

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

CLOSING DATE : 26 April 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 13/158 : **SENIOR AGRICULTURAL ADVISOR: ANIMAL SPECIALIST (MOORREESBURG) REF NO: AGR 15/2021 R2**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B (or higher) driving license. Recommendation: Experience in agricultural production. Competencies: Knowledge of the following: Production of livestock produced in the specific area, also markets and value adding; Project management; Land reform programme and project implementation; Skills needed: Good research; Communication (written and verbal); Proven computer literacy (MS Office). Sound organising and leadership abilities.

DUTIES : Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and research and demonstration trials; Provide information on markets; Facilitate farmers days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate the development of organisation skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant commodity project allocation committees in the delivery and implementation of projects.

ENQUIRIES : Ms R Horne at Tel No: (022) 433 8903
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 13/159 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (SWARTLAND) REF NO: AGR 24/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience/exposure in creating, maintaining and administering information databases. Competencies: Communication (written and verbal) skills; Proven computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility and to work independently and unsupervised.

- DUTIES** : Develop and maintain databases and registers; Updating of registers and statistics; Handling enquiries; Make photocopies and receive or send emails; Distribute documents and mails and communication information within the team and to various stakeholders as required; Maintain and update appropriate filing system for projects and related information in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide reception and switch board; Provide secretarial assistance during stakeholder engagements; Requisition, purchasing, management and supplies inventories; Provide clerical support with the compilation of training plans; Provide high-level administrative support such as assistance with the line function projects and activities.
- ENQUIRIES** : Ms R Horne at Tel No: (022) 8903
- 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 COMMUNITY SAFETY

- 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** : 26 April 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 13/160** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND KNOWLEDGE MANAGEMENT (MANAGEMENT SUPPORT) REF NO: CS 12/2022**
- SALARY** : R744 255 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years relevant management level experience. Recommendation: A valid code B driving license; Working knowledge of legislation, policies, prescripts, etc. e.g., PFMA, Treasury Regulations and Prescripts, Departmental Delegations. Competencies: Knowledge of the following: Public administration; Risk Management; Strategic Planning; Human Resource Management; Project Management; Legal Knowledge; Management of Public Finances in line with PFMA and Treasury Regulations; Monitoring and evaluation methods, tools and techniques. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skill (written and verbal); Analytical thinking; Development of systems and databases; Planning and organising; Training; Conflict resolution; Team Leadership. Ability to work independently and under pressure.
- DUTIES** : Provide management support on policy and strategic matters; Management of the financial and human resources of the programme; Develop, review and maintain a strategic process in line with the MTSF; Support the programme manager in the implementation of ad hoc projects.
- ENQUIRIES** : Ms Lindè Govender Tel No: (021) 483 5694

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 13/161 : **HEAD OF DEPARTMENT (NURSING COLLEGE)**

SALARY : R588 390 per annum
CENTRE : Western Cape College of Nursing, Stikland (WCCN: Central Administration Office)

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A post basic qualification with duration of at least one year accredited with the SANC in any one of the clinical nursing specialties. A relevant Master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Ability to communicate effectively (verbal and written) in at least two of the three official languages in Western Cape Province. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Computer literacy (MS Word, Excel, PowerPoint). Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Facilitation, presentation, and management skill. Organizational and problem-solving skills. Program and project management skills.

DUTIES : Participate in the overall Academic Governance and business processes of the college. Manage Academic Governance in the provision of education and training to student nurses within the allocated programme/disciplines. Manage and coordinate clinical learning exposure of students between college and clinical areas People Management. Support and promote the image of the College and Participate in Research. Oversee the supervision and support of students. Monitoring and evaluation of academic performance standards.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801
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 : 29 April 2022

POST 13/162 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE/TRAUMA)**
Central Karoo District

SALARY : R571 242 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Beaufort West 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 nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergencies or in Medical and Surgical Nursing Science: Operating Theatre Nursing. 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 and recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergencies or in Medical and Surgical Nursing Science: Operating Theatre

Nursing. Inherent requirements of the job: Willing to work shifts, day-night duty, weekends, and public holidays and overtime when required by supervisor. Have a valid drivers Licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to function independently in a multidisciplinary team and ability to direct the team to ensure quality nursing care. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Computer literacy and skills.

