

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

**CLOSING DATE** : 11 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 11/179** : **LECTURER: VEGETABLE PRODUCTION AND AGRONOMY (2 POSTS)**

**SALARY** : R321 543 per annum (level 8)  
**CENTRE** : Department of Agriculture, Western Cape Government  
 Agronomy (1Post)  
 Vegetable Production (1Post)

**REQUIREMENTS** : An appropriate 4-year BSc degree (or higher qualification); A minimum of 3 years appropriate experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

**DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility and student support; Conduct research and ensure industry involvement; Facilitate change and transformation; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field.

**ENQUIRIES** : Ms B Abrahams at Tel No: (021) 808 5480  
**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 11/180** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GEORGE), REF NO. AGR 22/2022**

**SALARY** : R176 310 per annum (level 5)  
**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Secretarial Diploma. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills; Sound organisation and leadership abilities; Ability to do the following: Work in a team, work under pressure, prepare and deliver presentations.

**DUTIES** : Provides the following: Secretarial and administrative support to the agricultural advisors and deputy director; General office administration; Secretariat and logistical support for all meetings and events; Travel to meetings and provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele principles.

**ENQUIRIES** : Mr C Lamberts at Tel No: (044) 803 3757  
**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 HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT**  
*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 11/181** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**  
 Chief Directorate: Rural Health Services

**SALARY** : R744 255 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Paarl Regional Hospital

**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma/Degree. Experience: Appropriate supervisory experience in Human Resource Management and Facility Management in a clinical environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Windows and Office package). Ability to lead, innovate and drive change. Project management skills with the ability to deliver high quality project in time and within budget. Ability to analyse and use data for problem-solving and decision-making. Knowledge of Staff Performance Management system/Permis. Excellent interpersonal and organisational skills, with the ability to lead a diverse group of line managers. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations. Strong contract management skills. Financial management in resource constraint environment, with the ability to understand and analyse statistical and financial information. Excellent knowledge of the department's infrastructure maintenance processes.

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

**ENQUIRIES** : Mr FM van der Watt, Tel No: (021) 860-2508

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 8 April 2022

**POST 11/182** : **OPERATIONAL MANAGER NURSING (SPECIALITY: OBSTETRICS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R571 242 per annum (PN-B2)

**CENTRE** : Delft Community Health Centre, Northern/Tygerberg Sub-structure

**REQUIREMENTS** : Minimum educational qualifications: 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 and Midwife. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in Advanced Midwifery and

Neonatal Nursing Science. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health, PMTCT and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Community Participation. Effective communication on all levels of service delivery.

**ENQUIRIES** : Ms M Gaji, Tel No: (021) 954-2237  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 15 April 2022

**POST 11/183** : **OPERATIONAL MANAGER NURSING (SPECIALTY: SURGICAL ICU)**

**SALARY** : R571 242 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing. Extensive knowledge in Critical Care Nursing Science.

**DUTIES** : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the relevant Critical care (ICU) department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Mr A Mohamed, Tel No: (021) 404-2071

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

**CLOSING DATE** : 15 April 2022

**POST 11/184** : **OPERATIONAL MANAGER NURSING (SPECIALTY) (OPERATING THEATRE COMPLEX AND CSSD)**  
Chief Directorate: Metro Heath Services

**SALARY** : R571 242 per annum  
**CENTRE** : Mowbray Maternity 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 Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2022. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Good organisational skills and the ability to function under pressure.

**DUTIES** : (key result areas/outputs): Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management and maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control and exercise overall control of the Central sterilisation Unit. Execute the duties of a surgical scrub sister to ensure a high standard of patient care. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Obstetric Services within standards and a professional / legal framework.

**ENQUIRIES** : Ms M Holland, Tel No: (021) 659-5550  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/185** : **CLINICAL PROGRAM CO-ORDINATOR: UNIT FOR INFECTION PREVENTION AND CONTROL (2 POSTS)**

**SALARY** : R450 939 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES** : (key result areas/outputs): Assist in planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg

		Hospital. Initiate and participate in training, development and research within the nursing department with regards to infection control. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Ms FC Marthinus, Tel No: (021) 938-4055
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	15 April 2022
<b><u>POST 11/186</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATIONS</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing based on the grounds of Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Degree/Diploma in Communication, Journalism, Marketing or Public Relations. Experience: Appropriate experience in communication in public relations or marketing environment, including client management experience. Inherent requirements of the job: Valid (Code B/ EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Implementation of corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).
<b><u>ENQUIRIES APPLICATION</u></b>	:	Dr TB Mabuda, Tel No: (021) 684-1203
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.
<b><u>CLOSING DATE</u></b>	:	8 April 2022
<b><u>POST 11/187</u></b>	:	<b><u>PROGRAMME COORDINATOR: (THERAPEUTIC TRAINING)</u></b>
	:	Directorate: People Development, People Development Centre, Plumstead
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Health related qualification, registrable with the relevant council South African Council for Social Service Professions or Health Professions Council of South Africa (HPCSA). Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health related topics. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Ability to use all relevant computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation Ensure that therapeutic training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Coordinate the development and operational implementation of the therapeutic training component. Facilitate and train on the therapeutic educational programmes developed for health care workers. Facilitate the in-service training, updating of skills and competencies. Evaluate/ assess the competencies and skills of health care workers. Conduct content management and training outlines in respect of training programmes for health

care workers Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.

**ENQUIRIES** : Ms N Calvert, Tel No: (021) 763-5329

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 15 April 2022

**POST 11/188** : **INDUSTRIAL TECHNICIAN PRODUCTION: BUILDING (3 POSTS)**  
 Directorate: Engineering and Technical Services Professional Engineering Services

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Building or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on maintenance, compliance and minor works. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Compilation of Drawings for Tender, Construction purposes as well as submission to Council. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (Auto CAD, MS Word and Excel). Knowledge and experience in IT, design of Built infrastructure in the health care environment. Registration with SACAP/SACQSP will be advantageous.

**DUTIES** : (key result areas/outputs): Compile specifications, drawings and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act.

**ENQUIRIES** : Mr C Badenhorst/Mr S Reichert, Tel No: (021) 830 3753/3768

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 15 April 2022

**POST 11/189** : **INDUSTRIAL TECHNICIAN PRODUCTION: MECHANICAL (3 POSTS)**  
 Directorate: Engineering and Technical Services Professional Engineering Services

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on mechanical systems e.g. HVAC, Medical gas, Water reticulation and -systems, Firefighting equipment as well as fire detection. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (MS Word and Excel). Knowledge and experience in IT, design of engineering infrastructure in the health care environment. Registration with ECSA will be advantageous.

**DUTIES** : (key result areas/outputs): Compile specifications and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.

**ENQUIRIES APPLICATION** : Mr C Badenhorst/Mr S Reichert, Tel No: (021) 830 3753/3768  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/190** : **ADMINISTRATION CLERK: ADMISSIONS**  
Garden Route District

**SALARY** : R176 310 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), in two of the three official languages of the Western Cape. Numerical skills and the ability to maintain confidentiality. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : (key result areas/outputs): Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

**ENQUIRIES APPLICATION** : Mr PDF Bouw Tel No: (044) 302-8408  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/191** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services

**SALARY** : R147 459 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (Knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Appropriate knowledge in operating an electronic switchboard, a messaging and paging system. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Handling of incoming and outgoing calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure effective and efficient communication both internal and externally between staff, clientele and the general public. Handling of all telecommunication equipment and related tasks. Handling of all alarm systems allocated to switchboard. Maintain internal telephone directory. Provide feedback on the operational running of the component. Report all faults alarms and telephone equipment to the supervisor/ relevant technicians. Support supervisor by adhering to the Code of Conduct for the Public Service.

**ENQUIRIES APPLICATION** : Mr BC du Toit, Tel No: (021) 918-1230  
: The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms A Titus  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/192** : **TUBE FEED ROOM OPERATOR**

**SALARY** : R124 434 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: General Education and Training certificate (GETC/Grade 9(Std 7). Experience: Appropriate experience in any aspect of food preparation and cleaning procedures. Appropriate experience in tube feed and supplemental drinks production will be beneficial. Inherent requirements of the job: Ability to work effectively as part of multi-disciplinary team. Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g., lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to read a recipe, weigh and mix products. Good numerical skills.

**DUTIE** : (key result areas/outputs): Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Deliver tube feeds and special drinks with a heavy-duty trolley. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Deliver nutritional products to various clinics and storage areas in the hospital. Monitor, control and maintain stock levels. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene.

