

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

- 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** : 18 July 2022
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OTHER POSTS

- POST 24/176** : **SENIOR LECTURER: ANIMAL HUSBANDRY REF NO: AGR 36/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc degree (or higher qualification); A minimum of 6 years appropriate experience. Recommendation: Successfully completed training as an assessor and/or moderator; Expertise to teach related subject. Competencies: Proven knowledge of the subject field; Skills needed: Supervisory and management; Communication (written and verbal); Computer literacy; Leadership; Planning and Organising; Formal training and presentation.
- DUTIES** : Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Prepare lesson plans and present practical, theoretical and/or short courses; Ensure that student advisory services are provided; Perform and oversee administrative and related functions; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Renew and develop course material and study guides.
- ENQUIRIES** : Ms H. Rodkin at Tel No: (021) 808 7039
- POST 24/177** : **LEARNERSHIP COORDINATOR REF NO: AGR 35/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Agriculture or related field; A minimum of 3 years appropriate experience in the education and training environment. 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: Learnership legislative prescripts and framework; Financial Management and budget control; Assessment, evaluation methods and procedures; SAQA/NQF framework; Curriculum structure and framework compilation; SETA and QCTO processes; Human resource management and development practices; Relevant education, training and development strategies influencing the agricultural industry; Social and life skills orientation Programmes; Student information systems and learner management systems; POPI Act. Skills needed: Communication (written and Verbal); Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Assessment and moderation, Presentation, facilitation, coaching and mentoring; Ability to work independently and as part of a team.
- DUTIES** : Coordination of Learnership Programmes(s) and liaison with industry role-players and stakeholders' Administrative responsibility; Compilation of learnership programme modules for delivery; Assessment, Evaluation, Moderation of learnership programme; Provide research inputs.

ENQUIRIES : Ms H. Rodkin at Tel No: (021) 808 7039

POST 24/178 : **ADMINISTRATION CLERK: VETERINARY PUBLIC HEALTH (MILNERTON)**
REF NO: AGR 34/2022

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A higher qualification than a Senior Certificate (Grade 12); Proven computer literate. Competencies: A good understanding of the following: Communication (written and verbal) skills; Proven computer literacy (MS Word, MS Excel, MS Access; MS Teams); Record keeping; Planning and organising; Analytical thinking; Problem solving; Negotiation; Basic numeracy.

DUTIES : Provide the following services: Reception; Typing; Office administration; Logistical support; Administrative and related functions.

ENQUIRIES : Dr V Henwood at Tel No: (021) 808 5377

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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OTHER POSTS

POST 24/179 : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 15/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree or higher) in the field of Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences; 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. Recommendation: Masters Qualification in the field of Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences. 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 moveable artifacts associated with sites.

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

POST 24/180 : **ADMINISTRATION CLERK: PUBLIC LIBRARY ENHANCEMENT REF NO: CAS 16/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant exposure/experience in an administrative environment; Working knowledge of public/provincial libraries. Competencies: Knowledge and understanding of the following: Filing; Appropriate administrative procedures; Minute taking; Spreadsheets and report writing; Skills in the following: Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Verbal and written communication; Planning and organising; Interpersonal and decision making; Handling of conflict; Ability to work independently and as part of a team.

DUTIES : Finance/ SCM responsibilities; Co-ordinate and distribute information in the Public Enhancement Division; Liaison and Communication; Administrative functions.

ENQUIRIES : Ms E Waters at Tel No: (021) 483 5140

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POSTS

POST 24/181 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CS 18/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Supply Chain Management, Logistic or related; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation and policies; LOGIS and IPS/e-PS; Applicable legislative and regulatory requirements, policies, and standards (National Treasury Act, PFMA, PPPFA, BBBEE act); BIDS, contracts, leases, and service level agreements in the Public Sector; Diverse stakeholder management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving; Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

DUTIES : Procurement advisory function, implementation of procurement planning, systems & processes to the Department and operational management relating to SCM; EPS & BID Administration; SCM policy development and guideline documents; Ensure monthly, quarterly and annual reporting; People management; Labour relations.

