

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

CLOSING DATE : 04 July 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 22/185 : **STATE VETERINARIAN: VETERINARY SERVICES (OUDTSHOORN) REF NO: AGR 32/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Antemortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to work: Independently in a team; Accurately and precisely; Under stressful conditions.

DUTIES : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoirs; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.

ENQUIRIES : Dr V Henwood at Tel No: (021) 808 5377
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/186 : **STATE VETERINARIAN: POST-MORTEM AND PARASITOLOGY (STELLENBOSCH) REF NO: AGR 33/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Recommendation: Experience in the following: Managing technical personnel; Mammalian pathology and disease diagnostics; Parasitology, rye grass toxicity screening and bull and ram semen evaluation; Veterinary diagnostic disciplines. Competencies: Knowledge of ISO 17025 standard and requirements; The ability to work independently and in a team; The ability to

- work accurately and precisely; Skills needed: Problem solving; Planning, time management and organisation; Communication (written and verbal) skills.
- DUTIES** : Responsible for managing all diagnostic testing within the Post mortem and Parasitology sections; Perform post mortem and histopathology examinations; Interpretation of post mortem findings and histopathology tests results and provision of relevant advice to clients; Compiling and sending reports to the laboratory's clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administration processes in the section e.g. Maintenance of laboratory registers and statistics, procurement of laboratory requirements and expenditure trends, stock control, and sections' monthly reporting; Manage the laboratory's sheep herd.
- ENQUIRIES APPLICATIONS** : Dr M Seutloali at Tel No: (021) 887 7529
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF COMMUNITY SAFETY

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

- POST 22/187** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: CS 15/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Department of Community Safety, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years relevant experience in an Internal Control and Governance environment. Recommendation: Auditing background; Experience in report writing. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Policy Development; Government financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Presentation, problem solving and research; Ability to analyse, conceptualise and implement policy.
- DUTIES** : Evaluate the effectiveness of financial prescripts through post auditing of BAS (Basic Accounting System, Logis (Logistical Information System) and PERSAL (Personnel and Salary Administration) payments; Develop and review compliance monitoring tools; Financial statements and high level review; Key stakeholder engagement.
- ENQUIRIES** : Mr D Prinsloo at Tel No: (021) 483 5587

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** : 04 July 2022

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OTHER POSTS

POST 22/188 : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 11/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate Master's Degree in Field of Archaeology, Paleontology, Geology, Meteorites, Heritage Conservation, Anthropology, Building Science or History; A minimum of 5 years relevant 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. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines; Written and verbal communication skills; Related legislation in the heritage management process; Ability to synthesize and present complex scenarios.

DUTIES : Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional/technical assistance/ advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief Counsel or State Prosecutor on the technical details with regards to court cases; Populate database as required; Ensure proper storage of Archaeological and Paleontological, Meteorite's artifacts.

ENQUIRIES : Mr M. Janse van Rensburg Tel No: (021) 483 9598

POST 22/189 : **LANGUAGE PRACTITIONER: TRANSLATION AND INTERPRETING SERVICES (ENGLISH AND AFRIKAANS) REF NO: CAS 12/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and Afrikaans. Competencies: Knowledge of editing and translation of documents; Skills needed: Proven computer literacy; Communication (written and verbal); Planning and organising; Administration; Problem solving and solutions-driven.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.

ENQUIRIES : Ms M Davidson at Meryl.Davidson@westerncape.gov.za

POST 22/190 : **ADMINISTRATIVE OFFICER: LIBRARY SERVICE (CAPE WINELANDS/OVERBERG CONTROL AREA) REF NO: CAS 13/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year relevant experience. Recommendation: Experience in the Computerised Library Management System (LMIS); A valid (Code B or higher) driving licence. NB. People with disabilities that restrict driving abilities, but who

have reasonable access to transport, may also apply. Competencies: Knowledge of LIMS (Library and Information Management System); Skills needed: Writing and reporting; Planning and organising; Delivering results and meeting customer expectations; Learning and researching; Relating and networking; Presenting and communication information; Adapting and responding to change; Computer literacy; Problem solving; Ability to work under pressure.

