions and reports to DBE and senior managers. Management of all Human Resources and HR processes for the sub-directorate.

ENQUIRIES : Lucia Bredenkamp Tel No: 021- 467 2945
CLOSING DATE : 03 March 2022

POST 05/221 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 75**
District: West Coast Education District Office

SALARY : R744 255 per annum (Level 11)
CENTRE : Paarl
REQUIREMENTS : National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver's licence. Knowledge: Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Skills: Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills. Personal attributes: Responsible; Reliable; Orderly; Systematic; Self-motivated; Innovative; Good Human Relations; Remain calm under pressure; Focused; Disciplined.

DUTIES : Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practises. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES : H Van Ster Tel No: 021- 860 1200
CLOSING DATE : 03 March 2022

POST 05/222 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING, TRAINING AND ADMINISTRATION REF NO: 71**
Directorate: Employee Relations

SALARY : R744 255 per annum (Level 11)
CENTRE : Head Office, Cape Town
REQUIREMENTS : An appropriate, recognized 3-year degree/diploma (or equivalent qualification) and a valid driver license. 4-5 years in a Middle Management position. Extensive experience and knowledge in Public Service Collective Bargaining processes. Knowledge: The South African Collective Bargaining regulatory framework for the Public Service and Education Sector Misconduct, Grievance and Dispute Resolution procedures applicable to employees employed under Public Service Act, 1994, The Employment of Educators Act, 1998, as well as employees specifically covered by the Senior Management Services (SMS) in the Public Service The conditions of service dispensation applicable to public service employees and educators, Constitution of the Republic of South Africa; and relating to the PMFA, LRA, EEA, PSA (and relevant regulations), BCEA, SDA, SASSA, PAM as well as the PAJA and PAIA Public Service People Management Practices policies and practices Financial management, and Administrative processes in relation to the compilation and management of budgets Staff Performance Management Systems. Skills: Agile Leadership, Innovation. Strategic and conflict management, Strong Negotiation skills, administration and financial management abilities, Excellent minute – taking, and ability to represent the Department in collective bargaining processes and forums. Supervisory and Management skills, good writing skills (compile complex and high-level documents) Advanced computer literacy and facilitation skills. Strong coordination and project management, good inter-personal. Ability to work under pressure and independently Liaison and Analytical, Advanced debating and communication

skills. Personal attributes: Assertive an eye for detail, ability to relate to stakeholders on various levels and a collaboration centric approach. Key Performance Areas include Manage all Collective Bargaining processes, advice, compile reports for and obtain appropriate mandates from Principles. Monitoring, and reporting on the labour relations climate in education Initiate and Promote Labour Relations training interventions, Manage the budgetary compliance of the Directorate, Manage staff and Administration processes.

DUTIES : Management and processing of grievances, disputes and misconduct cases
 Manage and supervise the functions of the Assistant Directors; exercise financial control; investigate matters and represent the WCED when required to do so
 Preside at misconduct hearings (CS educators and Public Service) Train line functionaries/ provide advice to clients in labour relations matters, Keep abreast of change and developments in labour relations and build capacity in order to facilitate labour peace in the institutions managed by the WCED
 Personnel Manage all Collective Bargaining processes, advice, compile reports for and obtain appropriate mandates from Principles. Monitoring, and reporting on the labour relations climate in education. Initiate and Promote Labour Relations training interventions, Manage the budgetary compliance of the Directorate, manage staff and administration processes.

ENQUIRIES : Mr. CR Esau Tel No: 021- 467 2846
CLOSING DATE : 03 March 2022

POST 05/223 : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 85**
 District: Metro North Education District Office

SALARY : R382 245 per annum (Level 09)
CENTRE : Parow
REQUIREMENTS : 3 year post matric qualification or degree plus 3 years administrative experience. A valid driver's licence. Knowledge: of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative. Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills. Processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS).

