

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

CLOSING DATE : 30 May 2022
NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

OTHER POSTS

POST 16/221 : **LIBRARY ASSISTANT: MARKETING AND COMMUNICATION REF NO: AGR 31/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Recommendation: Relevant experience in a library environment. Competencies: A good understanding of library procedures and practices; Accuracy and consistency; Ability to work under pressure, meet deadlines, work independently, as well as part of a team; Good interpersonal relations; Communication skills.

DUTIES : Client service; Provision of information to students and researchers; Answering of telephonic and email queries; Circulation of library material; Assisting with annual stocktaking; Journal management.

ENQUIRIES : Ms WSM Brink at Tel No: (021) 808 5390
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, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

POST 16/222 : **HOUSEHOLD AID: GENERAL SUPPORT SERVICES REF NO: AGR 30/2022**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET Level 2 – Grade 5). Recommendation: Willing to work shifts and overtime as required. Competencies: A good understanding of the following: Occupational Health and Safety Act, the Hazard Analysis Critical Control Points (HACCP) and good safety points; Written and verbal communication skills; Ability to work under pressure; Ability to work independently as well as part of a team; Have an aptitude towards service delivery.

DUTIES : Prepare, dishing of food for students/clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directives; Clean all work areas, storage areas, utensils and equipment; Follow and complete elementary control measures.

ENQUIRIES : Ms LB Smith at Tel No: (021) 808 5470
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, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm); Or

2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 23 May 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 16/223** : **ASSISTANT DIRECTOR: MOD PROGRAMME REF NO: CAS 04/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or similar); A minimum of 3 years relevant experience. Recommendation: A valid driving licence (Code B or higher). Competencies: Knowledge of the following: The Mass participation; Opportunity and access; Development and growth (MOD) Programme; Recreation-based activities, and relevant next-level activities, e.g. sports, arts and cultural activities; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service, e.g. Public Service Act & Regulations an Public Finance Management Act (PFMA); Managing activities, events and people. Skills needed: Computer literacy (MS Word, Excel, Power Point, Outlook and Internet); Research and inter-sectoral collaboration; Numeracy; Literacy; Typing; Language skills; Project Management; Accounting; Finance; Auditing; Information Technology; Formal Training; Economic financial analysis; Legal Administration; Strategic Planning; Communication (Written and verbal); Problem solving; Presentation; Decision-making; Mediation; Performance management. Ability to: Handle conflict; Work under pressure; Function as a team member; Liaise with personnel at all levels.
- DUTIES** : Manage the following: The planning, identification and confirmation of MOD Centres within the Western Cape; The explanation of Service Level Agreements (SLAs) to each relevant institution (school) and ensure that they comply with them; The establishment and implementation of MOD Centres in line with the correct processes and procedures with regards to recruitment, lesson plans, equipment and procurement; The development and maintenance of Information and Knowledge Management System. Ensure Monitoring and Evaluation and Human Resource Management.
- ENQUIRIES** : Ms M. Roberts at (083) 446 9065
- POST 16/224** : **ARCHIVIST: CLIENT INFORMATION SERVICES REF NO: CAS 06/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Archival studies or with history as a main subject; A minimum of 1 year appropriate experience in archival field; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage

- systems; Archives environment; Archival systems and procedures; Current archival policies and legislation. Competencies: Knowledge of the following; Legislation, policies and procedures of the Western Cape Archives and Records Services; Skills in the following: Verbal and written communication; Interpersonal and liaison; Proven computer literacy; Organising; Research; Ability to work independently and as part of a team.
- DUTIES** : Planning and administration; Respond to telephonic/ written enquiries; Ensure the creation of a research-based community in the Western Cape; Render research and source guidance in the reading room.
- ENQUIRIES** : Ms C Ngobo at Tel No: (021) 483 0434

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 23 May 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 16/225** : **ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO: DEDAT 05/2022**
- SALARY CENTRE** : R176 310 per annum (Level 05)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as passed subjects. Recommendation: Administrative experience; A post-school qualification in either economics or accounting. Competencies: Skills needed: Interpersonal relations; Flexibility; Innovation and teamwork; Proven computer literacy (MS Office); Communication (verbal and written); Ability to work under pressure.
- DUTIES** : Maintenance of filing system in the sub-directorate; Collection and collation of relevant budget statistics; Ensuring the upkeep of the monitoring and evaluation system of staff; Organisation of meetings with programme managers and programme units; Perform secretariat function to finance meetings with programmes/main divisions; Provide personnel administrative clerical support services within the component; Provide financial administrative support services in the component.
- ENQUIRIES** : Mr R Le Breton at Tel No: (021) 483 9158 / Ms H Matakane at Tel No: (021) 483 9153

