

**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** : 20 June 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 20/253** : **ACCOUNTING CLERK: DEPARTMENTAL ACCOUNTING SERVICES REF NO: CAS 10/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as passed subject/s. Recommendation: Relevant accounting experience; A valid (code B or higher) driving licence; Experience in Personnel and Salary Administration System (PERSAL)/Basic Accounting System (BAS). Competencies: A good understanding of the following: Basic Accounting System (BAS); Ledgers; Personnel and Salary Administration System (PERSAL); Tax; Skills needed: Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Responsible for clearing of Ledger accounts; Administration of Departmental Debts; Compilation of salary claims; Implementation of deductions and allowances; Dealing with clearance certificates; Calculation and dealing with tax queries; Administer Control Paysheet System (CPS).
- ENQUIRIES** : Mr A Amien at Tel No: (021) 483 9551

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.

MANAGEMENT ECHELON

- POST 20/254** : **CHIEF DIRECTOR: STRATEGY**
Chief Directorate: Strategy
- SALARY** : R1 269 951 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All

costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health systems. Proven knowledge and understanding of planning and policy development approaches. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of development management and inter-sectoral actions for Health and Community development. Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a Systems Thinking paradigm. Proven strategic and leadership capabilities. Programme and project management knowledge and skills. Proven leadership capabilities. Proven knowledge and understanding of Change, Financial, People Management and empowerment.

DUTIES : Leading technical advisor and facilitator to the departmental executive with regard to the departmental strategic management processes, in collaboration with external partners and spheres of government, as well as strategic leadership, oversight and accountability in respect of the Chief Directorate. Implement and maintain Health Intelligence Systems and data to enable informed management decision making to improve service delivery, patient care and quality of life. Facilitate Strategy and policy development, priority setting, planning and coordination of implementation actions. Establish and maintain IT solutions and technical support and advice for Departmental processes. Responsible for Departmental assurance with regard to optimal patient experience and outcomes. Lead and Coordinate the Chief Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Mr S Kaye Tel No: (021) 483-8690
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 June 2022

OTHER POSTS

POST 20/255 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
 Full Time with Commuted Overtime

SALARY : Grade 1: R1 122 630 per annum
 Grade 2: R1 283 592 per annum
 Grade 3: R1 489 665 per annum
 (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Competencies (knowledge/skills): Knowledge and experience in Diagnostic Paediatric Radiology with experience in Interventional Radiology. Good interpersonal, organisational, relevant clinical and teaching skills. Ability to initiate own research projects and supervise research projects.

DUTIES : Provide in- and after-hours diagnostic paediatric radiology service. Provide in-hours paediatric interventional radiology service. Assist in setting up and running paediatric cardiac imaging service. Conduct teaching and training in diagnostic paediatric radiology to undergraduate and postgraduate students.

Assist HOCU with administration and management of diagnostic and interventional radiology service. Conduct research in diagnostic paediatric radiology with publications and presentations. Initiate, supervise and manage MMed theses. Provide innovation and outreach in diagnostic paediatric radiology.

ENQUIRIES : Prof T Kilborn Tel No: (021) 658-5396/ tracy.kilborn@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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

CLOSING DATE : 20 June 2022

POST 20/256 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R624 216 (PN-B4) per annum
CENTRE : Khayelitsha Community Health Centre (X1 post)
 Mfuleni Community Day Centre (X1 post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Code B/EB drivers licence. Willingness to work after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions.

DUTIES : Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs and co-ordination of Students from Higher Education Institutions as well as NPOs. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health Technology and Support. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

ENQUIRIES : Ms C Steyn Tel No: (021) 360-4713, email: Cheryl.Steyn@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 20 June 2022

POST 20/257 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**
 Chief Directorate: Rural Health Services

SALARY : R571 242 per annum
CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing

qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: 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. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after the obtaining of the post basic course the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least 2 of the 3 official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4537
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 June 2022

POST 20/258 : **HEALTH DATA SCIENTIST**
 Head Office, Cape Town

SALARY : R477 090 per annum
CENTRE : Directorate: Health Intelligence (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)

REQUIREMENTS : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in handling and manipulating large datasets using enterprise database technologies. Appropriate experience in building SQL-based ETL processes. Appropriate experience in advanced SQL programming. Appropriate experience building web-based reports, preferably using enterprise reporting tools. Appropriate experience team-based software development and management approaches. Appropriate experience data analysis based on large datasets. Appropriate experience with health data would be advantageous. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