DUTIES : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

ENQUIRIES : Ms W Horn Tel No: 021- 938 3133
CLOSING DATE : 03 March 2022

POST 05/224 : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 84**
 District: Eden & Central Karoo Education District Office

SALARY : R382 245 per annum (Level 09)
CENTRE : George
REQUIREMENTS : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions.

Organizational. Planning. Liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills. Personal attributes: Responsible. Reliable. Orderly. Systematic. Self- motivated. Innovative. Good human relations. Remain calm under pressure. Focused. Disciplined. Focussed on achieving targets.

DUTIES : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES : Mr J Jonkers Tel No: 044- 803 8300
CLOSING DATE : 03 March 2022

POST 05/225 : **ASSISTANT DIRECTOR: BASIC ACCOUNTING SYSTEM CONTROLLER REF NO: 83**
 Directorate: Financial Accounting

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : A B. Degree or equivalent qualification in Financial Accounting, and at least three (3) years' relevant experience as per Key Performance Areas of the post. A valid driver's license (Code B/EB/C1). Competencies (knowledge/skills):Excellent Knowledge of financial systems, GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Good knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications with emphasis on Excel; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

DUTIES : The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.

ENQUIRIES : Mr HC Burger Tel No: 021- 467 2188
CLOSING DATE : 03 March 2022

POST 05/226 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 82**
 Directorate: Physical Resource Planning & Property Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : Diploma in Real Estate or related Property Management fields Valid Driver's Licence. Computer literate. Three years of experience post qualification.

DUTIES : Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal

Accounts and Expenditure: Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities: Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by facilities. People management: Undertake human resources and other related administrative functions.

ENQUIRIES : Mr G Coetzee Tel No: 021- 467 9261
CLOSING DATE : 03 March 2022

POST 05/227 : **ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: 80**
 Directorate: Office of the Head of Department

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : 3-year post school qualification in public administration or related, with minimum of 3 years executive office experience.

DUTIES : Manage Ministerial and other HOD enquiries: Prioritise and follow up on incoming issues and concerns address to the HOD, including those of sensitive or confidential nature and determine with the DD the appropriate action. Handle private and confidential matters as required. Co-ordination of Ministerial documents including Cabinet submission and briefings. Compile submission for Strategic Session for the Minister with Senior Management. Draft submissions for Strategic and Team Building Session. Co-ordinate the logistics and compile the relevant documentation. Conserve the HOD and DD's time by reading, researching and routing correspondence, drafting letters, documents. Analyse the relevant Public Service and Department prescripts/ policies and other documents and ensure that the applications thereof is understood properly. Collecting and analysing information. Co-ordinate comments and responses for correspondence and ensuring the efficient and timely dissemination of information across the organization for compliance. Ensure advise is accurate, credible and useful. Ensuring that relevant enquiries and emerging issues are brought under the attention of the DD. Review and direct external and internal correspondence/ emails/ invitations to the relevant stakeholders. Monitor and keeping track of outstanding issues for the HOD based on deadlines and upcoming events and engagements. Collate and analyse information requested by Manager and HOD. Provide support to the manager in the collection of data and execution of research. Prepare presentations for the HOD and DD when needed. Handle specific documents of a very sensitive nature. Manage various electronic and physical database. Co-ordinate inputs to the human resource delegations on quarterly basis to submit to People Management Practices and Department of Public Service Administration (DPSA). Maintain effective communication and working relations with the Minister's Office. Liaise with other provincial departments, ministers, other government bodies on the tree tiers e.g. National, provincial, ministries and local authorities, internal staff, external clients, legislative officials and high level executives on behalf of the HOD. Assist manager in the execution of its inter- and intra-governmental function. Provide a hospitality interface to clients and the public to foster public relations. Render a support service to HOD in the organising of meetings. Provide a secretariat service for all meetings. Co-ordinate and participate in the Senior Management meetings and take ownership of handling action items and follow ups needed. Compile and co-ordinating the agenda. Record meetings. Ensure that minutes of meetings are correctly recorded. Present minutes of meetings for signature by the Chair in prescribed format. Forward the minutes of meetings to relevant stakeholders. Render Administrative Support (including travelling, budgets, reporting and submissions). Review operating practices, recommend and implement improvements where necessary. Oversee all office operations and report to DD. Ensure effective and efficient office administration e.g. Typing, filing, file tracking, deal with correspondence, telephone, maintenance and asset control. Procurement of miscellaneous stock. Manage procurement, stores,

