

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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** : 06 June 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 18/342** : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: CAS 07/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year relevant post school qualification LLB with 2 years articles; A minimum of 2 years' experience in the legal environment. Recommendation: Training in heritage related disciplines; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Applicable knowledge of Acts: PAJA AND PAIA, NHRA (25 OF 1999), South African Constitution; Knowledge of the following: Litigation process; Inter – Governmental relations; Project management; Skills: Communication (written and verbal); Report writing, Computer Literacy; Planning & Organising; Legal drafting. Abilities: Team Leadership; Applying technology.
- DUTIES** : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.
- ENQUIRIES** : Ms P. Meyer at Tel No: (021) 483 9691
- POST 18/343** : **ASSISTANT DIRECTOR: CLIENT SUPPORT REF NO: CAS 08/2022**
- 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 higher) in Sport Management; A minimum of 3 years relevant supervisory experience. A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Knowledge and experience of federations and civil society. Competencies: Knowledge of the following: Public Financial Management Act; People management; Computer Utilization; Project management. Skills needed: Interpersonal; Good leadership; Planning and organisational; Communication (written and verbal). Abilities: Work independently; Think innovatively and be a good writer.
- DUTIES** : Manage the following: Transfer funding process; Funding application and reporting process; Management of sector finances and budgeting; Capacity building of Staff; Stakeholder, sport councils and federation engagement. Coordinate the transfer funding process. Monitoring and implementation of National Projects and Programmes. Overall supervision, planning and coordination of sector.
- ENQUIRIES** : Mr T. Tutu at Tel No: (021) 483 9622

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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** : 13 June 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

### MANAGEMENT ECHELON

- POST 18/344** : **CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: EADP 10/2022**
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Honours degree or 4-year Bachelor's degree (NQF level 8) as recognised by SAQA. Professional Registration required, either with the South African Council for Planners (SACPLAN) or Environmental Assessment Practitioners Association of South Africa (EAPASA). 5 Years' experience at a senior managerial level. A valid driver's license. Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment is the successful completion of the Senior Management Pre-entry Programme for entry in the Senior Management Service (SMS). This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: A qualification in the Physical, Natural or Environmental Sciences, or City/Town and Regional Planning, Spatial Planning or Development Planning fields would be preferable. Competencies: Knowledge of the following: Current national and provincial environmental management governance frameworks (statutory and strategic); National and provincial land use management and spatial planning governance frameworks (statutory and strategic); Latest international, national, provincial and local trends and developments in respect of environmental legislation, policies and strategies; Latest international, national, provincial and local trends and developments in respect of land use management legislation, policies and strategies; Theory and practice of environmental impact management; Theory and practice of land use management and spatial planning. Proven knowledge and understanding of modern systems of governance and administration; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people

management skills; The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

- DUTIES** : Strategic management, guidance and advice in respect of the provisioning of development planning services. This includes the following functions: Ensure the provision of development facilitation services to provincial and municipal stakeholders; Guide and direct the provision of municipal IDP and LGMTEC support; Ensure the coordination of special programmes and projects; Direct the management of sub-regional integrated environmental management regulatory services; Ensure the provision of specialist integrated land management advice on a sub-regional basis; Ensure the provision of land use regulatory support services. Guide and direct the promotion and provision of sustainable spatial planning on a regionalised and sub-regional basis. Guide and direct the provision of development planning intelligence management services; Guide and direct the provision of development planning research services; Manage and engage all spheres of government in integrated development planning and support services through programmes and projects. Optimise communication and stakeholder relationships with development planning stakeholders and partners. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department.
- ENQUIRIES** : Mr G Gerber Tel No: (+27 21 483 8315) (Cell: +27 83 226 9127)

#### **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 18/345** : **PHARMACIST GRADE 1 TO 3 (POISONS INFORMATION CENTRE)**

**SALARY** : Grade 1: R703 773 per annum  
Grade 2: R762 291 per annum  
Grade 3: R833 523 per annum  
(A portion of the package can structure according to the individual's personal needs) (With 32 Hours Overtime per Month)

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 1-year relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees, or 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees, or 14 years relevant experience after registration as a pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Extensive knowledge of medicines (including over-the-counter preparations), poisons and chemical nomenclature of constituents of products commonly found in homes. Training will be given but the incumbent will hold a key position and will have to demonstrate considerable initiative in performing his/her duties. Ability to work