DUTIES : Coordinate and distribute library related information; Provide administrative support to the region; Provide Library system support to regions; Provision of administrative support to the component.

ENQUIRIES : Ms Y Herbst at Tel No: (023) 342 5053/072 304 8349

POST 22/191 : **CHIEF AUXILIARY OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 14/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years appropriate experience in archival field. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: Knowledge of the following: Retrieval and automated storage systems; Good verbal and written communication skills; Strong leadership skills; Interpersonal and organising skills; Ability to work independently and in a team.

DUTIES : Supply of archives and to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack rooms; Printing and affixing of source codes and numbers on records; Boxing and re-boxing of archives.

ENQUIRIES : Ms E le Roux at Tel No: (021) 483 0405

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 04 July 2022

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OTHER POSTS

POST 22/192 : **DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 07/2022**

SALARY CENTRE : R744 255 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics; 3 years management level experience; 2 years of the work experience must be in the application of stakeholder management or urban or rural economic development application. Recommendation: A post-graduate tertiary qualification in Rural, Urban or Development Economics; 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: Project Management; Capacity building; Stakeholder management; Research application; Application of statistical

information; Rural and urban economics application; Financial management; Interpretation and application of applicable policies and procedures; Applied Strategic Thinking. Skills needed: Communication (written and verbal); Facilitation; Presentation; Research; Problem-solving; Decision-making; Networking and building bonds; Impact and influence; Sound budgeting; Knowledge Management; Computer Literacy; Organisational and self-management.

DUTIES : Build and support the following in the regions: The capacity of municipalities to improve their economic service delivery; Public partnerships that promote (vertical and horizontal) alignment of economic priorities and activities; Business partnerships to support opportunities for growth and jobs. Facilitate and support the effective coordination of departmental spatial economic initiatives in regions. Support planning and management of the human resources and management of the sub-directorate's Budget.

ENQUIRIES : Ms F Dharsey at Tel No: (021) 483 5708

POST 22/193 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 08/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Accounting; A minimum of 1 year relevant experience in a Financial Accounting environment; A valid code B (or higher) driving licence. Recommendation: Experience in BAS (Basic Accounting System) and PERSAL (Personnel and Salary Administration) or similar systems. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS) and PERSAL system. Skills in the following: Communication (verbal and written) skills: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure and to cope with a high workload.

DUTIES : Maintenance of the Department's banking functions; Maintenance of the Department's Principal Ledger Accounts; Manage Cash Flow of the Department; Reconciliation and Pay-over of Revenue; Compilation of monthly Bank and other Reconciliations; Compilation of Interim and Annual Financial Statements.

ENQUIRIES : Ms A Johardien at Tel No: (021) 483 9137

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 22/194 : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: DERMATOLOGY)**

SALARY : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Dermatology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology. Competencies (knowledge/skills): Sound knowledge of Dermatology theory and practice. Evidence of leadership on a clinical service platform and knowledge of the health sector in South Africa Experience in the areas of clinical service delivery, teaching and training, research, and