ENQUIRIES : Mr LR Lawrence at Tel No: (021) 483 6059

POST 24/182 : **CHIEF SECURITY ADVISOR: SECURITY INVESTIGATIONS AND COUNTER MEASURES REF NO: CS 09/2022 R1**
The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of Community Safety, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years relevant experience; 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: Working knowledge of the following: Risk Management ISO 31000, Business Continuity Management ISO 22301, Information Security ISO 27001 and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

ENQUIRIES : Ms K Schumann at Tel No: (021) 483 4061

POST 24/183 : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: CS 16/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Department of Community Safety, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Application of relevant legislation; Working knowledge of systems; Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Researching; Organising and planning; Basic analytical; General administration; Office administration; Proven computer literacy.

DUTIES : Demand and acquisition services: Register and capture information of suppliers on LOGIS (Logistical Information System); Tender and contracts: Maintain a database of suppliers; Payments: Capturing invoices and creating payments; Warehousing and transit: Posting of relevant documentation on the LOGIS system.

ENQUIRIES : Mr I Thompson at Tel No: (021) 483 8579

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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OTHER POST

- POST 24/184** : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 09/2022**
- 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, Business or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business or related field; 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: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.
- DUTIES** : Develop, implement and monitor programmatic initiatives to: Provide opportunities (e.g., procurement and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction. Strengthen partnerships to provide business development support services (e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr J. Wolmarans at Tel No: (021) 483 8110/ 2628

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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OTHER POSTS

- POST 24/185** : **CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY REGULATORY SERVICES REF NO: EADP 13/2022**
- SALARY CENTRE** : Grade A: R502 647 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B or higher) driving license. Recommendation: Knowledge and experience of the following: Integrated environmental management, as it relates to: Air quality management processes and systems; Relevant environmental legislation & policies as it relates to National Environmental Management Act (NEMA); Relevant Specific Environmental Management Acts (SEMAs), compliance monitoring & enforcement of authorisation and / air quality licenses; Strategic planning, financial management and human resource management (supervision); Project management. Competencies: Knowledge of the following: Relevant environmental legislation and policies, as it relates to air quality management and the atmospheric emission licensing system; Compliance monitoring and enforcement of environmental authorisations and/or atmospheric emission licensing systems and activities; Human resource management, financial management requirements and relevant fiscal policies, regulations and legislation and administration procedures; Strategic Planning, Financial and Human Resource Management (Supervision/Leadership); Skills needed: Written and verbal communication skills; Conflict Resolution; Time Management; Report writing.
- DUTIES** : Manage and provide the following: Strategic and specialist inputs on the development and administration of air quality management systems and policies (norms and standards, guidelines and air quality regulatory services); Specialist inputs towards the development and implementation of air quality regulatory projects and capacity building of staff, municipalities and industry; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Technical and subject specific comment and advice on technical reports (e.g. Air Quality reports, basic assessments, scoping and EIA's, etc.); Financial and Human Resource Management, including general office management.
- ENQUIRIES** : Dr J Leaner at Tel No: (021) 483 2888
- POST 24/186** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ADAPTATION REF NO: EADP 14/2022**
- SALARY CENTRE** : R408 075 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An Honours degree (or higher qualification) in Social, Natural, Physical, or Environmental Sciences or relevant Engineering qualification or equivalent; A valid (Code B or higher) driving license. Recommendation: Post qualification experience in climate change adaptation projects implementation. Competencies: Knowledge in the following: Development and or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards (climate change); Mainstreaming and capacity building climate change programmes; Development and rollout of financing and funding models; Strategic thinking and passionate about environmental issues; Leadership abilities (e.g. to facilitate workshops and drive mindset change); Communication (written, verbal and presentation) skills.
- DUTIES** : Support the development and implementation of dedicated provincial and municipal climate change programmes, including: Adaptation programmes, mitigation programmes and related disaster risk reduction; Conduct research and assist with the development and / or mainstreaming of climate change policies; Develop presentation materials on climate change responses; Deliver presentations on climate change responses to government, civil society and business; Organise meetings, climate change awareness events, seminars and conferences; Drive initiatives to mainstream climate change into provincial and local government and sector specific programmes; Maintain and expand a database on climate change projects; Investigate funding models and sources to promote the implementation of climate change projects.
- ENQUIRIES** : Mr G Isaacs at Tel No: (021) 483 2775