- systematically and accurately. Good communication and interpersonal skills. Ability to remain calm under pressure. Able to work independently as well as in a team. Computer literacy.
- DUTIES** : Identify, collect, and collate detailed information on potentially toxic substances available in South Africa and systematically check new information against existing information on a database. Enter data or edit existing data on the AfriTox poisons information database accordingly. Establish and maintain contact with manufacturers of products to ensure that the information on the database remains up to date. Give telephonic advice on the identification and treatment of poisoning on the Poisons Information Helpline to health care workers and the general public, and record details of each call. This 24-hour service is provided according to a roster during normal working hours and after-hours (including nights, weekends and public holidays). Perform quality assurance checks on the Poisons TeleLog database.
- ENQUIRIES** : Dr CR Stephen Tel No: (021) 658-5308
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. The successful applicant would be required to work the equivalent of 32 hours normal overtime per month, the payment of which is capped according to the minimum notch of salary level 8. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 03 June 2022
- POST 18/346** : **ASSISTANT MANAGER NURSING (AREA: NIGHTY DUTY) (X2 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : R571 424 per annum (PN-B3)
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work overtime should the need arise, day or night. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.
- ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : 03 June 2022

**POST 18/347** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) DISTRICT SIX CDC**

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

**CENTRE** : District Six CDC  
**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 duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

**DUTIES** : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

**ENQUIRIES** : Mr R Christoffels Tel No: (021) 833 5400

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

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

**CLOSING DATE** : 03 June 2022

**POST 18/348** : **ASSISTANT DIRECTOR: SUPPORT SERVICE (PUBLIC/PRIVATE INITIATIVES & PARTNERSHIPS)**  
Directorate: Facilities Management

**SALARY** : R382 245 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year Diploma/Degree in Commerce (or equivalent). Experience: Appropriate experience in project management, financial analyses and reporting and contract management. Inherent Requirements: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer proficiency in MS Word, Excel and MS Office. Analytical, logical and strategic thinking skills. Excellent communication skills at least two of the three official languages of the Western Cape. Ability to work under pressure Willingness to travel. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Excellent writing, reporting, research and presentation skills.

**DUTIES** : Assist with the coordination and implementation of the Exit Strategy for PPP's. Assist with Drafting Terms of Reference in Line with SCM Prescripts and Assist with Bidding Process for the IFMS Model. Assist with maintaining budget efficiencies as set out within the IFMS model. Assist with the development and

		implementation of a plan in terms of the IFMS model for future and existing complexes. Assist with monitoring, training and evaluating the IFMS model.
<b><u>ENQUIRIES</u></b>	:	Mr AG Basardien Tel No: (021) 918-1564
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 June 2022
<b><u>POST 18/349</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure (X2 Posts) Klipfontein/Mitchell's Plain Sub-structure (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirements of the job: A valid (Code B/EB) and willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Extensive knowledge of Clinicom/PHCIS. Knowledge and understanding of Basic Accounting System (BAS)/LOGIS or any computerised accounting and logistic system as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Good communication skills in at least two of the three official languages of the Western Cape. Advance computer literacy (MS Word, Excel, PowerPoint).
<b><u>DUTIES</u></b>	:	Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions (HRM), Supply Chain Management (LOGIS), Finance, Labour Relations and General office administration. Interact and liaise with clinical staff and operational managers regarding administration support. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste technology. Supervisor to Housekeeper and Cleaning staff, LOGIS Clerk, Information management and Admin/Assistant. Liaise with workshop regarding maintenance, reports of facility and grounds. Manage the allocated budget, assist with expenditure, administration, and revenue management.
<b><u>ENQUIRIES</u></b>	:	Northern/Tygerberg Sub-structure: Mr S Tutu Tel No: (021) 987-0080, Klipfontein/Mitchell's Plain Sub-structure: Ms G Human Tel No: (021) 833-0661
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 June 2022
<b><u>POST 18/350</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT (RECEPTION) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Bellville Community Day Centre (X1 Post) Ravensmead Community Day Centre (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative experience in reception in a health facility. Inherent requirements of the job: Valid (Code B/EB) driver's license. After hour availability for managerial decision making and shift working staff administrative duties. Competencies (knowledge/skills): Extensive knowledge of Clinicom/PHCIS, appointment system and duplication reports. Good communication skills in at least two of the three languages of the Western Cape. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, PowerPoint).
<b><u>DUTIES</u></b>	:	Co-ordinate registry services and folder management of the facilities within the cluster. Supervise, manage, and develop reception administration including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system. Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statics. Labour Relations Management, e.g. apply informal disciplinary

