

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

CLOSING DATE : 28 March 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 09/186 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT (OUDTSHOORN) REF NO: AGR 19/2022**

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

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

ENQUIRIES : Mr G. Jephthas Tel No: (028) 425 4819 or 079 378 0672
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 09/187 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT (X1 POST IN SWELLENDAM AND X1 POST IN RIVERSDALE) REF NO: AGR 20/2022**

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

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

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

ENQUIRIES APPLICATIONS : Mr G. Jephthas Tel No: (028) 425 4819 or 079 378 0672
: 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 09/188 : **CANDIDATE SCIENTIFIC TECHNICIAN: PLANT SCIENCES - WORCESTER REF NO: AGR 13/2022**
(3-Year Contract Position)

SALARY : R272 745 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Rangeland Science, Ecology, Nature Conservation, Science or equivalent qualification; Registration with SACNASP as a Certificated Natural Scientist in training is compulsory upon appointment; A valid driving license (Code B or higher).
Recommendation: Knowledge of the indigenous plant species of the arid areas in the Western Cape. Competencies: Knowledge of the following: Scientific methodologies; Research and development; Computer-aided scientific applications; Legal compliance; Technical report writing. Skills needed: Decision making; Analytical; Creativity; Self-management; Customer focus and responsiveness; Communication (Written and verbal); Computer literacy; Planning and organising; Conflict management; Problem solving and analysis.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures; Provide technical support and recommendations/advice; Assist in development of databases, data management and subsequent analysis; Assist with administrative and related functions.

- ENQUIRIES APPLICATIONS** : Ms A. Swanepoel at Tel No: (021) 808 5320
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncape.gov.erecruit.co>
- POST 09/189** : **TRACTOR DRIVER/OPERATOR: FARM SERVICES (TYGERHOEK) REF NO: AGR 44/2021 R1 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)
 : Department of Agriculture, Western Cape Government
 : Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code C1) driving license. Competencies: Good understanding of the following: Maintenance on tractors and implements; General farm work and maintenance; Ability to operate a tractor with various implements; Proven skills in routine maintenance of vehicles, tractors and implements; Operating specialised machinery; Basic communication skills.
- DUTIES** : Operate a tractor with various implements to assist with farm activities; Perform routine maintenance activities on vehicles, tractors and farm implements; Performing general farm activities in respect of crop production, caring for livestock and infrastructure maintenance.
- ENQUIRIES APPLICATIONS** : Mr L Mabitsela at Tel No: (028) 425 4861
 : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
 Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or
 Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applicants from relevant local communities will receive preferences. 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.
- CLOSING DATE** : 04 April 2022
- POST 09/190** : **FARM AID: FARM SERVICES (NORTIER) REF NO: AGR 47/2021 R1 (X2 POSTS AVAILABLE IN LAMBERTS BAY)**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)
 : Department of Agriculture, Western Cape Government
 : Basic Literacy and Numeracy (ABET level 2/Grade 5 or equivalent qualification). Recommendation: Appropriate experience working on a farm; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Plant science and research: Handling of irrigation equipment/planting, fertilising, spraying and harvesting of pastures; Animal sciences and research: Handling, counting, vaccinating, dosing, castrating, weighing, marking, branding, dehorning, feeding of livestock and relevant equipment; General farm work: Water supply related activities, handling of tractors, equipment, tools, vehicles and fencing; Maintenance of infrastructure: Water supply, erecting and repairing of fences, painting and repairs on buildings and structures and the maintenance of road; Communication skills; Ability to work independently and part of a team.
- DUTIES** : Perform the following routine activities: Soil cultivation, preparation for different pastures with tractors and various equipment; Handling of livestock and relevant equipment: Handling, counting, vaccinating, dosing, castrating, weighing, marking, branding, dehorning and feeding of livestock; General farm work regarding: Water supply related activities, handling of tractors, equipment, tools, vehicles and fencing; Maintenance of infrastructure: Water supply, fencing, buildings and roads.
- ENQUIRIES APPLICATIONS** : Mr C Rheeder at Tel No: (021) 808 7789 or (083) 641 0703
 : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or

Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or

Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applicants from relevant local communities will receive preferences. 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.