- advocacy. Understanding of relevant statutory and medico legal frameworks, including strategic Provincial documentation, Best Practice Criteria, Ideal Hospital framework, EML, Standard Treatment Guidelines etc Knowledge of corporate and clinical governance relevant for an academic division. Experience as a Dermatologist in an academic unit will be an advantage.
- DUTIES** : Provide leadership to the Division of Dermatology and manage its staff, resources and performance, inspiring innovation and manage an effective and efficient service to patients. Participate as an active clinician, participating within the Department of Medicine and working closely with hospital management. Deliver effective and efficient administration of the Division of Dermatology. Ensure the rational use of resources (including laboratory investigations, medication, consumables, and equipment). Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
- ENQUIRIES** : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/195** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
(Chief Directorate: Metro Health Services)
- SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/degree (NQF level 7). Experience: Extensive experience in Finance and Supply Chain Management of which at least 2 years must be in the Public Sector. Extensive management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant public service financial prescripts, department of health policies, delegations, and procedures. Extensive experience in managing supply chain departments revenue, case management, reception, and information management. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS office). Strong strategic, leadership and management skills with an ability to develop a high performing and person and service-centred team. Experience in developing new and innovative practices to drive efficiency and quality within relevant components.
- DUTIES** : Accountable for the Finance Management Component of the facilities under his/her responsibility including the Hospital Facility Board. Accountable for the Supply Chain Management for hospital and primary health care clinics within his/her domain. Accountable for the reception, records, revenue, case management and other departments as determined by the CEO. Accountable for the Information Management for the various facilities in his/her domain. Accountable for People Management within the Components Finance and Supply Chain. Active member of Victoria Hospital Executive committee.
- ENQUIRIES** : Mr J Vaughan Tel No: (021) 799-1125
- 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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/196** : **PROGRAMME COORDINATOR: CLINICAL TRAINING (IMPLEMENTATION SUPPORT / EMERGENCY CARE)**
Directorate: People Development Centre: Plumstead
(1 Year Contract)
- SALARY** : R382 245 per annum, plus 37% in lieu of service benefits
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification Health related qualification, registrable with the relevant council of South African Nursing Council or Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with RCSA and AHA as a licenced BLS instructor and Qualified Assessor. Experience: Appropriate/ recognisable experience in emergency

care training. Appropriate/ recognisable experience as an AHA accredited instructor. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context. In-depth knowledge and understanding of First Aid training. In-depth knowledge and understanding of Emergency Care Training BLS. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.

DUTIES : Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals. (Emergency Care). Develop appropriate clinical training courses to meet identified skills gap (Emergency Care). Facilitate the implementation of clinical training courses (Emergency Care). Monitor, evaluate and report on training interventions (Emergency Care). Effective stakeholder engagement. Effective and efficient use of resources.

ENQUIRIES : Ms E Joubert Tel No: (021) 763-5320
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. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/197 : **ADMINISTRATIVE OFFICER: FINANCE REVENUE**

SALARY : R261 372 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch.
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in AR and Clinicom. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet timeframes. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of Budgeting, PFMA, Treasury and Finance Instructions.

DUTIES : Manage the operational duties of the Hospital Fees Department (General, Medical Aid and Case Management). Manage the financial transactions (HIS, BAS, Cash Management, Credit Balance and JAC). Debt Manage Patient Fees (Irrecoverable Debt Relief Delegations). Revenue Manage Patient Fees (EDI, Follow-up medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients and State Departments) in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Human Resource management. Client Liaison and Information Management: Interpretation, communication, and implementation of Finance Instructions. File Management and destruction of State records. Attending meetings/forums.

ENQUIRIES : Ms HJ van Graan Tel No: (021) 658 5007
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. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/198 : **MEDICAL TECHNOLOGIST GRADE 2 TO 3 (HEPATOLOGY) (5/8TH POST)**

SALARY : Grade 1: R236 502 (5/8th) per annum
 Grade 2: R278 595 (5/8th) per annum