DUTIES : Supervise, plan, and implement the provision of effective and efficient patient care both in Emergency Centre and Operating theatre. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Provide effective leadership and management of human, financial and physical resources to ensure optimal operational functions. Supervise, plan, and implement the provision of effective and efficient infection control measures. Maintain and participate in inter professional and multidisciplinary teamwork. Optimal support to the supervisor and management.

ENQUIRIES : Mr TW Ntombana Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 29 April 2022

POST 13/163 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District

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

CENTRE : Knysna Bitou Sub-district

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. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Relevant knowledge, skills and experience in training and practical mentorship.

DUTIES : Training needs analysis of health science professionals and health workers. Planning and co-ordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and co-ordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8400
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 : 29 April 2022

POST 13/164 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Victoria Hospital

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

CENTRE : Victoria 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 SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and communication skills in at least 2 of the official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).

DUTIES : Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management and Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).

ENQUIRIES : Ms M Dubru-Shunmugam Tel No: (021) 799-1125, Email: Mary.Dubru@westerncape.gov.za

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

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

CLOSING DATE : 29 April 2022

POST 13/165 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**

SALARY : R382 245 per annum

CENTRE : Western Cape College of Nursing

REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year Diploma/Degree in Information Technology. Experience: Appropriate experience in Information Management. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel to all the campuses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal skills. Good meeting and presentation skills and the ability to

		liaise between different parties at management level. Competency in desktop support. High-level computer competency in Microsoft Office Suite.
<u>DUTIES</u>	:	Manage Information Management Systems within HEI environment. Collaborate Internally and externally with Stakeholders to ensure optimal functioning of IT Infrastructure, IT Equipment, and Information Management Systems. Manage all IT Infrastructure, Multi-Campus/Sites, and IT Equipment (Hardware and software) to ensure compliance with CHE. Plan, develop and implement the IT Budget including IT Systems Contract management. Responsible to supervise ICT (Information and Communication Technology) staff within the Health Science Colleges, Multi-Campus.
<u>ENQUIRIES</u>	:	Dr T Mabuda Tel No: (021) 831-5801
<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>	:	22 April 2022
<u>POST 13/166</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)</u> Directorate: Knowledge Management
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer skills. Good leadership, interpersonal and communication (verbal and written English) skills. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation, inspection and analysis of data, information, and reports. Good knowledge of monitoring and evaluation, data management, National and Provincial information management policies and processes, and standard operating procedures. Knowledge of the core information systems utilised by the WCG: Health e.g., Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, TIER.net etc.
<u>DUTIES</u>	:	Assist with operational planning and project management within the component that is aligned with the overall directorate and provincial strategy and goals. Optimise the health information management processes and tools within the province to progressively achieve digitisation, automation, and digitalisation. Provide effective software system support from a data management and governance perspective, including set up, guidance on use, training, access, and queries. Supporting the development and implementation of indicators, elements, information policies, data collection tools and standard operating procedures in line with National and Provincial requirements. Interrogate data and generate reports for stakeholders for policymaking, planning, monitoring, co-ordination, research and evaluation of the health service in the province ensuring adherence to legislative due dates. Ensure good quality data through routine compliance monitoring, facility support visits, internal audits, remedial action development and implementation/support, and feedback reports.
<u>ENQUIRIES</u>	:	Ms S Brinkmann Tel No: (021) 483-8046 or Ms V Petersen Tel No: (021) 483-8794
<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>	:	29 April 2022
<u>POST 13/167</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate working experience

and skills in LOGIS, BAS and EPS/WCSEB. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Willingness to travel and work overtime. Competencies (knowledge/skills): Extensive knowledge and experience of Bas and Logis Reconciliations. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and EPS). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Effective and efficient management of procurement processes, Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Responsible for inspections, support visits and training in Saldanha Sub District. Ensure sound labour practices are executed and implemented. Relieve and support to supervisor.