CLOSING DATE : 04 April 2022

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 28 March 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 09/191 : **MUSEUM OFFICER: REGIONAL MUSEUM OVERBERG (SWELLENDAM) REF NO: CAS 03/2022**

SALARY : R261 372 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years' experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele"; Written and verbal communication skills; Proven computer literacy (MS Office).

DUTIES : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

ENQUIRIES : Ms L Hutton at Tel No: (021) 483 9703

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 28 March 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncape.gov.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 09/192 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 06/2021 R1**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management or similar environment. Recommendation: Experience in the following: Managing cash flows/expenditure; Budgeting/allocation of resources. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Acts, National Treasury regulations, Provincial Treasury Directives, etc.); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Financial Management Systems (BAS) and its structures; Appropriation accounts; Complex submissions; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to function under pressure; Sound organising and planning skills.

DUTIES : Assist in the following: Co-ordination of the budgeting and planning portfolio; Management of the revenue and expenditure portfolio; Co-ordination of the reporting portfolio; Participate in committees/forums/working groups.

ENQUIRIES : Mr R Le Breton at Tel No: (021) 483 9158 / Ms H Matakane at Tel No: (021) 483 9153

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 09/193 : **PHARMACY SUPERVISOR: GRADE 1**
Garden Route District

SALARY : R833 523 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Kwanokuthula Community Day Clinic, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to register as a Responsible Pharmacist. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice

- of pharmacy and national and provincial health policies. Proven organisational and management skills. Ability to cope under pressure and maintain a high standard of professionalism. Ability and/or willingness to register as a tutor to train pharmacist interns and/or pharmacist's assistants.
- DUTIES** : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Effectively supervise the dispensing of pharmaceuticals in line with statutory requirements. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively represent the pharmacy at relevant meetings and ensuring effective lateral and vertical communication of relevant information. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.
- ENQUIRIES** : Ms GA Turner Tel No: (044) 302-8498
- 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** : 01 April 2022
- POST 09/194** : **PHARMACIST GRADE 1 TO 3**
Directorate: Pharmacy Services
- SALARY** : Grade 1: R703 773 per annum
Grade 2: R762 291 per annum
Grade 3: R833 523 per annum
(A portion of the package can be structured according to the Individual's personal needs)
- CENTRE** : Cape Medical Depot
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. **Grade 3:** A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. Competencies (knowledge/skills): Knowledge of all aspects of good Pharmacy Practice (GPP) and Good warehouse practice. Computer literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy.
- DUTIES** : Implementation and monitoring of adherence to all Standards Operating Procedure (SOP'S) and guidelines in keeping with legislative requirements and national and provincial policies. Ensure Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Cape Medical Depot. Ensure storage, control and distribution in accordance with GPP and GWP. Supervision of stores personnel (Pharmacist's Assistant and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants. Must be prepared to work overtime when required.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply.

Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 01 April 2022

POST 09/195 : **ASSISTANT MANAGER NURSING AREA (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R571 242 (PN-B3) per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African 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 requirements 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).

DUTIES : Quality patient care supported through professional, technical and management support. Leadership and guidance towards realization of strategic goals and objectives. Effective management of human, financial and physical resources in all components. Resources utilized according to directives and legislation. Management of information systems to enhance service delivery.

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4356/7

APPLICATIONS : 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 : 01 April 2022

POST 09/196 : **ASSISTANT MANAGER NURSING (HONS)**
West Coast District

SALARY : R571 242 (PN-B3) per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office

		administration, human resource management, financial management, supply chain and procurement processes.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.
<u>ENQUIRIES</u>	:	Mr SP Cupido Tel No: (022) 921-2153
<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>	:	01 April 2022
<u>POST 09/197</u>	:	<u>ASSISTANT MANAGER NURSING (HEAD OF NURSING)</u> Garden Route District
<u>SALARY</u>	:	R571 242 (PN-A7) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE</u>	:	Uniondale Health Facility (COPC, Primary Healthcare and Acute Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Work overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<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>	:	01 April 2022
<u>POST 09/198</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL COMMODITY MANAGER)</u> Directorate: Supply Chain Sourcing
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate experience in supply chain processes. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Sound management skills, including ability to manage a team and strategize solutions. Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of clinical/medical consumables, equipment and services. Knowledge of supply chain processes and procedures. Technical skills.