**ENQUIRIES** : Ms C Cloete, Tel No: (021) 938-4161  
**APPLICATION** : The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/193** : **GENERAL WORKER STORES ASSISTANT (SUPPLY CHAIN MANAGEMENT)**  
Garden Route District

**SALARY** : R104 073 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate stores experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Deliver goods to various sections. Deliver store stock to end-users. Assist with safe keeping of stock. Stock control/update stock on shelves. Sanitise the warehouse. Assist Clerk in the transit area.

**ENQUIRIES** : Mr DJ Carelse, Tel No: (044) 203 7245  
**APPLICATION** : 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** : 15 April 2022

**POST 11/194** : **GENERAL WORKER: STORES ASSISTANT (MAIN PHARMACY STORES)**

**SALARY** : R104 073 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirement of the job: Must be able to manage heavy cartons on a continuous basis. Competencies (knowledge/skills): Good interpersonal and communication skills.

**DUTIES** : (key result areas/outputs): Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final and packaged pharmaceutical items to designated areas in the hospital. Place checked stock



on designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock taking and keeping the areas neat, tidy and hygienic. Report all deviations and discrepancies.

**ENQUIRIES** : Mr W Isaacs Tel No: (021) 938-5225  
**APPLICATION** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**DEPARTMENT OF HUMAN SETTLEMENTS  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 11 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 11/195** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND RESEARCH, REF NO: HS 02/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours degree (or higher) qualification in Social Science, Economics, Human Geography or the Built Environment; A minimum of 3 years working experience of policy analysis and/or research development in any of the following fields: Social Sciences, Built Environment, Human Geography or Economics; A valid (Code B or higher) driving licence. NB: People with disabilities with restrictive or limited driving abilities, may also apply. Recommendation: Master's Degree in relevant field. Competencies: Knowledge of the following: Constitution, housing and local government dispensation and legislation; Research methodologies; Copy and development editing; Writing and reviewing documents; Policy analysis; Political environment in South Africa and Western Cape; Built environment/housing sector; Skills needed: Research design and implementation; Policy design and formulation; Analytical; Planning; Process design; Interface management; Written and verbal communication; Human resource and financial management; Proven computer literacy; Writing ability, including the ability to edit and develop consistent and coherent written material.

**DUTIES** : Design and produce high quality, well written and rigorous research outputs including primary research and analysis of secondary data and research sources; Facilitate the development and formulation of well written and clear human settlement policies, policy guidelines and briefings and the design and implementation of policy review processes; Establishment and maintenance of networks, partnerships and provide support to internal and external stakeholders; People and financial management.

**ENQUIRIES** : Ms P Sicitsha at Tel No: (021) 483 3837  
**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 THE PREMIER  
WESTERN CAPE GOVERNMENT**

**MANAGEMENT ECHELON**

- POST 11/196** : **CHIEF DIRECTOR: LEGAL GOVERNANCE AND ADVISORY SERVICES**  
**REF NO: DOTP 12/2022**
- SALARY** : R1,269 951 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB degree with admission as an advocate or attorney; Minimum of 5 years' experience at a senior managerial level. Competencies: Extensive knowledge of constitutional, legal and institutional arrangements governing the South African public sector; Extensive legal knowledge with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; Extensive knowledge of the South African legal system; Knowledge of the policies of the government of the day, with specific reference to the Provincial Strategic Plan; Knowledge of global, regional and local political, economic and social affairs impacting on the Western Cape Government; Knowledge of inter-governmental and international relations; Knowledge of people management and administrative systems and processes; Knowledge of financial management processes; The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of senior managers and high-level legal professionals; Excellent inter-personal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills;
- DUTIES** : Provide a legal advisory service through: Rendering legal opinions and legal advice to members of the executive, departments and provincial public entities; Rendering legal advice to members of the executive and departments on litigation and litigation strategy in complex and/or transversal litigation matters; Verification of legal aspects in Cabinet submissions; Rendering legal advice to members of the executive and department on correspondence of a legal technical nature; Negotiating, drafting and vetting of contracts for departments and providing legal support in substantial commercial transactions involving the Western Cape Government; Providing legal inputs on behalf of members of the executive and departments in internal and external forums. Provide a legal governance service through: Rendering pro-active legal advice to members of the executive and departments; Providing legal training to departments, provincial public entities, and municipalities; Reviewing and maintaining delegations for members of the executive and departments; Conducting due diligence / legal governance assessments; Providing a transversal legal governance service in respect of the Promotion of Access to Information Act, the Promotion of Administrative Justice Act, the Protection of Personal Information Act and other constitutional, as well as transversal, legislation; Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Drive the Chief Directorate's strategic planning process; Drive the development and management of strategic and business plans for the Chief Directorate; Manage participation in the budgeting process at Chief Directorate level; Ensure the preparation of the annual and adjustment budgets for the Chief Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's strategic and business plans; Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate.
- ENQUIRIES** : Mr L Buter at Tel No: (021) 483 4674
- 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 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.