DUTIES : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis and developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

ENQUIRIES : Prof A Boulle Tel No: (021) 483-9341, Andrew.boulle@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. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint a suitable, qualified, and motivated Data Scientist to further develop and maintain this key initiative. The successful candidate will be responsible for both responding to internal data requests and developing and maintaining routine reporting from the consolidated environment. Examples of reports

produced by the Provincial Health Data Centre and the Health Intelligence directorate are the public-facing dashboards for Covid-19 (<https://coronavirus.westerncape.gov.za/covid-19-dashboard>) and TB (<https://www.westerncape.gov.za/site-page/provincial-tb-dashboard>). For more information regarding the Provincial Health Data Centre and its outputs please refer to the following resources <https://ijpds.org/article/view/1143>, <https://www.youtube.com/watch?v=B3oo7Xy9yGk>.

- CLOSING DATE** : 20 June 2022
- POST 20/259** : **RADIOGRAPHER: GRADE 1 TO 3 (RADIATION THERAPY)**
- SALARY** : Grade 1: R401 640 per annum
Grade 2: R473 112 per annum
Grade 3: R557 301 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the HPCSA as Radiographer (Radiation Therapy). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy). Inherent requirement of the job: Ability to work independently and in a team environment. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer (Radiation Therapy) in respect of SA qualified employees. **Grade 2:** Minimum of 10 years relevant experience with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy) in the relevant profession (where applicable) in respect of RSA qualified employees. **Grade 3:** "Minimum of 20 years relevant experience with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy) in the relevant profession (where applicable) in respect of RSA qualified employees. Competencies (knowledge/skills): Fluency in two of the three languages of the Western Cape. Good communication and organisational skills. Knowledge of meeting procedures. Good telephone etiquette. Good interpersonal skills. Ability to handle information in a confidential manner.
- DUTIES** : Co-ordination and administration of monitoring service for the Radiation workers and LASER workers in Tygerberg Hospital, including education on radiation protection. Administration and maintenance of the Radionuclide Laboratory in the Radiation Oncology Division. Ordering of radioisotopes. General administration and maintenance of Quality Assurance programme, including standard operating procedures. Administration and implementation of licensing of Radionuclides, X-rays producing equipment and LASER equipment. Maintain a CPD/CEU programme in the division.
- ENQUIRIES** : Dr CJ Trauernicht Tel No: (021) 938 -6027
- 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 June 2022
- POST 20/260** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R388 974 (PN-B1) per annum
Grade 2: R478 404 (PN-B2) per annum
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post basic qualification with a duration of at least one year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional Nurse and Midwife with the proof of current registration i.e. annual licensing receipt and proof of payment for 2022. 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 the specific speciality after obtaining the one year post basic qualification in the relevant speciality as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE,) competent in facilitation, mentoring, coaching, and presentation skills. Knowledge of basic and post basic training programmes. Computer literacy (MS Office, Excel, PowerPoint and Internet) (will be tested). Proficient in two of the three official languages of the Western Cape and excellent communication skills (verbal, written, report writing).

DUTIES : Facilitate learning opportunities for all nursing personnel. Provide professional, technical and educational support for the maintenance of quality perinatal care through proper management of nursing care programmes. Assist with the monitoring of the implementation of policies and procedures, protocols and regulations, to maintain good clinical practice standards. Co-ordinate formal nurse training programmes (undergraduate/postgraduate) and effective utilization of material resources. Compilation and execution of peri-natal education training programmes.

ENQUIRIES : Mrs AB Africa Tel No: (021) 659 4936
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 June 2022

POST 20/261 : **ASSISTANT DIRECTOR: HRM (HR PLANNING AND EMPLOYMENT PRACTICES)**
 Overberg District

SALARY : R382 245 per annum
CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma / Degree in a Human Resource related field. Experience: Appropriate experience in HR Planning, Establishment Administration, Recruitment and Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict and function under pressure. The ability to analyze, interpret and apply legislation, policies and prescripts.

DUTIES : Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective management and development of sub ordinates.

ENQUIRIES : Mr E Sass Tel No: (028) 214-5805
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 June 2022

POST 20/262 : **CHIEF PERSONNEL OFFICER**
 Head Office, Cape Town

SALARY : R321 543 per annum
CENTRE : Directorate: People Management Planning and Practices, Section WCA and Transversal People Management Practices
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources or Public Administration. Experience: Extensive

experience in the administration of the COIDA and the various functions attached thereto. Experience in BAS system transaction processing. Extensive experience in people administration conditions of service. Extensive experience in Team Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies. Good training and facilitation skills.