DUTIES : Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on. End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES : Ms D Swartz, email address: donna.swartz@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 April 2022

POST 09/199 : **SENIOR TRAINING OFFICER**
 Directorate: People Development
 Head Office, Cape Town

SALARY : R321 543 per annum
CENTRE : People Development Centre (PDC) (Head Office Structure, Cape Town, based in Plumstead)

REQUIREMENTS : Minimum educational qualification: Health related qualification registrable with the relevant council (Registration with the HSPCA or SSPCSA). Experience: Appropriate experience in counselling and group work. Appropriate experience in facilitation. Appropriate experience in adult Training and Education. Appropriate experience in the field of HIV/AIDS. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge of training material preparation and facilitation. Knowledge and understanding of HIV/AIDS, TB and STI's. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, Excel and PowerPoint.

DUTIES : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health, wellness and related counselling and therapeutic training courses both didactically and online. Deliver training on generic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Conduct monitoring and evaluation activities in HIV/AIDS, TB & STI and related counselling and therapeutic training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5329
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 : 01 April 2022

- POST 09/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Directorate: Pharmacy Services
- SALARY** : R176 310 per annum
CENTRE : Head Office, Oudtshoorn Medical Depot (OMD)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Systematic thinking, meticulous and attention to detail.
- DUTIES** : Administration and procurement of contract items loaded on the MEDSAS system for OMD. Procurement from CMD on the MEDSAS system. Administration of outstanding/ overdue orders of pharmaceutical stock placed by OMD and their demanders. Handling the general administration of the procurement section including the DDV /CMD section. Maintain an archiving system. Receive deliveries. Relief duty.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.
- CLOSING DATE** : 01 April 2022
- POST 09/201** : **ADMINISTRATION CLERK: ADMISSIONS**
Central Karoo District
- SALARY** : Grade 1: R176 310 per annum
CENTRE : Nieuvelddpark CC
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in admission of patients in a health institution. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to work overtime when necessary. Willingness to rotate between facilities within Beaufort-West. Competencies (knowledge/skills): Computer literate in (MS Word, Excel, and PowerPoint). Ability to deal with information in a confidential manner. Ability to cope with a high work volume. Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of medical terminology.
- DUTIES** : Assist in maintaining the effective and efficient general administration of the reception. Assist to maintain effective filing systems, folder management responsibilities, such as requesting and retrieving of folders. Assist in the daily admission of patients and the making patients appointments on PHCIS. Assist in the collection, verification, validation of all facility data- and other CMI (Info management) related checks as well as admin support with the monthly CMI facility meetings. Assist in daily, monthly and quarterly reporting of all facility data as per information management timeframes.
- ENQUIRIES** : Ms J Rossouw Tel No: (023) 414-3984
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** : 01 April 2022
- POST 09/202** : **HOUSEKEEPING SUPERVISOR (ENVIRONMENTAL HYGIENE SERVICES) (X2 POSTS)**
Groote Schuur Hospital
- SALARY** : R147 459 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping and Waste Management experience in a hospital or creche environment. Inherent

requirements of the job: Willingness to perform duties at irregular hours. Day and night duty as required (shift Worker). Overtime and relief work in other departments to ensure effective provision of services. Competencies (knowledge/skills): Must have proper working knowledge of all cleaning and housekeeping policies, protocols and procedures. Good interpersonal, organising and decision making skills. Good work ethics. Knowledge of how to operate the Cleaning equipment. Writing and reading skills in at least two of the three official languages of the Western Cape. Effective use of stock and consumables. Ability to work in a team and independently.

DUTIES : Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services and stock control. Responsible for record-keeping and compilation of reports. Ensure a safe environment. Relief according to the needs of the service. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

CLOSING DATE : 01 April 2022

POST 09/203 : **HEALTH PROMOTER**
Central Karoo District

SALARY : R147 459 per annum
CENTRE : Kwamandlenkos CC, Beaufort-west Sub District
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate working experience in Primary Health Care Facilities. Appropriate experience in Health Promotion and Education. Appropriate health education and promotion experience. Inherent requirement of the job: Valid driver's license. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate well in at least two of the three official languages of the Western Cape. Infant and Young Child Feeding Course. Basic computer skills in MS Word, Excel, Outlook. Ability to function as part of the Multi-Disciplinary Team. Ability to follow through instructions independently.