<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 20 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in biochemistry, molecular biology and genetics methodologies associated with running a diagnostic genetic and biochemistry laboratory focussing on liver diseases and the porphyrias. E.g., spectrophotometry, fluorimetry, organic extraction, ion-exchange chromatography, HPLC, DNA isolation, PCR, restriction enzyme digestion and sequencing. Excellent knowledge, use and maintenance of laboratory equipment and processes required for spectrophotometric, HPLC and DNA/gene and PCR work. Excellent knowledge related to diagnostic laboratory reporting (verbal and written), record keeping and database management. Excellent interpersonal skills, good communication, analytical and problem-solving skills.
<u>DUTIES</u>	: Run and perform the laboratory work associated with the biochemical screening and gene testing facility of the porphyria and liver diagnostic laboratory and report to the Director of the Laboratory, and Head of Division of Hepatology. Carry out development of better techniques and analysis, and new tests, for the diagnosis of the porphyrias, liver diseases and investigation of new gene mutations associated with porphyria, iron overload (HFE) or autoimmune and viral hepatitis. Communicate laboratory results to relevant parties and to maintain the porphyria and liver patient (and laboratory results) database as a critical component of the specialist laboratory service underpinning clinical care in the Division of Hepatology at Groote Schuur Hospital (and related and referring doctors and facilities).
<u>ENQUIRIES APPLICATIONS</u>	: Prof W Spearman Tel No: (021) 404-5228 : 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. 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 payments 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).
<u>CLOSING DATE</u>	: 01 July 2022
<u>POST 22/199</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (PAINTER)</u>
<u>SALARY</u>	: Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital : Minimum educational qualification: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid vehicle drivers' licence. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. It would

- be required of the officer to learn and comply with in-house systems and procedures. Ability to plan-ahead (pro-active).
- DUTIES** : Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman regarding all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training, and development of staff. Perform standby duties when necessary.
- ENQUIRIES APPLICATIONS** : Mr AK Mgcodo Tel No: (021) 404-6251.
- NOTE** : 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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/200** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
Mossel Bay Hospital
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection). Inherent requirement of the job: Prepare to work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer Literate (i.e., MS office package, e-mail, and internet). Ability to meet deadlines and to maintain confidentiality.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars. Maintenance of registers, i.e., PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management, and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e., relief duties and attending meetings).
- ENQUIRIES APPLICATIONS** : Mr DI Le Roux Tel No: (021) 938-5500
- NOTE** : 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. Shortlisted candidates will be subjected to complete a practical test.
- CLOSING DATE** : 01 July 2022
- POST 22/201** : **TELKOM OPERATOR**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends, and public holidays. Work overtime when required for operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. 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, answer telephonic queries, and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national, and international calls made. Effectively

sending of bulk SMSs' and assist with administration duties in the Paging office. Report all telephone faults to the Call Monitoring Officer, Telkom, and other technical service providers.

ENQUIRIES : Mr JC Corner Tel No: (021) 404-2303
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.
CLOSING DATE : 01 July 2022

POST 22/202 : **HANDYMAN**
(Chief Directorate: Metro Health Services)

SALARY : R147 459 per annum
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 Certificate or equivalent. Experience: Appropriate experience in carrying out repairs on Dental equipment and Dental Laboratory equipment. Appropriate experience with tasks performed in a workshop environment. Inherent requirements of the job: Ability to perform strenuous physical labour. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of Dental equipment and ability to carry out repairs on various Dental equipment and Dental Laboratory equipment. Basic knowledge of electrical (light and heavy current), mechanical, plumbing, carpentry, painting and other basic functions of a Handyman. Knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Elementary maintenance, installation and repair works on Dental equipment. Effective support to Supervisor. Elementary maintenance, installations, repair modify and manufacture items, equipment and machines under the supervision of the Supervisor. Manage the use of stock, materials and equipment. Inform on serviceable and/or unserviceable equipment. Responsible for basic administration work as well as completing job cards.

ENQUIRIES : Mr Z Issack Tel No: (021) 370 4424/021 937 3021
APPLICATIONS : The Clinical Manager: Oral Health Centre, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Dr E Prince
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 July 2022

POST 22/203 : **LINEN STORES ASSISTANT**
(Chief Directorate: Rural Health Services)

SALARY : R104 073 per annum
CENTRE : Paarl Hospital.
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime; e.g. after- working hours, weekends, and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g., pushing heavy linen trolleys to and from the linen bank and wards. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g., pushing heavy linen trolleys to and from the linen bank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Ability to communicate (verbal and written) at least two of the three official languages of the Western Cape. Knowledge of stock and infection control.