DUTIES : The successful candidate will be responsible for the overall COIDA administration of the Department of Health and Wellness which will include the following: Ensure effective application of COIDA cases. Manage capturing of applications on CompEasy and Maintain COID in-house programme. Payment of medical accounts relating to COIDA. Provide COIDA stats to various role-players. Provide training and information sessions and guidance to health institutions/districts. Liaise with various role players (internal and external). Regular interaction with the Department of Employment and Labour and payment of annual assessment. Administration of transversal people administration practices which include various allowances as well as the transversal administration of resettlement costs, foreign travel and sabbatical leave. Overall supervision of component and performance management of staff in the component.

ENQUIRIES : Mr B Booth Tel No: (021) 483-4006
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 June 2022

POST 20/263 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SCM**
 Chief Directorate: Metro Health Services

SALARY : R321 534 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in the procurement of Goods and Services, Warehouse Management and Asset Management in a health care environment. Appropriate supervisory experience. Practical experience in Supply Chain Management, a Government procurement System, BAS e-Procurement System (EPS). Competencies (knowledge/skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the overall management for all Supply Chain Management functions. Ensure the effective and efficient application of procurement policies and process. Responsible for the Inventory control, Warehouse Management and Asset Management. Managing of Sundry Payments and the clearance of Asset and Liabilities account. Ensure effective supervision are maintained. Timeous preparation of reports and assist with Annual and Interim Financial Statements. Efficient Creditor Management.

ENQUIRIES : Mr EK Swanepoel Tel No: 021 659 5567
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 June 2022

POST 20/264 : **SENIOR ADMIN OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R321 543 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or bachelor's degree. Experience: Experience as a supervisor in Information Management or Knowledge Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel and work after-hours when required. Competencies (Knowledge/Skills): Advanced computer literacy skills with sound practical knowledge of health applications, systems, and data management. Sound practical knowledge of acts, policies, and prescripts, governing health information and information communication systems. Knowledge of health care data sets and targets. Good training, presentation, time and priority management, interpersonal, and leadership skills. Supervisory experience in people management, disciplinary matters, staff development, and staff performance. Analytical thinking, problem-solving, good planning, coordinating, good verbal communication, and report writing skills.

DUTIES : Coordinate information management activities, meetings, training, information communication technology-, health applications roll-out, and system support. Interrogate data and generate hospital performance reports to Management and stakeholders for planning, monitoring and evaluation of services. Optimise health information management processes and systems. Ensure good quality data through compliance monitoring, internal audits, remedial action plan development and implementation at service points. Support the development and implementation of institutional health indicators, elements, and data collection tools. Supervise sound people management, -development, and labor practices within the component and provide support to the supervisor.

ENQUIRIES : Ms GE Barnardt Tel No: (023) 348 6458
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 June 2022

POST 20/265 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R321 543 per annum
CENTRE : Swellendam and Cape Agulhas Sub-district (stationed at Swellendam Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.

DUTIES : Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.

ENQUIRIES : Ms G Van der Westhuizen Tel No: (028) 514-8400

<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 June 2022
<u>POST 20/266</u>	:	<u>ADMIN OFFICER: BUSINESS DEVELOPMENT ANALYST (INTEGRATED FACILITIES MANAGEMENT SERVICES)</u> (1 Year Contract Post – Renewable) Head Office, Cape Town
<u>SALARY</u>	:	R261 372 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Directorate: Facilities Management, M4 Building, Karl Bremmer
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National diploma or degree in commerce. Experience: Appropriate experience in PPP's/PPI's, Project Management and Support. Inherent requirements of the job: Valid Code B driver's licence. Willingness to travel. Competencies (knowledge/skills): Advanced computer proficiency in MS Word, Excel and Office. Communication skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Strategic thinking, presentation, analytical and logical thinking skills. Excellent writing, reporting and research skills.
<u>DUTIES</u>	:	Assist in the compilation and technical assistance for reports, projects and proposals required for Departmental submission. Assist with the development of policies, guidelines, protocols and tools necessary to guide resources forecasting, prioritisation, implementation and monitoring. Assist with research, data analysis (both financial and statistical) and the interpretation thereof. Conduct regular situational analyses in respect of the Department of Health. Assist with ADHOC matters not yet defined as a project or with other research and administrative work not encompassed above but which directly is aligned to the functioning of the Integrated Facilities Management Services Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr AG Basardien Tel No: (021) 918-1564
<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 June 2022
<u>POST 20/267</u>	:	<u>ARTISAN FOREMAN: GRADE A (PLUMBING)</u> Head Office, Cape Town
<u>SALARY</u>	:	Grade A: R304 263 per annum
<u>CENTRE</u>	:	Directorate: Engineering and Technical Support Services (Metro West, Zwaanswyk, Retreat)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Five years relevant post qualification experience as an Artisan. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary supervisory and administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist and supervise the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr K Matthews Tel No: (021) 715-5940
<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 June 2022
<u>POST 20/268</u>	:	<u>TELKOM OPERATOR</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre

- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirement of the job: Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate knowledge and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Appropriate experience of General reception (Helpdesk) duties and computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and distribute monthly to departments. Render a general reception and an administrative support service to patients, public, and staff.
- ENQUIRIES** : Ms M Morkel Tel No: (021) 370-2326
- APPLICATIONS** : The Chief Executive Officer: Western Cape Rehabilitation Centre, Private Bag X19, Mitchells Plain, 7785.
- FOR ATTENTION** : Ms LM Ryan
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 June 2022

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** : 20 June 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 20/269** : **CHIEF ENGINEER (CIVIL): PLANNING AND SUPPORT REF NO: LG 19/2022**
- SALARY** : Grade A: R1 058 469 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Recommendation: Proven experience in the following: Water and sanitation infrastructure forward planning and design; Asset management; Drafting of tender documents; Contract Manage and Contract Law. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment. Skills in the following: Decision making; Team leadership; Analytical and creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Planning and organising; Proven computer literacy; Conflict

- management; People management; Negotiation, problem solving and analysis; Change management; Innovation.
- DUTIES** : Long term infrastructure planning, Infrastructure financing, procurement, contract management, maintenance and operational, Directorate: Financial and People Management; Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- POST 20/270** : **CONTROL ENGINEERING TECHNOLOGIST: MUNICIPAL INFRASTRUCTURE REF NO: LG 20/2022**
(12 Month Contract)
- SALARY** : Grade A: R762 816 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology (B Tech) or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Computer application; Legal compliance; Financial systems; Disciplinary codes and procedures; Monitoring systems; Skills needed: Report writing; Creating a high performance culture; Networking; Written and verbal communication.
- DUTIES** : Manage technical service and support in conjunction with engineers, technologists and associates in the field, workshops and technical office activities; Manage administrative and related functions; Provide input into the budgeting process; Research and development; Continuous professional development to keep up with new technologies.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- POST 20/271** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 17/2022**
(3 Contract Positions for 12 Months)
- 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 (National Diploma/ B-Degree or higher) in Built Environment; A minimum of 3 years' experience in Built Environment; 3 years management level experience. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis and professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Project Management; Professional judgement; Presentation and facilitation skills; Customer liaison; Networking; Financial Management; Negotiation. Ability to create a high performance culture.
- DUTIES** : Project Management of the MIG Programme; Investigate service delivery complaints; Answer Parliamentary questions; Participate in IGR platforms; Assist with implementation of JDMA implementation plan; Conduct Infrastructure and Service delivery assessments/Diagnostics; Update Municipal Infrastructure Status report; Monitoring and evaluation of municipal performance; Participate in DLG grant implementation and compliance with TPAs; Participate in other programmes such as water and energy resilience and infrastructure financing mechanisms.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- 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** : 20 June 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 20/272 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY SUPPORT REF NO: DOTP 08/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (B-Degree or equivalent); A minimum of 3 years relevant experience in People Management and/or Research and Business Intelligence. Recommendation: Data analytics experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; White Paper on the Transformation of the Public Service, 1995. Skills needed: Consultancy; Advanced computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook etc); Analytical thinking; Strategic thinking; Budgeting; Communication (Written and verbal); Conflict resolution; Monitoring; Evaluation and People analytics; Presentation; Problem Solving; Research. Abilities: Influence; Analyse; Conceptualise and implement policy.

DUTIES : Research, apply and promote inclusion and diversity (I&D) initiatives in WCG Departments; Employment Equity and related data analytics and presentation to inform planning and decision-making; Translate equality legislation into practice to ensure Departments meet statutory requirements; Provide advice, guidance and support on equality and diversity issues to EE managers/line managers; Promote and mainstream Gender and Disability Equality by facilitating the drafting, consultation and finalisation of generic Gender Equality and Disability Strategic plans as well as coordination for reporting for departments; Workforce Planning in support of addressing the current and future I&D needs; Assist with the supervising, recruitment, selection and performance evaluation of the employees in the sub-directorate; Provide secretariat services to departmental employment equity consultative forum; Provide general support and assistance relating to employment equity.