- actions, disciplinary hearings investigate charge and handle grievances in reception or welcome desk.
- ENQUIRIES** : Mr S Tutu Tel No: (021) 987-008
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 03 June 2022
- POST 18/351** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R193 512 per annum  
Grade B: R227 943 per annum  
Grade B: R266 109 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Carpentry). 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 driver's license (Code B/EB) 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.
- DUTIES** : Assist Artisan Foremen with their duties. Control over tools and materials. Perform necessary administrative functions. Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Train subordinates and Interns.
- ENQUIRIES** : Mr S Qamza Tel No: (021) 830-3755
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 03 June 2022
- POST 18/352** : **ADMINISTRATION CLERK: ADMISSIONS (X17 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
- CENTRE** : Various Institutions
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in-patient admissions, including the Clinicom System, at a health facility. Inherent requirement of the job: Willingness to work afterhours and weekends. Competencies (knowledge/skills): excellent communications skills in at least two of the official languages in the Western Cape. Computer Literacy (MS word and Excel and Outlook). Knowledge of PHCIS/Clinicom. Knowledge of the PFMA and responsibilities linked to finance management. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintain confidentiality. E-filing and scanning. Strong organisational skills.
- DUTIES** : Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, open new folders, merging, filing, archiving and disposal of folders. Ensure accurate and daily capturing on PHCIS and relevant electronic systems. Patients' assessment, ensure confidentiality of information, ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Tracing of missing folders. Accurate collection and safekeeping of the state money. Deal with written and or telephonic queries with regards to patient administration and management of compliments, complaints, and suggestions. Provide support to the facility manager and perform relief duties of colleagues (other admin, health information and helpdesk).
- ENQUIRIES** : Northern/Tygerberg Sub-structure: Mr A Patientia Tel No: (021)815-8894, Klipfontein/Mitchell's Plain Sub-structure: Ms N Sishuba Tel No: (021) 444 6197, Khayelitsha/Eastern Sub-structure: Mr N Ncobo Tel No: (021) 444-2802
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 June 2022

**POST 18/353** : **ADMINISTRATION CLERK: SUPPORT (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R176 310 per annum  
**CENTRE** : Heideveld Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel, PowerPoint). Working Knowledge of PHCIS/Clinicom and Sinjani. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES** : To render a general administrative/ support service. Provide administrative support services to Facility Information Management. Collection, collation and reporting of the facility statistics. Control and manage stock. Manage and maintain manual and electronic records. Perform relief duties where required. Provide support services for patients and staff.

**ENQUIRIES** : Ms A Allie Tel No: (021) 833-0661  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 June 2022

**POST 18/354** : **DRIVER (LIGHT MOTOR VEHICLE)**  
Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Durbanville Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirements of the job: Willing to do standby and overtime duties. Valid Code B/EB driver's license. Valid Public Driver's Permit. Willing to do afterhours driving. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. The 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. Good knowledge of road network in the Peninsula. Good interpersonal skills. Safe driving skills.

**DUTIES** : Transport goods, services, personnel and learners from one point to the other. Transport of staff to and from various residential areas in the Western Cape. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure all vehicles are kept clean and tidy.

**ENQUIRIES** : Ms A Jaftha Tel No: (021) 444-7421  
**APPLICATIONS** : The Director: Northern/Tygerberg Sub-structure Office, Nurses Home, 1st Floor, Bellville Health Park, Private Bag X1, Bellville 7535.

**FOR ATTENTION** : Ms P Louw  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 June 2022

**POST 18/355** : **CLEANER (X10 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Northern/Tygerberg Sub-Structure (X8 Posts)  
Klipfontein/Mitchell's Plain Sub-structure (X2 Posts)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Abet (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties; and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good



communication skills (read, speak and write) in at least two of the three languages of the Western Cape.