ENQUIRIES : Ms J Basson Tel No: (022) 709-7276
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 : 29 April 2022

POST 13/168 : **SECRETARY**
 Chief Directorate: Metro Health Services

SALARY : R176 310 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Typing or Computyping or Computer Applications Technology as a major subject. Experience: Appropriate experience in a hospital environment. Competencies (knowledge/skills): Computer literacy. The ability to use standard software packages (eg Microsoft Office). Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Provide office management and secretarial support to the office of the Manager: Medical Services (MMS). Make ultrasound bookings for patients presenting to MMS ultrasound clinic. The effective flow of information and documents to and from the office of the MMS. Record keeping. Provides secretarial support for meetings, co-ordinate booking and preparation of meeting venues.

ENQUIRIES : Ms C Matthews Tel No: (021) 571-8040
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 : 29 April 2022

POST 13/169 : **CLEANER (X2 POSTS)**
 (Chief Directorate: Emergency and Clinical Support Services)

SALARY : R104 073 per annum
CENTRE : Emergency Communication Centre - Tygerberg
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a hospital or a health facility environment. Inherent requirement of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape Good time management. Knowledge of Health and Safety procedures.

DUTIES : Cleaning of all offices, common areas, kitchens and ablution facilities of the Emergency Communication Centre, including the radio workshop, safety desk and PHOC (Metro Control), including deep cleaning and detailed cleaning tasks. Provide a clean, safe and hygienic environment 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, 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. Ensure removal of

waste from building daily. Notify management of deficiencies or repairs required. Relief according to the needs of the service.

ENQUIRIES : Mr N Newman Tel No: (021) 937-5633
APPLICATIONS : Director Emergency Medical Services: Private Bag X24, Bellville 7530.
FOR ATTENTION : Ms M Lambert
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 April 2022

POST 13/170 : **PORTER**
 Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Nolungile CHC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Assist with moving of medical equipment as well as oxygen cylinders (both empty and full). Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpse from wards.

ENQUIRIES : Mr N Ncobo Tel No: (021) 444-6574
APPLICATIONS : The Chief Executive Officer: Metro Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Ms Z Willie
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.
CLOSING DATE : 29 April 2022

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 26 April 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 13/171 : **ADMINISTRATIVE OFFICER: INSTITUTIONAL SUPPORT REF NO: LG 09/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience. Recommendation: Basic database management. Competencies: Knowledge of the following: Local government legislation; Roles and responsibilities of municipalities; Filing system; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Skills in the following: Verbal and written communication; Organising and planning; Interpersonal; Ability to work independently and as part of a team.

DUTIES : Perform administrative functions pertaining to resource centre: Filling of documents; Updating resource centre materials; Maintaining of data inventory

of resource centre; Distribute resource centre materials on request; General administrative functions: Telephonic and e-mail enquiries to municipalities to update databases or respond to enquiries and parliamentary questions; Compilation of claims (Subsistence and Travel (S&T) and cellphones); Processing payments of invoices; Logistical arrangements for municipal engagements; Updating sub-directorate database.

ENQUIRIES : Dr A Clark at (021) 483 5726
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 13/172 : **COMMUNITY DEVELOPMENT WORKER: CAPE WINELANDS (TOUWSRIVIER) REF NO: LG 10/2022**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
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 13/173 : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (MURRAYSBURG) REF NO: LG 11/2022**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039

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 13/174 : **COMMUNITY DEVELOPMENT WORKER: METRO 1 REF NO: LG 12/2022 (X2 POSTS AVAILABLE IN EERSTE RIVIER AND KHAYELITSHA)**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
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 13/175 : **COMMUNITY DEVELOPMENT WORKER: METRO 2 (NYANGA) REF NO: LG 13/2022**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
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

CLOSING DATE : 26 April 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 13/176 : **DEPUTY DIRECTOR: PROVINCIAL WIDE MONITORING AND EVALUATION REF NO: DOTP 15/2022 (X2 POSTS)**

SALARY CENTRE : R744 255 per annum (Level 11), all-inclusive salary package
 : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in evaluations, stakeholder relations and programme and project monitoring. Recommendation: Experience working in Data and Evidence systems. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation approaches; Strategic management and strategic information analysis and interpretation; Gathering, analysing, and synthesising relevant evidence-based data and information from a range of sources; The development of norms and standards for the purpose of data governance and data management; The National Evaluation System and its institutionalisation at a provincial level; Business Intelligence systems and its application within a results-based monitoring and evaluation environment; The policies and priorities of provincial and national government; Global, regional and local political, economic and social trends impacting on the Western Cape Government; Inter-governmental relations. Skills needed: Report writing; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Interpretative; Presentation; Leadership with specific reference to display thought leadership in complex situations; Problem solving; Team building; Inter-personal; Planning; Organising; People management; Networking; Network formation; Communication (Written and verbal). Ability to: Customize information to user requirements; Work independently and as part of a team.