ENQUIRIES : Mr L. Ntshwanti at Tel No: (021) 483 5488

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 : 20 June 2022

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OTHER POST

- POST 20/273** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 11/2022**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics, Finance, Business Administration, Public Policy, Public Administration or Econometrics; 3 years' management level experience in economic, policy research and/or budgeting and policy analysis. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post graduate qualification in Economics, Finance, Business Administration, Public Policy, Public Administration or Econometrics; Experience in public sector planning, financial management, budget analysis; Keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Policy; Research, writing and reporting skills; Strategic thinking and analytical ability; Computer literacy; Communication (written and verbal) skills.
- DUTIES** : Provide inputs into the Budget overview and Medium-Term Budget policy statement; Conduct inter-sectoral research and analysis to make recommendations for budget policy and allocations; Conduct research in Economics; Monitor and assess provincial budget preparation and quarterly performance and annual reports; Provide support to provincial departments on budget planning and performance related matters.
- ENQUIRIES** : Ms T van De Rhee at Tel No: (021) 483 6131

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** : 20 June 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 20/274** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (SOMERSET WEST) REF NO: DSD 11/2022**
- SALARY CENTRE REQUIREMENTS** : R389 991 - R452 106 per annum, (OSD as prescribed)
: 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 SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities

through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms M Harris at Tel No: (021) 001 2145

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 : 20 June 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 20/275 : **ASSISTANT DIRECTOR: ENATIS SECURITY REF NO: TPW 61/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years extensive NaTIS and supervisory experience. A valid Code B (08) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: NaTIS Security aspects; Disaster recovery management; Project management; Willingness to regularly as required. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); NaTIS Security Policy; Disaster recovery management. Communication (Written and verbal) skills.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures in line with legislative requirements, regarding the following NaTIS Security aspects: Information security, user access to NaTIS and physical security; Conduct Business Continuity (Disaster Recovery) Planning site inspections; Advise management regarding: Non-compliance of NaTIS users to legislation and prescripts and the necessity and compliance of new NaTIS sites to NaTIS Security aspects; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management.

ENQUIRIES : Mr RW Barreiro Tel No: (021) 483 2061

POST 20/276 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 56/2022**

SALARY : Grade A: R369 351- R398 166 per annum
Grade B: R420 402 - R452 895 per annum
Grade C: R480 678 - R566 223 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with

ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience / exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender projects and supervising staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing, Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr J Neethling at (073) 952 9707

POST 20/277 : **CUSTOMER RELATIONS OFFICER: WALK-IN-CENTRE REF NO: TPW 59/2022 (X4 POSITIONS AVAILABLE IN VANGATE)**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year relevant experience in Customer Relations Administration or related field. Competencies: Knowledge of the following: Public Transport Regulations System (PTRS); Public Finance Management Act (PFMA); National Land Transport Act 5 of 2009 Regulations; Client/ Customer Care; Business Processing Management; Q-Matic (Electronic ticket systems); Communication (verbal and written) skills; Conflict resolution, problem solving and analytical skills; Administrative, listening and financial skills; Ability to work independently as well as in a team.

DUTIES : Customer relations management; Provide an effective and efficient client service; Cash Management; Services delivery; Public Transport Regulations System (PTRS).

ENQUIRIES : Ms L Wilmot at Tel No: (021) 483 0214

POST 20/278 : **ADMINISTRATIVE OFFICER: E-NATIS CLIENT SERVICES REF NO: TPW 62/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Department of Transport and Public Works, Western Cape Government
 : Senior certificate (Grade 12 or equivalent qualification); A minimum of 6 years administrative experience. Recommendation: Relevant NaTIS experience; A valid Code B (08) or higher driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999