**DUTIES** : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Adherence to Covid-19 protocols. Dispose and handing of waste according to waste management policy. Note: No payment of any kind is required when applying for this post.

**ENQUIRIES** : Northern/Tygerberg Sub-Structure: Ms A Jaftha Tel No: (021) 444 7421  
Klipfontein/Mitchell's Plain Sub-structure: Mr RS Jonker Tel No: (021) 370 5013

**APPLICATIONS** : Northern/Tygerberg Sub-Structure: The Director: Northern /Tygerberg Sub-structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.  
Klipfontein/Mitchell's Plain Sub-structure: The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Private Bag X7, Lentegeur, Mitchells Plain, 7789 or 103 Highlands Drive, Lentegeur Hospital, Mitchells Plain, 7785.

**FOR ATTENTION** : Northern/Tygerberg Sub-Structure: Ms A Kader  
Klipfontein/Mitchell's Plain Sub-structure: Mr RS Jonker

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

**CLOSING DATE** : 03 June 2022

**POST 18/356** : **FOOD SERVICE AID (X5 POSTS)**

**SALARY** : R104 073 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service.i.e ward hostess. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.

**DUTIES** : Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

**ENQUIRIES** : Ms AS van Schalkwyk Tel No: (021) 404-4042

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

**FOR ATTENTION** : Mr MS Mohammed

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

**CLOSING DATE** : 03 June 2022

**DEPARTMENT OF HUMAN SETTLEMENTS**

**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** : 06 June 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support

is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POST

- POST 18/357** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (PROJECT INITIATION AND PLANNING) REF NO: HS 06/2022**  
12 Month contract position
- SALARY** : R382 245 per annum (Level 09), plus 37% in lieu of service benefits  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a Project Management working environment. Competencies: Knowledge of the following: Policies of the government of the day; Modern systems of governance and administration; Project management methodologies and procedures; Technical knowledge information management systems; PPM systems; Communication (written and verbal); Proven computer literacy.
- DUTIES** : Provide support with planning, development and the implementation of project management methodologies and standards; Initiate and manage the registration process of projects applications; Compile relevant management and the executive reports regarding projects for human settlement development; Provide technical user support; People Management.
- ENQUIRIES** : Mr J van Wyngaardt at Tel No: (021) 483 3634

#### DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 06 June 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

- POST 18/358** : **DEPUTY DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 15/2022**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher); A minimum 3 years relevant management level experience. Recommendation: Tertiary qualification (B-Degree or higher) in Financial Management; Training in Project Management. Competencies: Knowledge and understanding of the following: Financial management practices; Applicable financial management systems; Public sector municipal finance and legislations; Monitoring and reporting procedures; Statistical packages; Project Management. Skills needed: Computer literacy; Communication (written and verbal); Management; Analytical; Conflict management; Interpersonal; Organising and planning. Abilities: Work independently and in a team; Work under pressure.
- DUTIES** : Manage and coordinate municipal support interventions: Engage with municipalities and other stakeholders to identify cross cutting projects; Develop projects plans, proposals and secure funding. Monitor and evaluate all projects: Implementation of staff regulations per district. Manage and coordinate financial support to municipalities: Support the Local Government Grant

**ENQUIRIES** : Committee to ensure compliance with DORA; Maintain internal and external communication relations; Develop and manage project managers.  
Dr S. Greyling at Tel No: (083)492 9729

**POST 18/359** : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 16/2022**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Department of Local Government, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.

**DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms T Gallow at Tel No: (021) 483 4874

#### **DEPARTMENT OF THE PREMIER**

**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** : 06 June 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 18/360** : **CHILDRENS COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE REF NO: DOTP 22/2022**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving licence. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing;

Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

- DUTIES** : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.
- ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

#### **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** : 06 June 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

- POST 18/361** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 02/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years supervisory level experience in a finance department. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing, strategic planning, communication (written and verbal) skills and proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.
- DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide Technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental relations functions; Conduct and facilitate municipal visits.
- ENQUIRIES** : Mr B Damons at Tel No: (021) 483-6127/  
Brandon.Damons@westerncape.gov.za

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- 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** : 06 June 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 18/362** : **CHIEF ENGINEER: CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: TPW 43/2022**

**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 in Civil Engineering; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management in Road Infrastructure maintenance and construction; Conditions of contract (GCC 2015 and NEC); Standard Specifications (COLTO 1988 and COTO 2020); Compilation of contract documentation; Contract law and Contract adjudication; 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; Creating high performance culture; 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.