<u>POST 24/187</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): REMEDICATION AND EMERGENCY INCIDENT MANAGEMENT REF NO: EADP 15/2022</u>
<u>SALARY</u>	:	R408 075 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Honours degree (NQF 8) in natural, physical, environmental science or engineering; A valid code B driving licence. Recommendation: Extensive relevant working experience. Competencies: Knowledge of the following: Environmental management, including soil plus surface and groundwater pollution and management; Environmental legislation; Skills needed: Communication (written and verbal) and report writing; Meeting and facilitation; Problem solving; Computer literacy; Must have the ability to work independently as well as within a team; Ability to analyse and interpret scientific and technical reports and scientific data.
<u>DUTIES</u>	:	Provide specialist input regarding remediation of contaminated soil and water; Manage and provide specialist technical comment, advice and guidance on environmental technical reports to organs of state and other stakeholders regarding pollution and chemicals management; Provide specialist pollution and chemicals management advice regarding compliance and enforcement of the department's statutory obligations, including the National Environmental Management: Waste Act (NEMWA), specifically part 8, and the National Environmental Management Act (NEMA), specifically section 30 and section 28; Administer cases in terms of part 8 of NEMWA and section 30 of NEMA; Ensure response to emergency incidents and complaints pertaining to pollution; Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms W Kloppers at Tel No: (021) 483 4656 / 082 8076191

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.

<u>NOTE</u>	:	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.
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OTHER POSTS

<u>POST 24/188</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u> West Coast District
<u>SALARY</u>	:	R1 191 510 per annum. A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Swartland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. (Independent Practice). Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.
<u>DUTIES</u>	:	Strategic and operational management of all health services in the Swartland Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with professional laws of the country. Establish systems to manage risks and quality in the Swartland Sub-district in order to ensure support of the patient centered experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support

		service delivery of all the health service platforms in the Swartland Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.
<u>ENQUIRIES</u>	:	Dr AJ Hawkridge Tel No: (022) 487-9211
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 July 2022
<u>POST 24/189</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL SERVICES</u> Directorate: Health Technology (Goodwood Clinical Engineering Workshop)
<u>SALARY</u>	:	R744 255 per annum. (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/ Degree (T- or N- or S- Stream) in Engineering. Experience: Appropriate experience in the management of a multi-disciplinary clinical engineering workshop. A high level of technical expertise and understanding of installation and maintenance of medical devices/equipment is essential. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work extended hours and to travel. Competencies (knowledge/skills): In depth knowledge of management and administrative processes in the Public Service. Knowledge of Public Service Sector procurement, PFMA, Regulations and Project Management. Ability to perform and evaluate technical proposals and to produce technical reports of a high standard and perform a detailed and critical analysis of the performance of components in the functional fields. Creativity, lateral thinking, implement innovative solutions and solve complex problems. Computer literate, proficient in MS Office. Good written and verbal communication skills.
<u>DUTIES</u>	:	Planning, Implementation and Management of responsive Provincial/Metro Maintenance Hub and related stakeholder engagement. Provision of cost-effective and efficient Clinical Engineering Service (incl. maintenance, user support, technical advisory, and assessment). Optimization of Maintenance Hub/CES-related information and support systems (incl. maintenance management & asset/inventory management systems). Manage and supervise multi-disciplinary clinical engineering workshops, including the budget and personnel. Ensure the Installation of procured medical equipment as recommended by the manufacturers. Ensure timeous medical equipment maintenance. Monitoring & Management of outside service providers. Perform inspections and provide transversal guidance and advice to Health Facilities within the Western Cape Province. Liaise with clients with regard to information and work progress. Financial and Human Resource Management. Write reports, specifications, evaluation, and adjudication of bids. Ensure compliance with the OHS Act at Health Care Institutions.
<u>ENQUIRIES</u>	:	Ms Z Zigayi Tel No: (021) 815-8638
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 July 2022
<u>POST 24/190</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)</u>
<u>SALARY</u>	:	R624 216 per annum (PNB4)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing; Medical and Surgical Nursing Science: Oncology; Advanced Psychiatry Nursing Science; Advanced Midwifery and Neonatal Nursing Science; Critical Care: General, Critical Care Nursing: Trauma and Emergency; Nephrology Nursing Science; Orthopaedic Nursing or Ophthalmology Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in

nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/191 : **HOD: WCCN (X2 POSTS) HOD: STUDENT MATTERS HOD: UNDERGRADUATE PROGRAMMES (X1 POST)**