control budget and give inputs to DD. Prepare concise written communication to internal stakeholders (e.g. finance) via letters, memo's, reports, emails. Manage Ditcom approvals of HOD office and Ministry. People Management. Manage Performance of staff on the Permis system. Provide a sound mentoring role to administrative staff. Providing direction to staff in personal growth and career development. Monitor performance, reward and recognise achievements. Provide direction in terms of the day-to-day operations within the office of the HOD. Support the DD with the administration of the budget. Arrange for advances and ST claims afterwards.

ENQUIRIES : Ms L Boniface Tel No: 021- 467 2534
CLOSING DATE : 03 March 2022

POST 05/228 : **ASSISTANT DIRECTOR: FINANCIAL BATCH AND LOSS CONTROL) REF NO: 79**
Directorate: Financial Accounting

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : A B. Degree or equivalent qualification in Financial Accounting with 3 years relevant experience (Financial Accounting and Auditing to be passed at third year). A valid driver's license (Code B/EB/C1). Recommendations: Extensive appropriate practical proven supervisory experience in a records management or ICT environment. Knowledge and understanding of the Provincial Archives and Record Service Act (Act No 43 of 1996). Competencies (knowledge/skills): Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

DUTIES : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage investigations (including assessment and determination), recovery and reporting on losses, fruitless and wasteful expenditure and irregular expenditure in accordance with applicable frameworks and regulations. Manage and/or provide inputs to financial reporting processes (Annual and quarterly) Reporting including Driving and promoting late payment improvements. Management and regular follow up of suspense accounts. Manage the storage, maintenance and disposal of financial records in accordance with applicable regulations. Liaise with the State attorney on investigations, Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationship with State attorney, Auditor General, Internal Audit, Supervision and performance management of staff in the loss control unit and the financial batch control unit.

ENQUIRIES : Mr HC Burger Tel No: 021- 467 2188
CLOSING DATE : 03 March 2022

POST 05/229 : **ASSISTANT DIRECTOR: CASH MANAGEMENT AND ACCOUNTS PAYABLE REF NO: 78**
Directorate: Financial Accounting

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 3 years relevant management

DUTIES

experience in Financial Accounting; A valid (Code B or higher) driving licence. Willingness to work overtime. Willingness to travel.

: Management of banking and cash management processes and adherence to policies and guidelines including cashier services and management of investment. Monitor and exercise control over ledger accounts. Competencies (knowledge/skills): sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Financial Delegations; Project Management and organisational skills; Report writing, MS Office applications (Advanced Excel & Word would be an advantage); Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative. Management of advances and T&S claims. Management of interdepartmental claims and accounts payable accounts. Management of payments on financial systems and corrective journals. Provide inputs for Interim Financial Statements/Annual Financial Statements. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof. Manage and report on expenditure vs budget to management and external stakeholders. Manage the maintenance of a database of applications forms received, processed, approved/rejected for bursary/subsidy payments. Provide staff with relevant legislation, policy and general information on request. General supervision of employees including managing performance, conduct and discipline's-ordination and preparation of submissions/presentations to management.

ENQUIRIES

: Ms C Adendorff Tel No: 021- 467 2506

CLOSING DATE

: 03 March 2022

POST 05/230

: **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 77**

Directorate: Financial Accounting

SALARY

: R382 245 per annum (Level 09)

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: A B. Degree or equivalent qualification in Financial Accounting (Financial Accounting and Auditing to be passed at third year level) with 3 years relevant experience in a Financial Accounting and/or External Auditing environment. A valid driver's license (Code B/EB/C1). Competencies (knowledge/skills): Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Financial Delegations; Project Management and organisational skills; Report writing, MS Office applications (Advanced Excel & Word would be an advantage); Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

DUTIES

: Monitor compliance with all applicable financial reporting prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage the financial reporting processes. Compilation of Financial Statements (Quarterly & Annual). Monitor and exercise control over ledger accounts. Oversee the monthly and year-end financial book closure. Provide an accounting service to the Department, including, inter alia Performing bookkeeping and accounting control functions (month and year-end closing procedures, all interfacing subsystems and related accounting procedures).