**CLOSING DATE** : 19 April 2022

#### **OTHER POSTS**

**POST 11/197** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, REF NO. DOTP 14/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Science or relevant field; A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; Training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Assessment and moderation, Project management; Ability to work independently and as part of a team.

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

**ENQUIRIES** : Mr J van der Westhuizen at Tel No: 021-865 8063 / 082 941 5187  
**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](http://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** : 11 April 2022
- POST 11/198** : **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER (ASSISTANT DIRECTOR), REF NO. DOTP 17/2022**
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Behavioural Science (Industrial Psychology), Management Science or Public Administration; A minimum of 3 years appropriate experience in an organisation development environment; A valid driving license (Code B or higher). Recommendation: Equate Job Analyst Certificate; Business Process Mapping, Redesign and Improvement Certificate/ or Management Services Certificate/or Organisation and Development Certificate. Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and technique; Systems theory; Equate Job Evaluation System; Group dynamics; Project management; Benchmarking; Research methods/statistics; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure. Skills needed: Mentoring and coaching; Leadership; Motivation; Research; Analytical; Diagnostic; Planning and organizing; Innovative problem-solving; Facilitation; Conflict resolution; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication (written and verbal).
- DUTIES** : Design and develop OD intervention methodologies and instruments; Negotiate and quality assure the drafting of terms of reference of OD intervention projects, conclude a draft project plan and contract with the client; Execute and supervise (quality assurance) the following: Organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development/interventions; The design and planning of appropriate OD intervention based on the organisational diagnosis; Execute and implement advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques; Function as project team leader in respect of specialist functional and project teams; Supervise (quality assurance) interventions by OD consultants..
- ENQUIRIES** : Mr J Boonzaaier at Tel No: (021) 466 9700
- 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](http://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** : 11 April 2022
- POST 11/199** : **CHIEF HR CLERK: LEAVE ADMINISTRATION, REF NO. DOTP 18/2022**
- SALARY** : R261 372 per annum (Level 7)

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government  
 : Senior Certificate (Grade 12) with a minimum of 3 years relevant experience. Recommendation: PERSAL certificates. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amended Act, Public Service Regulations and Labour Relations; All leave types in which the processing of all types of leave are captured and approved on PERSAL; Ability to keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service; Skills needed: Innovative and lateral thinking, report writing, verbal and written communication, proven computer literacy (MS Office - with focus on Excel), planning and organisational; Ability to analyse, conceptualise and implement policy; Ability to work under pressure and meet deadlines.
- DUTIES** : Render leave administrative service with regards to the approval and authorisations of leave applications, Pilir and leave audits; Supervise and promote sound labour relations, maintain discipline and allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards and determine workflow requirements; Responsible for the monitoring of leave without pay cases on the PERSAL suspense file; Manage call centre enquiries on the BMC Remedy System and Auditor-General enquiries; Provide statistical data information to management on a daily basis.
- ENQUIRIES APPLICATIONS** : Mr F Williams at Tel No: (021) 483 3229  
 : 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](http://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** : 11 April 2022
- POST 11/200** : **HR CLERK: LEAVE ADMINISTRATION, REF NO. DOTP 19/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
 : Department of the Premier, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) experience /exposure. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills.
- DUTIES** : Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence: Conducting of leave audits; Processing of leave gratuities; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.
- ENQUIRIES APPLICATIONS** : Ms D Rudolph at Tel No: (021) 483 9760  
 : 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](http://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** : 11 April 2022

**DEPARTMENT OF SOCIAL DEVELOPMENT,  
WESTERN CAPE GOVERNMENT**

**OTHER POSTS**

**POST 11/201** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (MALMESBURY),  
REF NO.DSD 09/2022**

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

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

**ENQUIRIES** : Mr D Smith at Tel No: (022) 713 2047  
**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](http://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** : 11 April 2022