SALARY : R588 390 per annum
CENTRE : Western Cape College of Nursing (based at: WCCN Central Administration Offices in Stikland).

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

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

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 July 2022
<u>POST 24/192</u>	:	<u>CHIEF DIETICIAN: GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R473 112 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the HPCSA as a Dietitian. Experience: A minimum of 3 years appropriate experience as a Dietitian after registration with the HPCSA. Competencies (knowledge/skills): Teaching and presentation skills. Human resource and supervisory experience. Good verbal and communication skills with a proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Provide a comprehensive clinical service in assigned clinical areas. Monitor, supervise, co-ordinate and develop the clinical service within the Dietetics department, to ensure optimal and appropriate patient care. Render a support service to the head of the Dietetics Department. Assist with the administrative and human resource management of the dietetics department. Identify needs and manage and participate in professional training and development of knowledge and skills in the department. Engage in student clinical training and related academic activities.
<u>ENQUIRIES</u>	:	Mr L Naidoo Tel No: (021) 404-2263
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 July 2022
<u>POST 24/193</u>	:	<u>CHIEF MEDICAL ORTHOTIST AND PROSTHETIST: GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R473 112 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands).
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist/Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation, and conflict-resolution skills. Special expertise/competency in Prosthetics and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance- & Supply Chain Management processes and information management. Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Strategic- and Operational Management of the Prosthetic section (OFS) at the Orthotic and Prosthetic Centre, WCDHW. Comprehensive Clinical Governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, SOP's. Comprehensive People-, Financial- and Supply Chain Management of the prosthetic section, within allocated resource8799++JNMs and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project and Information Management. Liaison with internal- and external stakeholders as required to improve the continuity of care.
<u>ENQUIRIES</u>	:	Mr H Human Tel No: (021) 370-2313
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/194 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES : (Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/195 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic salary).

CENTRE : Haarlem CC, George Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in

- the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
- DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022
- POST 24/196** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
- SALARY** : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic salary).
- CENTRE** : Dysselsdorp Clinic
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirements of the job: Registration with the SANC as Professional Nurse and proof of current registration. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.
- ENQUIRIES** : Ms J Matyhila Tel No: (044) 203-7205.
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022
- POST 24/197** : **ADVISORY OFFICER: HUMAN RESOURCE MANAGEMENT ADVISORY SERVICES (X3 POSTS)**
Directorate: People Strategy
Sub- directorate: People Management, Compliance and Training (This post is currently based on the premises of Karl Bremer Hospital – Bellville Health Park Building)
- SALARY** : R382 245 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Appropriate supervisory

experience. Inherent requirement of the job: Valid (B/ EB) driver's license (certified copy). Willingness to work away from home on a continuous basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Ability to communicate in at least two of the three official languages of the Western Cape. Extensive knowledge and sound practical skills of the PERSAL system Sound practical computer skills in MS Office package:(Word, Excel, Power Point, etc.), Outlook, Teams Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

- DUTIES** : Perform PM compliance investigations at health facilities in the Western Cape in terms of the correct application of Human Resource Legislation, policies, practices and conditions of service. Analysing and interpreting of policies. Give guidance/advice to PM offices and Line managers as well as managing a team during HR investigations. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training with regard to the correct application of Human Resource Legislation, policies, practices and conditions of service. Compile and maintain PM Procedure Manuals according to changes in policy and procedures. Perform a client services function e.g. PM Helpdesk and Pension Helpdesk with regard to Conditions of Service. Provide efficient support to manager during HRM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
- ENQUIRIES** : Ms C Schwartz Tel No: (021) 815-8783
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022

POST 24/198 : **COMMUNICATION OFFICER**
 Directorate: Communications (Stationed at Red Cross War Memorial Children's Hospital)

SALARY : R321 543 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism or Public Relations. Experience: Appropriate management experience. Appropriate experience in a communication, public relations or marketing environment. Inherent requirement of the job: Valid driver's license. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.