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 16/226 : **OPERATIONAL MANAGER: NURSING (SPECIALITY: PAEDIATRIC AND POPD)**
Chief Directorate: Rural Health Services

SALARY : R571 242 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing & Midwifery. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after the obtaining of the post basic course in Child Health or Critical Child Care Nursing Science. Inherent requirement of the Job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Proficiency in at least two of the three official languages of the Western Cape. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies and the ability to manage own work and that of the units reporting to the post with good audit skills. Computer literacy in Microsoft Office (including Excel, Word, PowerPoint and Outlook).

DUTIES : Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e., inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage effectively the utilisation and supervision of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms D Williams Tel No: (044) 802-4371
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 : 20 May 2022

POST 16/227 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL)**
Cape Winelands Health District

SALARY : Grade 1: R388 974 (PN-B1) per annum
Grade 2: R478 404 (PN-B2) per annum
(Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Worcester MOU (Worcester CDC) Breede- Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery. Inherent requirement of the job: Willingness to work normal working hours as well as shifts (day and night) as well as overtime as determined by operational needs. Willingness to provide administrative support to the Operational Manager and willing to render acting

duties/functions in the absence and on behalf of the Operational Manager. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Leadership skills: supervisory, problem solving, conflict resolution, interpersonal and conflict management. Values: integrity, responsiveness, accountability, respect, care, competency, innovation. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Ensure the delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards. Effective resource management through the effective utilization of physical, financial and human resources and active engagement with internal and external stakeholders. Quality assurance – including adherence to IPC, OHS and Ideal Hospital requirements. Information management through accurate collection, recording and verification of data and compliance to legal patient documentation to enhance service delivery, procedures and regulations within the department.

ENQUIRIES : Ms A Arendse Tel No: (023) 348 4172 Abrey.arendse@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE : 20 May 2022

POST 16/228 : **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 : Mossel Bay Sub-district
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 and Midwife. 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 requirements of the job: A valid driver’s licence (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources under supervision.

ENQUIRIES : Ms MS Manuel Tel No: (044) 604-6106
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48).

- CLOSING DATE** : 20 May 2022
- POST 16/229** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
Chief Directorate: Metro Health Services
- SALARY** : R382 245 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma in a Human Resource related field. Experience: Appropriate experience in human resource management matters. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Sound knowledge of all human resource practices. Computer literacy (MS Office, Excel and PowerPoint). Transformation change and conflict management abilities. Problem solving, analysis and decision-making skills. Good interpersonal relations.
- DUTIES** : Facilitate, co-ordinate and manage all People Management Administration, including conditions of service, exit interviews, and all allowances, etc for the Primary Health Care facilities and the Khayelitsha Eastern Sub-Structure Office. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the People Management section. Manage all types of Service Terminations and New Appointments. Leave Management for PHC staff and the Sub District Office Staff. Ensure effective and efficient Policy Implementation and provide a People Management Advisory function to Line Managers and staff. Management of Section and provide support to supervisor. Assist in IMLC, mini-FMC and labour relations matters. Management and training of staff in the People Management Component. Investigate queries and grievance relating to the People Management Administration.
- ENQUIRIES** : Mr B Hendricks Tel No: (021) 360-4513
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 : 20 May 2022
- POST 16/230** : **SENIOR ADMINISTRATIVE OFFICER: HRD AND LABOUR RELATIONS**
Chief Directorate: Rural Health Services
- SALARY** : R321 543 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. The ability to communicate in at least two of the three official languages of the Western Cape. High level of computer skills in MS Office (i.e., Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : Administer grievance and disciplinary cases and maintain a database to generate monthly reports for Labour Relations and all training interventions. Assist in the development, implementation and evaluation of the Workplace Skills Plan (WSP). Effective and efficient support to supervisor and Hospital management and represent the Hospital at the relevant platforms. Consult and advise Management on all Labour Relations and Human Resource Development and Training policies, procedures and interventions. Co-ordinate the administration internship programmes and assist with recruitment and selection at the Institution. Render a secretariat service to the Skills