DUTIES : Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled, and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting of dirty linen prior to transfer of linen to Central Laundry. Daily sluice of fouled linen. Daily issuing, unpacking, and checking of clean linen. Adhere to loyal service ethics. Perform People Management, labour, and disciplinary responsibilities of staff within your control.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION : Mr K Cornelissen

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.
CLOSING DATE : 01 July 2022

POST 22/204 : **DRIVER (LIGHT DUTY VEHICLE)**
(Chief Directorate: Metro Health Services)

SALARY : R104 073 per annum
CENTRE : Southern/Western Sub Structure Office: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Responsible for vehicles and maintenance. Willingness to work overtime irregular hours. Competencies (knowledge/skills): Good written and verbal communications skills in at least two of three official languages of the Western Cape. Knowledge of transport regulations. Safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of GG vehicles by reporting for services or minor and major defects. Responsible for prescribed records of logs with regards to vehicles and goods handled. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition by preparing reports.

ENQUIRIES : Mr G Beukes Tel No: (021) 2020 941
APPLICATIONS : The Director: Metro Health Services, Southern/Western sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

POST 22/205 : **HOUSEHOLD AID**
(Cape Winelands Health District)

SALARY : R104 073 per annum
CENTRE : Cape Winelands TB Centre
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts weekends, overtime, public holidays, and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials, do high-dusting and lifting of equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Basic knowledge of hospital cleaning, terminal cleaning, and the use of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Provision and effective control of linen. Effective waste management in line with IPC policies. Perform food service duties according to HACCP principles. Correct utilization of physical resources i.e stock and equipment. Render assistance to the supervisor with regards to general housekeeping duties.

ENQUIRIES : Ms A Klaasen Tel No: (023) 348-1311 or
Anthea.klaasen@westerncape.gov.za

APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 01 July 2022

DEPARTMENT OF THE PREMIER

CLOSING DATE : 04 July 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

<u>POST 22/206</u>	:	<u>DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 43/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Department of the Premier, Western Cape Government An appropriate Master's degree (NQF Level 8 as recognised by SAQA); Minimum of 6 years' experience at a middle management level; A valid code EB driver's license (unless prevented by a disability). Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: https://www.thensg.gov.za/training-course/sms-pre-entry-programme Recommendation: Experience conducting policy research / analysis and participating in / contributing to public policy or strategy development processes. Competencies: Knowledge of public policy and strategy processes. This includes: Knowledge of provincial executive support systems and services. Knowledge of the policies of the government of the day. Knowledge of policy and strategy development, strategy management and strategy monitoring and review processes. Knowledge of human resource management and financial management processes. Excellent networking and network formation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy.
<u>DUTIES</u>	:	Strategic guidance and advice with respect to policy analysis and research. This includes the following broad areas of service delivery: High level policy development, analysis and research services. Analyse national and provincial policy and strategy developments and prepare responses and outline implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and other relevant strategies. Provide capacity building and support to WCG departments in innovative policy development, planning and research. Advise on the alignment of departmental strategic and annual performance plans, as well as integrated development plans, with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and

budgetary processes. Advise, in consultation with Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Engage with internal and external stakeholders on policy and strategy issues. Monitor, review and analyse the implementation of the provincial strategic plan and priorities. Develop and manage the strategic and business plans of the Directorate. Participate in the recruitment of staff. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure.

ENQUIRIES : Dr HH Fast Tel No: (27 21 483 5459)
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>

OTHER POSTS

POST 22/207 : **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 41/2022**

SALARY : R774 660 per annum (Level 08), all-inclusive salary package of R912 501 per annum (OSD as prescribed).

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge in the following: Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least two of the official languages of the Western Cape Province of which one must be English; Knowledge of Constitutional and Administrative Law and Interpretation of Statutes; Well developed innovative problem-solving and analytical skills; Sound organising and planning skills.

DUTIES : Researching, formulating, drafting and editing legislation; Commenting on draft legislation; Providing legal advice; Scrutinising, drafting and editing legal documents.