DUTIES : Support the following: Institutionalisation of the province-wide evaluation system for the WCG aligned to the National Evaluation System (NES); The evaluation and research services integrative with other data and evidence services in the Provincial Data Office. Development, adoption and maintenance of evaluative guiding frameworks; Facilitation of capability development for responsive evidence methods using community of practices to increase the use of the data and evidence; Drive the dissemination, communications and advocacy for data and evidence services; Coordination of a Community of Practice for data governance within the WCG and with external stakeholders; Collaboration with WCG departments, local and international stakeholders and partners to ensure best practice alignment.

ENQUIRIES APPLICATIONS : Ms A. Mohamed at Tel No: (021) 483 6091
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

CLOSING DATE : 26 April 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 13/177 : **CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 07/2022 (X2 POSTS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years relevant experience. Recommendation: Basic knowledge of financial systems; Supervisory skills. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.

DUTIES : Investigation of discrepancies in data; Enable a clean and up to date data set; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with enquiries pertaining to financial systems.

ENQUIRIES : Mr I Callaghan at Tel No: (021) 483 8277
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 13/178 : **ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 06/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of financial systems; Computer literate. Competencies: Knowledge and understanding of the following: Financial systems; Administration; Communication skills (written and verbal); Proven computer literacy MS Office (Word, Excel, Power point and Outlook); Organising and strategic planning skills.

DUTIES : Reconciliation of data of financial systems; Enable a clean and up to date asset register; Maintain and re-verification of reporting categories per department; Identify disposals after department/institution signed off.

ENQUIRIES : Mr I Callaghan at Tel No: (021) 483 8277
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 TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 26 April 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 13/179 : **CHIEF ENGINEER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY (GENERAL) REF NO: TPW 34/2022**

SALARY : Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in electrical engineering; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence (Code B or higher. Competencies: Knowledge of the following: Programme and Project Management; Financial Management; Engineering, legal and operational compliance; Engineering operational communication;

Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgement Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contact documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.

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

ENQUIRIES : Ms C Skillicorn at Tel No: (021) 483 4605
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/180 : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL COMPLIANCE REF NO: TPW 27/2022**

SALARY : Grade A: R502 647 per annum, (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years' relevant post-qualification experience; A valid (Code B or higher) driving licence. Recommendation: Proven Exposure to Public Sector Management and staff management process and systems; Relevant experience in: The undertaking or review of EIA applications and/or environmental awareness raising or advising applicable to roads or road furniture and related assets, example borrow pits or structures; Integrated Environmental Management, including applicable legislation and policies; Registered with EAPASA as a Candidate EAP or as an EAP; Willingness to travel regularly. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Environmental management systems;

Development and practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical and functioning of ecosystems, interactions and other environmental aspects; General Project Management; Skills needed: Problem solving related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing; Strategic planning and project/time management; Reviewing and problem solving; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Sound interpersonal skills; Ability to resolve conflict; Ability to research, synthesise and present information in a scientific manner; Ability to work as part of team and independently.

DUTIES : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

ENQUIRIES : Mr A.K. November at Tel No: (021) 483 0536/Mr J. Neethling at 073 952 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/181 : **ASSISTANT DIRECTOR: TRAFFIC LEGISLATIVE MATTERS REF NO: TPW 32/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree or higher qualification; A minimum of 5 years management experience and 6 years operational experience in a traffic and/or a legislative environment. Recommendation: Working Knowledge of the following: Legal writing style, legal language and terminology; Project Management; Financial management; Human Resource Management. Ability to interpret legislation and proposed amendments; A valid Code B (08) driving licence; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Regulations, 2000 and Western Cape Provincial Road Traffic Administration Act 2012; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act1 of 1999). Planning, organising and research skills; Written and verbal communication skills.