		(Act1 of 1999); Skills needed: Problem-solving & decision-making; Proven computer literacy; Written and verbal communication.
<u>DUTIES</u>	:	Verification and capturing of centralised NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle licensing enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Process applications for Special Licence Numbers; Process applications for assistance in respect of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and deregistration certificate authorisations i.r.o motor vehicles and the issuing of information to other Government Departments.
<u>ENQUIRIES</u>	:	Mr BD Ellie at Tel No: (021) 483 2828
<u>POST 20/279</u>	:	<u>PROVISIONING CLERK: LOGISTICS REF NO: TPW 57/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Financial and procurement procedures; Accounting; Skills needed: Written and verbal communication; Self-management; Concern for others; Diversity.
<u>DUTIES</u>	:	Utilise the Logistical Information System (LOGIS) effectively for the provisioning functions: Act as Chief user clerk for section/completes requisition form; Support service functions; Complete payments on Basic Accounting System (BAS); Warehouse Management; Responsible for the safekeeping of store stock; Inventory Management; Assist with annual stock takes and spot checks; Electronic Purchasing system: Allocate reference numbers to all enquiries in register.
<u>ENQUIRIES</u>	:	Mr W Amsterdam at Tel No: (021) 483 8259
<u>POST 20/280</u>	:	<u>ARTISAN PRODUCTION LEVEL: CENTRAL MECHANICAL WORKSHOP REF NO: TPW 57/2021 R1</u>
<u>SALARY</u>	:	Grade A: R193 512 - R214 770 per annum Grade B: R227 943- R252 984 per annum Grade C: R266 109 - R329 580 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr R Oliver at Tel No: (021) 959 7700
<u>POST 20/281</u>	:	<u>ASSET CLERK: ASSET MANAGEMENT REF NO: TPW 60/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid Code B (or higher) driving licence; Relevant work experience. Competencies: Knowledge of the following: Accounting; Office procedures; Applicable legislative and regulatory requirements, policies and standards; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable information management system;

		Communication (verbal and written) skills; Concern for others; Diversity citizen; Self-management.
<u>DUTIES</u>	:	Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.
<u>ENQUIRIES</u>	:	Mr C Matthyse at Tel No: (021) 483 4636
<u>POST 20/282</u>	:	<u>ADMINISTRATION CLERK: REGISTRATION AND COMPLIANCE REF NO: TPW 63/2022 (X5 POSTS AVAILABLE IN ATHLONE)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative exposure/experience. Competencies: Knowledge of the following: Latest advances in public management theory and practices; Modern systems of governance and administration; Office administration; Records management; PFMA; Inter-governmental and international relations; Financial Instructions; PSR, 2001 as amended); Communication, media management, public participation and public transport; Skills needed: Communication (written and verbal) and presentation; Planning and organising; Report writing; Computer literacy; Conflict resolution; Creative and innovative; Accuracy and Numeracy; Ability to persuade and influence; Analytical; Networking; Ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Receiving and capturing of applications; Handle all enquiries in respect of the registration process; Maintain data on system; General administration support; Notifying application on registrar's decisions.
<u>ENQUIRIES</u>	:	Mr A Isaacs at Tel No: (021) 483 0252
<u>POST 20/283</u>	:	<u>ADMINISTRATION CLERK: REGISTRATION AND COMPLIANCE REF NO: TPW 64/2022 (X2 POSTS AVAILABLE IN GEORGE)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative exposure/experience. Competencies: Knowledge of the following: Latest advances in public management theory and practices; Modern systems of governance and administration; Office administration; Records management; PFMA; Inter-governmental and international relations; Financial Instructions; PSR, 2001 as amended); Communication, media management, public participation and public transport; Skills needed: Communication (written and verbal) and presentation; Planning and organising; Report writing; Computer literacy; Conflict resolution; Creative and innovative; Accuracy and Numeracy; Ability to persuade and influence; Analytical; Networking; Ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Receiving and capturing of applications; Handle all enquiries in respect of the registration process; Maintain data on system; General administration support; Notifying application on registrar's decisions.
<u>ENQUIRIES</u>	:	Mr A Isaacs at Tel No: (021) 483 0252
<u>POST 20/284</u>	:	<u>ADMINISTRATION CLERK: PROVINCIAL REGULATORY ENTITY (GEORGE) REF NO: TPW 65/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); 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 administrative/registry experience. Competencies: Knowledge and

understanding of the following: Registry and document management procedures; Filing system electronic document management; File plan; Archive and regulatory prescripts; Finance background; PTRS System. Skills in the following: Basic numeracy; Proven computer literacy; Interpersonal relations; Verbal and written communication; Ability to work under pressure and meet deadlines.

DUTIES

: Scanning, finance, capturing applications on PTRS System; Safekeeping of operating licenses; Maintaining and supervising of government vehicles; Communication with taxi industry.

ENQUIRIES

: Ms L Batt at Tel No: (044) 813 2904