DUTIES : Implementation of corporate communication plans and campaigns. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).

- ENQUIRIES** : Mr B La Hoe Tel No: (072) 368-0596
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022

POST 24/199 : **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL AND EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER**
 Directorate: Facilities Management

SALARY : R321 543 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Health and Safety Management/Environmental Health or equivalent. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management and Environmental Health. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Project Management, Research and Policy Development. Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and

Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills, ability to work in a team and independently. Good verbal and written communication skills.

DUTIES : Ensure WCGH facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards and norms. Investigate, report on and assist with resolving Occupational Health and Safety and Health Care Waste Management incidents at facilities. Assist with and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGH facilities. Assist with promoting Occupational Health and Safety and Health Care Waste Management awareness at WCGH facilities. Maintain a Health Care Waste Management database and develop reports. Assist with the development of policies, standard operating procedures, norms and standards. Conducting site visits and inspections. Compilation of reports/Report writing. Collating information and maintaining databases.

ENQUIRIES : Mr A Thomas Tel No: (021) 918-1233
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/200 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District

SALARY : R321 543 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management & Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Mr R van Staden Tel No: (022) 487-9208
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/201 : **ARTISAN FOREMAN: GRADE A (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Metro West Hub, Retreat)

SALARY : Grade A: R308 826 per annum
CENTRE : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Mechanical (Fitter and Turner or related). Experience: Five years post qualification experience in a relevant field. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Knowledge and experience of laundry equipment and pressure systems.
- DUTIES** : Perform standby duties. Perform necessary supervisory and administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist and supervise the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Chief Artisan with their duties.
- ENQUIRIES** : Mr K Matthews Tel No: (021) 71- 5940
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022
- POST 24/202** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Garden Route District
- SALARY** : R176 310 per annum
- CENTRE** : Oudtshoorn Hospital
- 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 operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.
- DUTIES** : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
- ENQUIRIES** : Mr C Roman Tel No: (044) 203-7264
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 July 2022
- POST 24/203** : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District
- SALARY** : R176 310 per annum
- CENTRE** : Bridgeton CDC, Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a Health Facility. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock

control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms C Engelbracht Tel No: (044) 279-2641
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/204 : **ADMINISTRATION CLERK: ADMISSIONS**
 West Coast District

SALARY : R176 310 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Cashier experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised and the knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of Financial Systems.

DUTIES : The administration-, recording and allocation of state monies. The capturing of deposits and reconciliation of suspense accounts on financial system. Capturing of Payments, journals, Substance and Travel payments. Management and preparing of monthly petty cash replenishment. Control and safe keeping of documents. Respond to all audit queries in the directorate and administrative support to section.

ENQUIRIES : Ms V Ratshana Tel No: (022) 487 9244
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/205 : **DRIVER (HEAVY DUTY VEHICLE)**

SALARY : R124 434 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license with Public Drivers Permit (PDP). Physically fit to lift and load heavy items. Willingness to be on standby and work overtime. Be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, inspections for defects on vehicles. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES : Transport goods, clients, post, medication, equipment, and personnel from one point to another. Government garage regulation compliance; ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary. Support to supervisor when required.

ENQUIRIES : Mr AG Loff Tel No: (021)658-5121
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/206 : **GENERAL WORKER (STORES ASSISTANT)**
 Directorate: Pharmacy Services, Cape Medical Depot

SALARY : R104 073 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a Warehouse environment. Inherent requirement: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits as the primary / main function. Preferably be in possession of a valid forklift driver's license or be prepared and capable of being trained as a forklift driver. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Ability to read and write.

DUTIES : Loading and offloading of goods to and from the delivery vehicles. Move goods to and from different sections via a pallet jack or forklift. Operation of the goods lift to move goods to and from sections via a pallet jack. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the area.

ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

POST 24/207 : **PORTER**

SALARY : R104 073 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

ENQUIRIES : Mr F Snyders Tel No: (021) 658 5457
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 18 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 POST

POST 24/208 : **PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)**
REF NO: HS 11/2022

SALARY : Chief Engineer - Grade A: R1 058 469 per annum, (OSD as prescribed)
Chief Construction Project Manager – Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed)
Chief Architect – Grade A: R912 048 per annum, all-inclusive salary package, (OSD as prescribed)
Chief Quantity Surveyor – Grade A: R912 048 per annum, all-inclusive salary package, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Human Settlements, Western Cape Government
: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or B-Tech or higher qualification (Built Environment field); A minimum of 6 years experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendation: Experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Financial management; Programme/project management, research and planning procedures; Contract documentation and administration; Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation. Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the predetermined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes; Financial Management; Governance; People Management.

ENQUIRIES : Ms PN Mayisela Tel No: (021) 483 2854

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 18 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 24/209** : **DEPUTY DIRECTOR: HOD SUPPORT REF NO: LG 21/2022**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Office Administration, Management or Administration; A minimum of 6-years experience of which 3-years must be on a management level rendering executive support functions to top management; 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: Meeting procedures; Budgeting and Financial Management; Communication and Information Management. Skills needed: Good interpersonal and decision-making; Communication (verbal and written); Advanced computer literacy; Customer service orientation; Organizing and planning. Ability to: Deal with enquiries/complaints.
- DUTIES** : Render secretariat support to the HoD in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings; Manage the following: All administrative support functions in the office of the HoD, ensuring the proper flow of information and correspondence to and from the HoD; Finances of the unit; Execute research, analyse information and compile complex documents and submissions of strategic nature for the MEC, HoD and members of Top Management; Draft replies and memorandum of strategic nature on behalf of the HoD; Ensure operational planning and work organization of the unit; Develop and maintain systems, procedures and protocols; Manage the resource within the office including budget and finance of the component; Coordinate and provide technical support to the HOD in respect of performance management (PA's) of members of Top Management and members of the department SMS team; Strategic coordination function in respect of integration of the work of the office with stakeholders and medium to long term key strategic deliverables of the HOD.
- ENQUIRIES** : Mr FF Mathee at Tel No: (021) 483 2051
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

- 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** : 18 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 POST

- POST 24/210** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 33/2022 R1**
- The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.
- 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 3 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

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 18 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 24/211** : **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (GOODWOOD) REF NO: DSD 33/2022**
- SALARY** : Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD)
Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical

and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES : Ms S Abrahams at Tel No: (021) 483 7672
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 24/212 : **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (KHAYELITSHA) REF NO: DSD 32/2022**

SALARY : Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD)
 Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES : Ms M Harris at Tel No: (021) 826 6070
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 24/213 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BELLVILLE) REF NO: DSD 34/2022**

SALARY : R389 991 – R452 106 per annum, (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the

SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms S Abrahams at Tel No: (021) 483 7672
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 24/214 : **ADMINISTRATIVE OFFICER (MONITORING): CHILD PROTECTION REF NO: DSD 15/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; The following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

DUTIES : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

ENQUIRIES : Mr T Kwakwini at Tel No: (021) 483 4115
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 24/215 : **ADMINISTRATIVE OFFICER (MONITORING): YOUTH DEVELOPMENT REF NO: DSD 16/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication.

DUTIES : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

ENQUIRIES : Mr L Arnolds at Tel No: (021) 483 6654
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 24/216 : **SOCIAL WORKER: SOCIAL WORK SERVICES (BELLVILLE) REF NO: DSD 22/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES APPLICATIONS : Ms S Cummings at Tel No: (021) 483 7938
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 24/217 : **SOCIAL WORKER: SOCIAL WORK REF NO: DSD 23/2022 SERVICES (X2 POSTS AVAILABLE IN SOMERSET WEST)**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration

as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr F Gezwind at Tel No: (021) 812 0925
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 24/218 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 24/2022 (X7 POSTS AVAILABLE BREEDE RIVER, BREEDE VALLEY AND STELLENBOSCH)**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
 Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
 Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
 Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to

promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr D Eland at Tel No: (023) 347 0757
: 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 24/219 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 25/2022 (X1 POST IN MILNERTON AND X1 POST IN DELFT)**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms C Engel at Tel No: (021) 483 7675