DUTIES : Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Division's Work Plan / Project plans, relating to the following functions: Interpret legislation and give advice to management and members of the public; Facilitate and co-ordinate provincial inputs on national road traffic legislative matters; Facilitate the development of provincial legislation and policy documents and procedure manuals; Liaison and communication with various clients / stakeholders. Conduct research on road traffic legislative matters; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Communicate the Batho Pele concept to employees, obtain support and commitment to apply the underlying principles in their day-to-day work-operations; Identify weaknesses and gaps in service delivery and develop and implement opportunities to improve service delivery; Plan the Division's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Mr RW Barreiro Tel No: (021) 483 2061
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/182 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL COMPLIANCE REF NO: TPW 28/2022 (X3 POSTS)**

SALARY : R408 075 per annum, (OSD as prescribed).
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : An appropriate Honours Degree in Environmental or related fields; A valid (Code B or higher) driving licence. Recommendation: Willingness to travel; Relevant experience in the following: Undertaking or review of EIA applications, applicable to Roads, or Road furniture and related assets, example Borrow pits or Structures; Environmental awareness raising or advising, applicable to Roads, or Road furniture and related assets, example Borrow pits or Structures; Registered with EAPASA as a Candidate EAP or as an EAP; Working knowledge of the following: Environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; Project Management. Competencies: Knowledge of the following: Integrated environmental management; Law reform and formulation of policy; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management; Good communication (written and verbal) skills.
- DUTIES** : Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the programme to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the programme to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.
- ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707/ Mr A November at Tel No: (021) 483 0536
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/183** : **ASSISTANT DIRECTOR: STATUTORY REPORTING AND STAKEHOLDER RELATIONS REF NO: TPW 33/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience within a fleet management environment. Competencies: Knowledge of the following: Relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols; Client Liaison, Training and Development; Stakeholder Management; Dispute, conflict resolution and problem-solving management; Following skills: Computer literacy (MS Office); Communication (written and verbal); Time management, planning, organising and networking; Labour Relations; Customer care; Presentation and administrative.
- DUTIES** : Facilitate and coordinate the following of GMT: Strategic planning processes; Annual reporting process; Service delivery initiatives; Organizational performance monitoring and reporting as per GMT's strategic and annual performance plan; Communication and marketing activities in GMT in conjunction with the department's communication unit; Client Relations. Management of the human resources of the division to achieve the pre-determined indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

ENQUIRIES APPLICATIONS : Ms J Henn Tel No: 066 281 4360
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/184 : **CHIEF WORKS INSPECTOR (BUILDING): METRO EDUCATION REGIONS REF NO: TPW 25/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of Transport and Public Works, Western Cape Government
: A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES APPLICATIONS : Mr L Titus at Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/185 : **INSPECTOR OF LICENCES: TRAFFIC LAW COMPLIANCE MONITORING REF NO: TPW 36/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 1 or 2 year post-school Certificate/Diploma qualification on NQF 5 as recognised by SAQA; A minimum of 6 years relevant administrative experience; A valid Code B (08) or higher driving licence. Recommendation: Registered as an Examiner of vehicles; Relevant experience in the following: Road Traffic legislation; NaTIS; Analysis and processing of financial information; Willingness to travel regularly away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Conflict resolution; Analytical thinking; Proven computer literacy (Ms Office suite); Problem solving and decision making; Excellent verbal and written communication skills; Citizen Service Orientation; Citizen Focus and responsiveness.

DUTIES : Investigate the following: Conditions of motor vehicle in respect of applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles in respect of the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.