Liaise with the Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationships with the Auditor General and Provincial Treasury. Supervision and performance management of staff in the financial reporting and salary reconciliation until. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel. Capacitate all role players (including non-financial officials) throughout the organisation, responsible for submitting financial inputs.

ENQUIRIES : Mr HC Burger Tel No: 021 467 2188
CLOSING DATE : 03 March 2022

POST 05/231 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 76 (X2 POSTS)**
Directorate: Service Benefits

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Knowledge: knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL.. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

DUTIES : Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.

ENQUIRIES : Ms D Pillay Tel No: 021- 467 2477
CLOSING DATE : 03 March 2022

POST 05/232 : **ASSISTANT DIRECTOR: LOGISTICAL SERVICES REF NO: 74**
District: West Coast Education District Office

SALARY : R382 245 per annum (Level 09)
CENTRE : Paarl
REQUIREMENTS : An appropriate 3-year qualification/B degree with 3-5 years? Experience. Knowledge: of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing. Personal attributes: Communication skills. Language skills. Computer skills. Planning and Organizing skills. Presentation skills. Project Management.

DUTIES : Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescriptions. Ensure the

arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.

ENQUIRIES : Ms H Van Ster Tel No: 021- 860 1200
CLOSING DATE : 03 March 2022

POST 05/233 : **ASSISTANT DIRECTOR: LOGISTICAL SERVICES REF NO: 73**
 District: Metro North Education District Office

SALARY : R382 245 per annum (Level 09)
CENTRE : Parow
REQUIREMENTS : B. Degree or equivalent qualification in Financial Accounting, and at least three (3) years' relevant experience as per Key Performance Areas of the post. A valid driver's license (Code B/EB/C1). Knowledge: Excellent Knowledge of financial systems, GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Good knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications with emphasis on Excel; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

DUTIES : Manage and co-ordinate Basic Accounting System (BAS) training and user support throughout the Department Monitor and report on financial systems (BAS) performance and technical stability of workstations, including LAN Maintain security profiles, ensure that all relevant security checks are done on a regular basis on financial system (BAS) and report to the Provincial Treasury on BAS security and access compliance Maintain departmental parameters, code structures and segment details as well as communicate updates on a regular basis to staff in the Department Monitor user activity on financial systems (BAS) and identify and institute corrective measures for financial system risks Supervision and performance management of subordinates Render financial system (BAS) user support help desk function.

ENQUIRIES : Ms W Horn Tel No: 021- 938 3133
CLOSING DATE : 03 March 2022

POST 05/234 : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 72**
 Directorate: Metro North Education District Office

SALARY : R382 245 per annum (Level 09)
CENTRE : Parow
REQUIREMENTS : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. Liaison. Financial management. Report writing. Data capturing. Analytical thinking.

Computer literacy. Numerical skills. Personal attributes: responsible, reliable, orderly, systematic, self- motivated. Innovative. Good human relations, remain calm under pressure, focused, disciplined, focussed on achieving targets.

DUTIES : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES : Ms W Horn Tel No: 021- 938 3133

CLOSING DATE : 03 March 2022

POST 05/235 : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 70**
District: West Coast Education District Office

SALARY : R382 245 per annum (Level 09)

CENTRE : Paarl

REQUIREMENTS : 3 year post matric qualification or degree plus 3 years administrative experience. A valid driver's licence. Knowledge: of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills.

DUTIES : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

ENQUIRIES : Ms H Van Ster Tel No: 021- 860 1200

CLOSING DATE : 03 March 2022