**DUTIES** : Engineering design and analysis effectiveness: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and codes of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards. Governance: Allocate, control, monitor and report on all resources; Manage resources and provide input for resource utilisation; Ensure adherence to regulations and procedures for procurement and contract administration; Key understanding and working knowledge of related procurement and supply chain regulations; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to roads construction industry and road state authorities. Liaise with other Chief Directorates (incl. Regional Offices), other road authorities, industry bodies and local authorities regarding contracts; Continuous review and modification of standardisation of plans and project procedure manual; Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; 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** : Mr A.Nell at Tel No: (021) 483 2013
- POST 18/363** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022**
- SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524 - R386 487 per annum  
Grade C: R408 075 - R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Mr S De Vries at Tel No: (079) 674 7523
- POST 18/364** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): INTERGOVERNMENTAL COORDINATION (PAARL) REF NO: TPW 138/2021 R1**
- SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524 - R386 487 per annum  
Grade C: R408 075 - R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis

- knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Mr S Carstens Tel No: (021) 483 2203
- POST 18/365** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: TENDERS AND CONTRACTS REF NO: TPW 55/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-Degree/National Diploma (or higher qualification); A minimum of 2 years' experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Communication and Information management; Skills needed: Citizen focus and responsiveness; Planning and organising; Team player; Communication (written and verbal).
- DUTIES** : Collate data for contract performance and relations; Monitor and report on suppliers; Facilitate, renew, extend and cancel contracts; Implement and process contract amendments; Perform identification and classification of contract risk; Administer supplier relations; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals.
- ENQUIRIES** : Ms P van der Merwe at Tel No: (021) 483 6915
- POST 18/366** : **STORES CLERK: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: TPW 53/2022**
- 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: Administrative, supply chain and stores experience. Competencies: Knowledge and understanding of the following: Logistical Information System (LOGIS), Electronic Purchasing System (EPS) or related systems; Functional knowledge and experience of National and Provincial government rules, regulations and legislation pertaining to supply chain management; Supply Chain Management, specifically applicable Stores functions; General office administration; Computer literacy (MS Office); Financial Systems i.e. Bas, Logis or related systems. Skills in the following: Managing interpersonal conflict and resolving problems; Project Management; Team and people oriented; Accounting/ mathematical proficiency; Problem-solving ability.
- DUTIES** : Application of effective recordkeeping & control over stock-in-store; Responsible for obtaining quotations from suppliers and subsequent placement of orders; Regularly follow-up on outstanding orders and inform relevant Chief Users; Receipt and quality check of all incoming stock and issuing of all stock-in-store; Barcode inventory items and perform stock taking/ inspections on a monthly basis; Assist with any other function in the supply chain channel as may be required or instructed by supervisor.

**ENQUIRIES** : Ms H Kleinhans at Tel No: (021) 959 7700

**POST 18/367** : **ADMINISTRATION CLERK: HUMAN RESOURCES AND GENERAL OFFICE SUPPORT SERVICES (BELLVILLE) REF NO: TPW 54/2022**

**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: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Supply Chain Management; Legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Proven computer literacy; Skills needed: Flexibility; Typing; Planning and organisation; Written and verbal communication; Numeracy and literacy; Project management; Information technology.

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

**ENQUIRIES** : Ms R Burgess at Tel No: (021) 959 7700

**POST 18/368** : **ADMINISTRATION CLERK: ACADEMIC ADMINISTRATION (BRACKENFELL) REF NO: TPW 169/2021 R1**

**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); 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: Relevant general office administration experience in a training environment. Competencies: Proven computer literacy; Skills needed: Interpersonal, flexibility, the ability to work independently and as part of a team; Planning and organisational skills; Written and verbal communication skills; Data capturing.

**DUTIES** : General office administration; Provide administrative support to training managers and components; Administer portfolio database; Assist with course related requirements including applications and registration as well as student administration; Provide a professional information support service by attending to enquiries from internal and external stakeholders.

**ENQUIRIES** : Mr C Nyman at Tel No: (021) 983 1537