DUTIES : Implement the applicable focus areas of the Integrated Nutrition Program: Provide disease specific nutrition education and support. Implementation of Nutrition Therapeutic Program. Monitor and promote growth monitoring in children < 5 years. Promotion, protection, and support of breastfeeding. Assist with micronutrient malnutrition control. To provide disease specific nutrition, -education and support. Collect and submit accurate data on all health promotion as well as INP activities. To ensure efficient support to the chronic disease management program at facility level. Support the COPC activities planned within the surrounding Community.

ENQUIRIES : Ms M Yekani Tel No: (023) 414-2030
APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 01 April 2022

POST 09/204 : **HOUSEKEEPING SUPERVISOR**
Garden Route District

SALARY : R147 459 per annum
CENTRE : Riversdale Hospital (Hessequa Sub- district)
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in housekeeping and cleaning in a hospital, care or health facility. Inherent requirements of the job: Manage and provide general housekeeping and cleaning. Supervision and allocation of staff and delegation of functions. Management and ordering of stock.

Ability to perform physical tasks, e.g. utilisation of cleaning equipment, handling of food trollies, etc. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills, delegation of duties and optimal utilisation of subordinates. Ability to adhere to hygiene safety standards, including Infection Prevention and Control. Ability to manage in-house hygiene. Understanding of hospital waste management, linen management, catering and time management. Plan staff shift rosters. Do in-house training of housekeeping staff.

DUTIES : Supervision and allocation of staff and delegation of functions. Management and ordering of stock. Supervise, coordinate, control, train, delegate and inspect the duties of the Household Aids. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Provide food and drink to patients and assist them with taking it. Support nursing personnel with non-nursing functions. Maintain self-development and development of household staff. Develop and manage duty rosters for housekeeping staff.

ENQUIRIES : Mr P Moolman Tel No: (028) 713-8640/ 43

APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 01 April 2022

POST 09/205 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale hospital Food Service environment. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be physically strong to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets and ability to prepare food according to standardised recipes. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles, basic cleaning and maintenance of equipment. Ability to function in a group and to work under pressure and maintain good interpersonal skills. The ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Prepare and dish all normal and therapeutic diets and follow standardized recipes and menus during production. Weigh, dish and distribute food to various wards. Assist in the receipt and storage of all provisions and stock in the food service unit. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms A Getyeza Tel No: (021) 440 -3188

APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms A Stephens

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

CLOSING DATE : 01 April 2022

POST 09/206 : **CLEANER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R104 073 per annum

CENTRE : Forensic Pathology Service, Paarl Laboratory

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy Experience Appropriate experience in cleaning mortuary, hospital or laboratory environments. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and exposure to cleaning

DUTIES

environment, equipment, materials and chemicals. Ability to work in the vicinity of corpses (mutilated, decomposed, infectious viruses, etc). No Criminal Record.

Effectively maintain a high standard of cleanliness and hygiene in the facility and surrounding grounds. Apply occupational health and safety measures. Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, cleaning of offices, kitchen, dissection areas, trolleys, body pans, instruments, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Clean, wash and disinfect all official vehicles and equipment weekly or when request so. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues by establishing a hygienic environment.

ENQUIRIES

Ms D Ontong Tel No: (021) 862-2047

APPLICATIONS

Forensic Pathology Service, Francie Van Zijl Avenue, Tygerberg P O Box 19071, Tygerberg, 7505, Tel No: +27 21 928-1505, fax: +27 21 928-1570

FOR ATTENTION

Ms C Machelm

NOTE

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

CLOSING DATE

01 April 2022

DEPARTMENT OF THE PREMIER

CLOSING DATE

28 March 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 09/207

LANGUAGE EDITOR: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 11/2022

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 Journalism, Communication or related; A minimum of 3 years' supervisory experience within an online media environment. Recommendation: Accreditation by SA Translators Institute or Examination by National Language Service; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Collaboration and task management tools and platforms; Best practise knowledge on current online communication trends; Content Management System platforms; Social media management tools and platforms. Skills needed: Good interpersonal; Planning and coordinating; Client liaison; Communication (written and verbal). Ability to lead and supervise.