		Development Committee as well as the Institutional Management and Labour Committee.
<u>ENQUIRIES</u>	:	Mr BH Cassim Tel No: (044) 802-4409
<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>	:	20 May 2022
<u>POST 16/231</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: CHRONIC MEDICINE DELIVERY PROJECT)</u> (Contract post until 31/03/2023) Central Karoo District
<u>SALARY</u>	:	Grade 1: R260 760 (PN-A2) per annum Grade 2: R320 703 (PN-A3) per annum Grade 3: R388 974 (PN-A4) per annum Plus 37% in lieu of service benefits. (Plus non pensionable rural allowance of 12% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Central Karoo District Office, Central Karoo District Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Experience of working with learners or youth. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to work independently but also as part of a team.
<u>DUTIES</u>	:	Manage the Burden of Disease, focusing on the role out of RX Solution Project and cold chain management. Quality of Services – assist with relevant QA Audits and assist with writing of QIP's pertaining to cold chain audits. Identify training needs, conduct training and monitor implementation of RX Solution. Communication - Liaise with facility management. Management of Equipment - Check and maintain the equipment. Report breakage and loss to relevant manager. Support the Central Karoo District Office Team.
<u>ENQUIRIES</u>	:	Ms A Jooste Tel No: (023) 414-3590
<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>	:	20 May 2022
<u>POST 16/232</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u> Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
<u>SALARY</u>	:	Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers' licence and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of Autoclaves.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr DT Samuels Tel No: (021) 830-3772

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 : 20 May 2022

POST 16/233 : **HOUSEHOLD AID (X4 POSTS)**

SALARY : R104 73 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a cleaner within a hospital environment and experience in Waste management Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc., Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin

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

CLOSING DATE : 20 May 2022

PROVINCIAL TREASURY

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

CLOSING DATE : 23 May 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 16/234 : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT REF NO: PT 09/2022**

SALARY : R744 255 per annum (Level 11), all-inclusive salary package

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Finance/ Economics/ Commerce or Built environment; A minimum of 5 years management level experience of which 3 years must be in the built /property or infrastructure environment; A valid code B (or higher) driving license. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills needed: Strategic planning and analysis; Communication (written and verbal); Proven computer literacy in MS Office packages.

DUTIES : Infrastructure delivery: Evaluate, assess and monitor the Infrastructure Delivery Improvement Programme (IDIP) in sector departments/municipalities against predetermined key performance areas; Monitor the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Assessing accuracy of infrastructure budget statement against project schedules in respect of projected budgeted cost, projected time against available infrastructure budgets; Monitor infrastructure spending performance; Provide technical feedback with respect to the enhancement of Business Cases; Project Proposals; Concept Reports to sector departments to access the Performance Incentive Grant. Property management: Promote the effective and efficient management of immovable assets; Assess acquisition and disposal submissions; People and managerial management.

ENQUIRIES : Mr K Langenhoven at Tel No: (021) 483 6849

POST 16/235 : **CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 07/2022 R1 (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 6 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

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 23 May 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 16/236 : **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION AND REGIONAL OFFICE (WEST COAST REGION) REF NO: DSD 10/2022**

SALARY : Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD)

- Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** :
- : Department of Social Development, Western Cape Government
 - : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
- DUTIES** :
- : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.
- ENQUIRIES** :
- : Dr W du Toit at Tel No: (022) 713 2272

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** :
- : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** :
- : 23 May 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 16/237** :
- : **CHIEF ENGINEER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY (GENERAL) REF NO: TPW 34/2022 R1**
- SALARY** :
- : Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed).
- CENTRE REQUIREMENTS** :
- : Department of Transport and Public Works, Western Cape Government
 - : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; 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; Contract documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Skillicorn at Tel No: (021) 483 4605
<u>POST 16/238</u>	:	<u>CHIEF QUANTITY SURVEYOR: HEALTH INFRASTRUCTURE REF NO: TPW 49/2022</u>
<u>SALARY</u>	:	Grade A: R912 048 per annum, all-inclusive salary package, (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate B-Degree in Quantity Surveying services or relevant qualification; A minimum of 6 years post qualification Quantity Surveying experience required; Compulsory registration with the South African Council for the Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge and experience of the following: Contract documentation and administration, act/regulations of Occupational Health and Safety (OHS-Act), national building, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Project management, formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Verbal and Written communication skills; Conflict management; Ability to work under pressure and meet deadlines; Ability to work in a team.

DUTIES

: Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives 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. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr M Albertyn at Tel No: (021) 483 5440