ENQUIRIES : Ms A Vosloo at Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/208 : **CHIEF ANALYST DEVELOPER: ECONOMIC, GOVERNANCE AND ADMINISTRATION REF NO: DOTP 26/2022**

SALARY : R382 245 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Experience and knowledge in: Web Development; JavaScript; Software Development (SDLC) – Oracle PL/SQL, Oracle Forms and Reports; Systems Analysis and Design principles (SDLC); Valid RSA 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: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr. A Bosman at Tel No: (021) 483 6634

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

POST 22/209 : **CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 27/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation; Experience in .Net/ASP.NET,(PL SQL, HTML), Oracle Apex, ORACLE Database and integration with Opentext ECM. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

DUTIES : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr W.M. Malan at Tel No: 021 483 4522 or 082 443 1166
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/210 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 38/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Supervisory; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.

DUTIES : Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.

ENQUIRIES : Mr R. Williams at Tel No: (021) 483 0598
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/211 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS REF NO: DOTP 39/2022**

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 higher) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: A relevant post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics. Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). 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. Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial government; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge to write scripts for queries to identify and detect possible incidents of fraud; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Factual and legal analysis. Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.

DUTIES : Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Manage the team of investigators, providing clear guidance to and mentoring of team; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal trials; Perform fraud prevention and detection functions; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby at Tel No: (021) 483 4593
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/212 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 40/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate tertiary qualification (B-Degree/Advanced Diploma or higher) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

DUTIES : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy

		assessment and evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Swartbooi at Tel No: (021) 483 8294
	:	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
<u>POST 22/213</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 42/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Work, Human Resource Management, Industrial or Organisational Psychology or related field of study ; A minimum of 3 years relevant experience; A valid Code B(or higher) driving licence. Recommendation: Knowledge and experience of the following: Employee Health and Wellness (EHW) Programme monitoring and evaluation; Contract management and Supply Chain Management Procedures. Competencies: Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Skills: Proven computer literacy; Communication (written and verbal); Consulting and networking.
<u>DUTIES</u>	:	Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management Supervising the EHW Practitioner(s).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F. Gallie at Tel No: (021) 466 9704
	:	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
<u>POST 22/214</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 31/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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); A minimum of 3 years relevant experience. Recommendation: Proven working knowledge and experience in the following: Bursary information management system; Supervision of staff; Project Management; PERSAL (Personnel and Salary Administration); Youth Development Programmes. Competencies: Knowledge of the following: Policy Development; 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; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving; Analytical thinking; Budgeting; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic

- Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPSA and PSETA; Supervision of HRD Clerk.
- ENQUIRIES** : Ms A Bredenhann at Tel No: (021) 483 9456 or alternatively Ms B Kirkwood at (021) 483 2024
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/215** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 33/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree/National Diploma; A minimum of 2 years experience in a Supply Chain Management working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury Regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Supervisory; Report writing and presentation.
- DUTIES** : Bid administration and management and secretariat function for all quotation committees; Bid specifications, bid evaluation committee's and advisory function to all SCM committees; Manage the Electronic Purchasing System; Contract administration; Managing RT contracts; Verification of contract invoices before processing; Compliance verification of requisitions.
- ENQUIRIES** : Mr R. Williams at Tel No: (021) 483 0598
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/216** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 35/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience in Labour Relations; 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. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.
- DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