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS,  
WESTERN CAPE GOVERNMENT**

**MANAGEMENT ECHELON**

**POST 11/202** : **DIRECTOR: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY -  
HEALTH, REF NO. TPW 24/2022**

**SALARY** : R1 073 187 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Undergraduate qualification NQF 7 as recognised by the National Qualifications Framework in the built environment (Architecture, Construction Project Management, Engineering, Landscape Architecture, Property Evaluation, Quantity Surveying) as per the Council for the Built Environment Act (NO. 43 of 2000); A minimum of 6 years' middle/senior managerial

experience; A minimum of 3 years' experience in an Infrastructure environment; A valid code B driving licence. Recommendation: Infrastructure delivery experience in or to the Public Sector; Professional registration with the applicable council within the built environment; Working experience of contract documentation and administration. Competencies: Knowledge of the following: Act and regulations of Occupational Health and Safety (OHS Act), National Building Regulations, SANS and all relevant built environment legislation; Formulation of policies in a multi-disciplinary professional environment; Management principles; Core Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Skills: Interpretation and application of relevant policies and procedures; Leadership, communication, organising and teamwork; Human resource planning; Sound budgeting

**DUTIES**

: Strategic Capability and leadership; Translate the vision of the organisation into directorate goals; Develop and implement strategies to achieve the directorate goals; Align programmes and operational support; Participate in the departmental strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Ensure efficient and effective oversight and management of all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance prescripts including of Public Service Administration; Management of the human resources of the directorate to achieve pre-determined performance indicators and service delivery imperatives, fostering of motivated, competent and performance orientated staff and maintaining of sound employee and labour relations.

**ENQUIRIES**

: Ms R Kok at Tel No: (021) 483 3056

**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 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.

**CLOSING DATE**

: 11 April 2022

**OTHER POSTS**

**POST 11/203** : **CONTRACT MANAGER: PUBLIC PRIVATE PARTNERSHIP, REF NO. TPW 23/2022**

**SALARY** : R882 042 per annum (level12) (All-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year B-degree (or higher qualification) in the Built Environment, Commerce or Business qualification; A minimum of 3years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Extensive experience in contract and service level agreement administration and compliance monitoring. Competencies: Working knowledge of the following: Applicable legislation and regulatory requirements, policies and procedures; Principles and processes for providing customer and personal services including customer needs analysis, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Relationship Management; Political sciences and public policy; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources. Skills needed: Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).

**DUTIES** : Maintain, manage and administer all property Development Contracts. Maintain mechanisms and procedures to ensure implementation of PPPs (Public Private Partnerships) in accordance with the provision of the PPP agreement; Implement measures to monitor and ensure that the private party to PPP agreement is achieving the required service delivery to the contractually defined performance standards; Facilitate the resolution of disputes by ensuring that the relevant provisions in PPP agreement are implemented timeously; Ensure the proposed variations and amendments to the PPP agreement is necessary and correctly executed; Identify, monitor and manage risk to minimise and mitigate project risks; Manage information by applying tools and technologies to inform decision making in government operations; Ensure effective human resource and financial management within the component.

**ENQUIRIES** : Mr T.D Pillay at Tel No: (021) 483 2186  
**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](http://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** : 11 April 2022

**POST 11/204** : **STATE ACCOUNTANT: MANAGEMENT AND FINANCIAL ACCOUNTING, REF NO.TPW 18/2022**

**SALARY** : R321 543 per annum (level 8).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-degree or higher) in Accounting or Financial Management; A minimum of 1-year experience in a Financial Accounting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Qualification/ Completed course within Financial Management. Willingness to regularly travel as and when required. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions) Financial Systems (LOGIS and BAS); Drafting of Financial Statements; Skills needed:



- Proven computer literacy; Problem Solving; Decision Making; Technical proficiency; Written and verbal communication skills
- DUTIES** : Effective budget administration; Revenue and expenditure control; Payment voucher control; Creditors; LOGIS payments; Journal Transactions; Asset and liability accounts; Cash and banking; Revenue and Receivables; Form control and knowledge; Costing
- ENQUIRIES APPLICATIONS** : Ms H Kleinhans at Tel No: (021) 959 7700
- 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](http://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** : 11 April 2022
- POST 11/205** : **ADMINISTRATIVE OFFICER: EDEN/OVERBERG (GEORGE) REF NO. TPW 06/2022 R1**  
(12 Month Contract Position)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7), plus 37% lieu in service benefits  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent) qualification; A minimum of 6 years relevant administrative experience. Recommendation: Experience in the following: Using Intelligent Transport Systems, Integrated Fare Management System and on the ground verification (spot checks); Monitoring and evaluating contractual compliance of service providers; A valid code B (or higher) driving license. Competencies: Knowledge of the following: All legislation, regulations and policies impacting on public transport activities; Internal office procedures. copy, sort, fax and verify document legibility; Supply Chain Management processes; Applicable information management systems; Problem analysis and decision-making ability; Creative Thinking; Communication (written and verbal) skills.
- DUTIES** : Assist in the following: Management of the provision of transport services and public transport infrastructure; Implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Supporting and capacitating local authorities with regard to the implementation of land transport service; Monitoring contractual compliance of the bus public transport service provider through Intelligent Transport Systems, Integrated Fare Management system and on the ground verification (spot checks); Highlight need for intervention / evaluation in event of contractual non-compliance; Analysing operational data; Conducting desktop research on matters relating to land transport; Research and analysis of local community public transport needs and opinion; Update and maintain a filing system in accordance with the departmental file plan and Electronic Content Management system; Perform advanced typing work; Coordinate logistics and meeting arrangements; Collect, analyse and collate information as requested; Develop and maintain databases; Remain abreast with legislation, prescripts, policies, procedures and processes that apply to Land Transport, and to ensure the effective and efficient application thereof. (NLTA, PLTF, PFMA, PSO's); Processing of service provider payments, S&T claims. timeous payment of expenditure accounts and projections of expenditure of sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr J Robb at (044) 801 9493 / [James.Robb@gogearge.org.za](mailto:James.Robb@gogearge.org.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](http://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**

: 11 April 2022

**POST 11/206**

: **ADMINISTRATION CLERK: HUMAN RESOURCES AND GENERAL OFFICE SUPPORT SERVICES REF NO. TPW 26/2022 (3 POSTS AVAILABLE IN PAARL)**

**SALARY CENTRE REQUIREMENTS**

: R176 310 per annum (level 5)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Further qualification, training or certificate in Office Management or Human Resource Management; Administrative experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supply Chain Management; the legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Proven computer literacy; Skills needed: Flexibility; Typing; Planning and organisation; Written and verbal communication; Numeracy and literacy; Project management; Information technology.

**DUTIES**

: Type letters and/ or correspondence when required; Obtain quotations, complete procurement forms or the purchasing of standard office items; Render clerical support with regards to GG Transport; Render a support service with regards to State housing/ buildings for the region; Handle theft and losses and claims against the state; Render a support service with regards to security; Assist with monitoring and evaluation of cleaning services; Handle telephonic and other enquiries received; Assist with infrastructure, accommodation and grounds i.e. the sourcing of new telephone and data points; Provide secretariat functions; Maintenance of electronic database and manual filing system; Assist with other human resource functions i.e. labour relations, leave, performance management, probations, injury on duty.

**ENQUIRIES APPLICATIONS**

: Ms SM Arendse Tel No: (021) 863 2020  
: 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](http://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**

: 11 April 2022

**POST 11/207**

: **TRADE WORKER: ELECTRICAL, MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO. TPW 83/2021 R1**

**SALARY CENTRE REQUIREMENTS**

: R104 073 per annum (level 2)  
: Department of Transport and Public Works, Western Cape Government  
: Basic literacy and numeracy (ABET level 2/Grade 5). Recommendation: Appropriate experience and working knowledge of building maintenance, carpentry, electrical and plumbing work; A valid code B/EB driving license. Competencies: Hand and small electrical tools; Self-motivation; Communication (written and verbal) skills.

**DUTIES**

: Assist with the following duties: Preparation of tools for execution of duties; Repairing power plugs, reset circuit breaker/earth leakage (short circuits); Repairing and replacing door locks, window panes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Investigation and replacing/ repair taps, flush valves, washers, PVC and copper pipes and sealing of gutters; Repairing/ replacing toilet pans, traps and pan connectors, valves and washes; Ensuring workshop equipment and tools are kept in order.

**ENQUIRIES**  
**APPLICATIONS**

: Mr A Manuel at Tel No: (044) 813 2808  
:  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

: 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**

: 19 April 2022