ENQUIRIES APPLICATIONS : Mr ES Lotriet at Tel No: (021) 483 8526
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/186 : **CHIEF WORKS INSPECTOR (BUILDING): GARDEN ROUTE/OVERBERG REF NO: TPW 39/2022**

SALARY CENTRE : R321 543 per annum (Level 08)
: Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.
- DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.
- ENQUIRIES** : Mr L Titus at Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/187** : **ADMINISTRATIVE OFFICER: DRIVER REGULATION AND STANDARD REF NO: TPW 31/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
 : Department of Transport and Public Works, Western Cape Government
 : senior certificate (Grade 12 or equivalent qualification). A minimum of 6 years relevant administrative experience. Recommendation: Relevant NaTIS experience; A valid Code B (08) or higher driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Conflict resolution; Analytical thinking; Proven computer literacy (Ms Office suite); Problem solving and decision making; Excellent verbal and written communication skills; Citizen Service Orientation; Citizen Focus and responsiveness.
- DUTIES** : Register and grade DLTCs as prescribed in the National Road Traffic Act and National Road Traffic Regulations; Register and grade, deregister and suspend / cancel / re-instate the registration of authorised officers; Process applications for cancellation, suspension and reinstatement of driving licences; Process applications for foreign and late conversions of driving licences and confirmations of driving licences; Process applications for Professional Driving Permits and handle all related matters and enquiries; Process applications for the registration of driving instructors and driving schools; Capture traffic related convictions on the eNaTIS; Request legal opinions, compile policy and procedure manuals pertaining to Driver Fitness and Professional Driving Permits; Process the applications for oral learner's licence tests; Attends meetings, work sessions on provincial and local authority level.
- ENQUIRIES** : Ms N de Wet at Tel No: 021 483 2074
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/188** : **ADMINISTRATION CLERK: TRAFFIC LAW EXEMPTIONS AND PERMITS REF NO: TPW 30/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Department of Transport and Public Works, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Appropriate administrative experience; Proven computer literacy. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000, National Traffic Information System (NaTIS), Proven computer literacy in MS Office packages; Good written and verbal communication skills.
- DUTIES** : Administer applications for events on provincially proclaimed roads: Sporting events and filming events; Administer applications for exemptions from legal

requirements (e.g., seatbelt wearing); Administer applications for abnormal load permits / vehicle registrations.

ENQUIRIES : Mr JF Lombard at Tel No: (021) 483 4177
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/189 : **DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (BELVILLE) REF NO: TPW 35/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and databases; Proven computer literacy (MS Office). Skills in the following: Communication (verbal and written); Numeracy and literacy; Planning and organising; Flexibility; Ability to work part of a team and independently.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet; Verify query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.

ENQUIRIES : Ms AS Olivier at Tel No: (021) 863 2020
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/190 : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (BELVILLE) REF NO: TPW 38/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Office Administration Certificate; Administrative experience; Proven switchboard experience; A Valid (Code B or higher) driving licence. Competencies: Proven Computer literacy MS Office (MS Word, Outlook and Excel); Skills needed: Communication (verbal and written); Organizational; Good people skills; Client orientation and customer focus; Planning and Organising.

DUTIES : Typing and Correspondence; Explanation of format, typing and editing of: Letters, faxes, submissions, circulars, agendas, minutes; Reception and switchboard; Facilitate appointments; Meetings and Appointments; Arrange meetings (agendas and minutes); Registration; Handling and receipt of all official incoming mail as well as outgoing mail.

ENQUIRIES : Ms H Kleinhans at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 13/191 : **DRIVER WITH SECONDARY FUNCTIONS: HR AND GENERAL SUPPORT SERVICES REF NO: TPW 37/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 7 months relevant experience; A valid (Code B or higher) driving licence with PDP. Competencies: A good understanding of the following procedures: to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilization of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; Ensuring that the motor vehicle is maintained properly; Performing messenger functions and routine office support functions like registry functions and the making of photocopies; Department policy; Skills needed: Proven report writing skills; Good peoples skills; High level of reliability; Written and verbal communication skills; Ability to function under pressure.

DUTIES

: Deliver and collect post; Transport of WCA personnel to hospitals and medical practitioners; Collect stock and parts of various farms; Issue and receive of gas containers; Do filing and copying; Transport of posts to Head Office; Other administrative tasks on request of supervisor; Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and logs books with regards to the vehicle and the goods handled; Render a clerical support/messenger service in the relevant office; Assist in the registry.

ENQUIRIES

: Ms A Olivier at Tel No: (021) 959 7700

APPLICATIONS

: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

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

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

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

: 03 May 2022