- ENQUIRIES** : Ms R Johardien at Tel No: (021) 483 8897/ Mr P Bogenhagen at (021) 483 6258
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/217** : **PERSONAL ASSISTANT: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 32/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Department of the Premier, 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; Maintain and control the registry and evidence room.
- ENQUIRIES APPLICATIONS** : Ms W Hansby at Tel No: (021) 483 4593
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/218** : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 34/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Department of the Premier, Western Cape Government
: Appropriate 3-year National Diploma (or higher qualification) majoring in Human Resource Management or B-Degree (or higher qualification) in Industrial Psychology; A minimum of 3 years experience in a Recruitment and Selection environment. Recommendation: Experience in the following: Online recruitment system and providing a support function; Competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative; Data management; Advising Senior and Executive management on the recruitment and selection process and best talent; Willingness to work longer hours and travel when required; Valid Code B driving license. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service / government policies; Competency Based Recruitment; Online recruitment systems; Database management; Following skills: Communication (verbal and written); Monitoring, evaluation and reporting; Presentation; Consultative and effective Problem solving; Research; Networking working with people and ability to meet customer expectations; Computer literacy.
- DUTIES** : Responsible for drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Identify, address and resolve selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalise interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database and reporting on delays; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of

talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Communication across various levels regarding e-recruit processes.

ENQUIRIES : Mr F Gerber at Tel No: (021) 483 6028
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/219 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 09/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate or similar HR systems; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

DUTIES : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with Corporate Realitions Unit (CRU) managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

ENQUIRIES : Ms H Agenbag at Tel No: (021) 483 2709
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/220 : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 36/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge and experience in HR Systems; Relevant administrative experience. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

DUTIES : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

ENQUIRIES : Ms W Ponoyi-Dlabane at Tel No: (021) 483 0832
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/221 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 37/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an asset management environment/warehouse management/inventory management; A valid (Code B or higher) driving licence; Diploma in Finance/Accounting qualification. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint,

- outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Assist with asset disposals; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function.
- ENQUIRIES** : Mr M Nell at Tel No: (021) 483 0174
- 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>

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** : 04 July 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 22/222** : **DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 13/2022**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : A appropriate B degree; A minimum of 6 years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme. Competencies: Knowledge of the human resources management function. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Knowledge of provincial policy development processes. Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of financial management processes. Proven knowledge on Strategic Sourcing and Preferential Procurement / BEE. Broad knowledge on procurement activities. Knowledge on industry trends and best practices per commodity groups. Knowledge of procurement best practices including sourcing strategies and the different

mechanisms for procurement. Knowledge on Procurement policies/procedures/contract management. Research and reporting procedures. Client needs, planning and organising interpretation of policy matters. Knowledge of financial norms and standards (Public Finance Management Act – PFMA, Municipal Finance Management Act -MFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's). Knowledge of Infrastructure and Asset Management; Excellent networking and network formation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills (verbal and written). Outstanding planning, organising and people management skills. Computer literacy skills.

DUTIES

: 1. Line Management: Strategic management, guidance and advice in respect of local government supply chain management and asset management. This includes the following functional areas of service delivery: Setting best practice norms and standards. Ensure and enforce compliance, i.e. proper assessment, guiding and monitoring to norms and standards. Support and assist municipalities to improve their functional capacity. Manage information and collate data related to bid awards to assess supplier spread, socio-economic (BEE and buy local) impact and actual bid practices. Guide appeal processes and responding to supplier complaints after due process has been followed. Assess alleged malpractices and possible collusive tendering practices and recommend to the relevant Council. Guide and assist municipalities with asset management implementation Supporting municipalities through technology efficiencies to improve supply chain management and asset management governance and performance. Foster BBEE / SMME development (shared across the provincial and municipal spheres), which would include developing relationships with specifically SMME vendors in support of a preferential procurement strategy. 2. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. 3. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. 4. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Programme Manager on all aspects of the Directorate's Perform diligently all duties assigned by the Programme Manager. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr B Damons Tel No: (021) 483 6127

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
NOTE

: 04 July 2022
: 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 22/223 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: TPW 67/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Planning and organising; People management; Analytical, strategic and creative thinking; Technical Proficiency; Problem solving and decision-making.

DUTIES : Formulate, implement and monitor the acquisition management plan inclusive of and operational procurement plan; Render bid administrative support function to bid committees; Render strategic and general sourcing; Perform procurement function for department inclusive of transversal bids; Ensure bid compilation, administration, evaluation and adjudication; Facilitate the emergency procurement process; Manage the performance of assigned personnel to achieve the agreed key result areas (KRAs) that derive from the Sub-Directorates Work Plan and Project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres; Management of the human resources, finance and budgets of the sub-directorate.