DUTIES

Support Content Management Systems across digital channels, including scheduling and approving departmental content publication in consultation with clients; Ensure integration and alignment with the multi-channel service content plans and maintain the social media component of these plans; Develop and execute best practice analytics support, trends analysis and providing reports with actionable recommendations to improve website SEO; Research and develop best practise online language use guidelines; Develop and oversee the execution of

strategic WCG social media and digital plans and initiatives; Quality check work of peers including but not limited to written content, graphic content and video content.

ENQUIRIES : Mr L. Rushin at Tel No: (021) 483 9772

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 09/208 : **LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 10/2022**

SALARY : R321 543 per annum (Level 08)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management processes; Relevant disciplinary procedures/dispute resolution processes; Other applicable legislation; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning and execution; Written and verbal communication; Training/facilitation; Research and submission/guidelines drafting; Conflict management; Following instructions and coping with pressure; Planning and organising.

DUTIES : Facilitate employee relations training to employees; Drafting of appeal submission/recommendations; Drafting of applicable employee relations guidelines; Handle all employee relations matters regarding misconduct, disputes and grievances within the sphere of employee relations; Draft submissions for mandates and represent the employer in disciplinary hearings; Support service and represent the employer in disciplinary hearings; Support service and represent the employer in dispute matters; Render the following advice: Misconduct, disputes, grievances/training enquiries; Manage the training/appeals databases.

ENQUIRIES : Ms S Kearns at Tel No: (021) 483 2650 / Simone.Kearns@westerncape.gov.za / Ms S Hans at (021) 483 3533/Shireen.Hans@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 09/209 : **ADMINISTRATION CLERK: AUXILIARY SERVICES (GENERAL SUPPORT) REF NO: DOTP 07/2022**

SALARY : R176 310 per annum (Level 05)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Appropriate working experience; Working knowledge and appropriate experience in the following: Logistic Information System (LOGIS) or similar; Basic Accounting System (BAS) or similar. Competencies: Knowledge and understanding of the following: Office administration; Basic Accounting System (BAS), LOGIS procurement system; Contract administration, Planning and organisational skills; Problem solving, co-ordination and prioritising; Proven computer literacy in using MS Office package (Word, Excel, Power-point, Outlook); Communication (written and verbal) skills.

DUTIES : Handle provisioning and procurement of goods and services: Travelling, accommodation, competency assessment arrangements, request quotations for goods and/or services; Complete procurement documents; Capture requisitions on LOGIS; Follow up orders for goods and/or services; Prepare and follow up procurement documents for payment; Complete BAS payment forms for sundry payments; Render general administrative support, i.e. Responsible for logistical catering arrangements and venue hire; Drafting submissions, memorandums, letters and general correspondence; Perform contract administration; Ensure that the financial resources and assets are utilised effectively and economically; Processes all invoices for payment and claim backs; The processing of S & T

Claims and BAS Payments (cell phone/parking/legal fees); Facilitate the payment of telephone bills and the distribution of pay slips to staff; Coordinate accommodation/ maintenance requirements; Assist with the issuing of petty cash and capturing information onto the petty cash control register; Assist with stock and stationery out of the storeroom; Assist with the controlling stock levels in the storeroom; Provide support service as secretariat at the Quotation, Specifications and Evaluation committee meetings of the Chief Directorate; Assist with the budget administration; Update and capture expenditure and revenue information on excel spreadsheets; In-year Monitoring of budget.

ENQUIRIES
APPLICATIONS

: Mr P Kalp at Tel No: (021) 483 3490
: 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 SOCIAL DEVELOPMENT

APPLICATIONS

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

CLOSING DATE
NOTE

: 28 March 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 09/210

: **REGIONAL MANAGER: CAPE WINELANDS OVERBERG REF NO: DSD 08/2022**

SALARY
CENTRE
REQUIREMENTS

: R1 073 187 per annum (Level 13), all-inclusive salary package
: Department of Social Development, 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-managerial level experience; A valid driving license. Competencies: Knowledge of the following: Educational environment; Applicable policies and procedures; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Problem solving skills; Sound

- budgeting skills; Communication and facilitation (report writing and presentation) skills; Strong organisational skills; Strategic thinking and planning.
- DUTIES** : Oversee the Management of the implementation of the following programmes within the region: Special Programmes; Families and Children Programmes; Social Crime Prevention Programmes; Community Development Programmes; Oversee the district business planning, information management and stakeholder management within the region; Oversee regional level corporate service which include People Management and Financial Management.
- ENQUIRIES** : Ms A van Reenen at Tel No: (021) 483 3996