ENQUIRIES APPLICATIONS : Adv C. Smith at Tel No: (021) 483 0025
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/224 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: TPW 71/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Financial norms and standards; Public Finance Management Act (PFMA); National

		Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Planning and organizing; People management; Analytical, strategic and creative thinking; Problem analysis; Technical Proficiency; Problem-solving and decision-making.
<u>DUTIES</u>	:	Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Manage supplier performance; Develop legal framework for contract management and administration; Monitor and report on contracts; Manage the following: Performance of assigned personnel to achieve the agreed key result areas (KRAs) that derive from the Sub-Directorates Work Plan and Project plans; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Monitor information capacity building within the Sub-Directorate; Management of the human resources, budgets and finance of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv C. Smith at Tel No: (021) 483 0025
	:	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
<u>POST 22/225</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE REF NO: TPW 73/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Legislative and Regulatory Requirements; Problem Analysis, Managing interpersonal conflict and resolving Problems, Project Management. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages.
<u>DUTIES</u>	:	Develop and establish and effective supply chain management system; Develop effective bid committees, established with clearly defined roles, functioning in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop preferential procurement goals determined in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop and implement an effective SCM performance management system in accordance with departmental policies and procedures and applicable legislative requirements that measure the performance. Develop, implement and maintain control framework supply chain. Develop, implement and maintain risk management framework supply chain.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv C. Smith at Tel No: (021) 483 0025
	:	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
<u>POST 22/226</u>	:	<u>ASSISTANT DIRECTOR: TRAFFIC LEGISLATIVE MATTERS REF NO. TPW 32/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year B-Degree or higher qualification; A minimum of 5 years management experience and 6 years operational experience in a traffic and/or a legislative environment Recommendation: Working Knowledge of the

following: Legal writing style, legal language and terminology; Project Management; Financial management; National Traffic Information System (NaTIS); Human Resource Management. Ability to interpret legislation and proposed amendments; A valid Code B (08) driving licence; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Regulations, 2000 and Western Cape Provincial Road Traffic Administration Act 2012; Public Finance Management Act, 1999 (Act1 of 1999). Planning, organising and research skills; Written and verbal communication skills.

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

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

POST 22/227 : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: TPW 22/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Accounting or related; A minimum of 3 years supervisory experience in a financial accounting, financial management or similar environment; 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: Advanced MS Excel experience. Willingness to travel and work after normal working hours. Competencies: Proven knowledge of the following: Revenue and Debt Management; Public Financial Management Act and applicable legislation. Skills needed: Computer literacy in Microsoft Office with advanced proficiency in MS Excel; Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and Organising; Teamwork; Analytical; Problem solving. Ability to work under pressure.

DUTIES : Revenue and Receivables management of the following: The development and maintenance of Policies and Standard Operating Procedures; The relevant accounting system; The collection of fees; The receipting system; Reconciliations; The preparation of bad debt write-off; The monitoring and analysis of debtors. Ensure disclosures in the financial statements and reporting according to GRAP 2 by managing the following: The information of the disclosure of debtors in the financial statements; The gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; The preparation of debtor status reports; The preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.

ENQUIRIES APPLICATIONS : Ms R. Ceasar at Tel No: (021) 483 4305
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/228 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 72/2022**

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 prescribed by OSD)

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: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

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 APPLICATIONS : Mr I Haupt at Tel No: (021) 483 6453
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/229 : **PROJECT ADMINISTRATOR: METRO EAST/WEST REF NO: TPW 70/2022**

SALARY : R261 372 per annum (Level 07)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (BAS, ECM, SITS); Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES APPLICATIONS : Mr P Williams at Tel No: (021) 483 4573
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 22/230 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 66/2022**

SALARY : R176 310 per annum (Level 05)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

DUTIES : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699

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>