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 28 March 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 09/211** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - CONSTRUCTION AND SPECIALISED MAINTENANCE AND ROUTINE MAINTENANCE REF NO: TPW 16/2021 R3**
- SALARY** : Grade A: R369 351 - R398 166 per annum
Grade B: R420 402 - R452 895 per annum
Grade C: R480 678 - R566 223 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B or higher).
Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership skills; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; People management skills.
- DUTIES** : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network with the Paarl DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Paarl DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development.
- ENQUIRIES APPLICATIONS** : Mr S Bain at Tel No: (021) 863 2020
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

- POST 09/212** : **ADMINISTRATIVE OFFICER: LAND TRANSPORT INTEGRATION & OVERSIGHT (METROWEST COAST) REF NO: TPW 103/2021 R1**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary (National Diploma/B-Degree) or higher qualification; A minimum of 2 years relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in a Built Environment field; Working knowledge of Project Management processes. Competencies: Knowledge of the following: Public Administration; Supply Chain Management; Project Management; Applicable legislative and regulatory requirements in the development of Public Transport projects; Administrative and clerical procedures and systems such as Microsoft Office (Word, Excel, PowerPoint etc.), managing files and records, designing forms and other office procedures and terminology; Information Management systems; Communication (written and verbal) skills; Planning and organising; Networking; Ability to work independently and within a team.
- DUTIES** : Provide high level administrative support services to the sub-directorate: Land Transport Integration & Oversight in order to achieve the strategic objectives of the component; Active administrative participation on Public Transport projects; Collect, analyse and collate information upon request; Respond to general enquiries received via telephone, email and written correspondence from internal and external stakeholders, find resolutions or refer to correct official; Assist in conducting desktop research on matters relating to public transport; Assist with sound financial administration of the component; Coordinate logistical arrangements for meetings when required.
- ENQUIRIES** : Mr F Williams at Tel No: 021 483 6254
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 09/213** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: TPW 17/2022**
- SALARY** : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum
(Salary will be determined as per OSD prescripts)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms W. van Wyngaardt at Tel No: (021) 483 5713
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 09/214** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (OUDTSHOORN) REF NO: TPW 21/2022**
- SALARY** : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum

		Grade C: R266 109 - R329 580 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W. van Wyngaardt at Tel No: (021) 483 5713 Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 09/215</u>	:	<u>ADMINISTRATION CLERK: OCCUPATIONAL HEALTH AND SAFETY AND SECURITY REF NO: TPW 16/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Relevant legislation (OHS Act, Injury on duty (IOD) prescripts); Working knowledge of Electronic Content Management Systems (ECM); Skills needed: Proven computer literacy; Written and verbal communication; Interpersonal; Listening; Record keeping; Problem solving; Numeracy; Self-motivated; Ability to work under pressure.
<u>DUTIES</u>	:	Provide office administration: Provision of effective record keeping including filing of documents on ECM; Updating and maintaining relevant databases; Effective managing, collecting and capturing of electronic data; Distribution and tracking of documents; Referral of clients; Assist clients with enquiries and complaints; Minute taking; Register OHS concerns with the relevant public works help desk; General administration; Provide logistical support; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Thomas at Tel No: (021) 483 8404 Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 09/216</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 20/2022 (X5 POSTS AVAILABLE IN CERES)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum (Level 03) Department of Transport and Public Works, Western Cape Government Basic literacy and numeracy (ABET Level 2/Grade 5). Competencies: Basic communication skills; Willing; Reliable and punctual; Ability to work in a team and independently.
<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and/or construction through the following: Construction of culvert and side drains; Erect and maintain steel guardrails and gabions; Construction of road earth and layer works; Clean and maintain roads, sidewalks and resting areas; Surfacing and pothole patching; Road fencing and pipe laying; Setting of road markings and road studs; Install road signs, distance markers and barricade the work area; Crushing of road material; Bush cleaning and grass cutting.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 483 8758 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or

Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or

Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

: Applicants from relevant local communities will receive preferences. 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.

CLOSING DATE

: 04 April 2022