- 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 24/220** : **SOCIAL WORKER: SOCIAL WORK SERVICES (DRAKENSTEIN) REF NO: DSD 26/2022**
- SALARY** : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms M Arendse at Tel No: (023) 348 5300
- 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 24/221** : **SOCIAL WORKER: SOCIAL WORK SERVICES (FISHHOEK) REF NO: DSD 27/2022**
- SALARY** : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B

driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms I April at Tel No: (021) 763 6217
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 24/222 : **SOCIAL WORKER: SOCIAL WORK SERVICES (GENDER BASED VIOLENCE - KHAYELITSHA) REF NO: DSD 28/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
 Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
 Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
 Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and

- exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr FM Gezwind at Tel No: (021) 633 6124
- 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 24/223** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 29/2022 (X5 POSTS IN VARIOUS LOCATIONS)**
- SALARY** : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new

- developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr FM Gezwind at Tel No: (021) 633 6124
- 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 24/224** : **SOCIAL WORKER: OLDER PERSONS AND DISABILITY REF NO: DSD 30/2022 (X2 POSTS)**
- SALARY** : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
- ENQUIRIES** : Ms D Fortuin Tel No: (021)-483 3992
- 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 24/225 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF)**
REF NO: DSD 31/2022

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Mr D Eland at Tel No: (023) 347 0757
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 24/226 : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE AND RETREAT) REF NO: DSD 35/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Mr Q Arendse Tel No: (021) 763 6206

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 24/227 : **EDUCATION OFFICER: FACILITY MANAGEMENT REF NO: DSD 17/2022 (X18 POSTS IN VARIOUS LOCATIONS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills in the following: Problem solving; Sound budgeting; Planning; Facilitation skills; Written and verbal communication.

DUTIES : Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to

- date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
- ENQUIRIES** : Ms D Baugaard Tel No: (021) 826 5972
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 24/228** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 12/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES** : Ms V Hurling at Tel No: (021) 483 6741
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 24/229** : **ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 13/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES** : Ms L Sylvester-Rose at Tel No: (021) 483 8050
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 24/230** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO: DSD 14/2022 (X4 POSTS IN VARIOUS LOCATIONS)**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES** : Mr C Hanekom at Tel No: (023) 814 2815
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 24/231** : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 18/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills needed: Proven computer literacy; Planning and organisation; Problem-solving; Written and verbal communication skills; Ability to capture data.
- DUTIES** : Provide registry counter services; Attend to clients; Handle telephonic and other enquiries received; Handle incoming and outgoing correspondence; Distribute notices on registry issues; Operate office machines in relation to the registry function; Process documents for archiving and disposal; Electronic scanning of files; Sort and package files for archives and distribution.
- ENQUIRIES** : Mr KJ Marthinus at Tel No: (021) 483 8833
- 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 24/232** : **SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT REF NO: DSD 19/2022 (X2 POSTS)**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); Competencies: A good understanding of the following: Supply chain duties and practices; Legislative framework governing the Public Service; Skills needed: Proven computer literacy; Planning and organising; Communication skill (written and verbal); Ability to capture data, operate computer and collecting statistics.
- DUTIES** : Render asset management clerical support; Compile and maintain records (e.g asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Render a budget support service; Place orders for goods.
- ENQUIRIES** : Mr R Martin at Tel No: (021) 483 6004
- 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 24/233** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 21/2022 (X1 POST IN SOMERSET WEST AND X1 POST IN KHAYELITSHA)**
- SALARY** : Grade 1: R150 438 – R169 332 per annum, (OSD as prescribed)
Grade 2: R179 637 – R202 176 per annum, (OSD as prescribed)
Grade 3: R214 494 – R269 301 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as

Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job

ENQUIRIES : Mr FM Gezwind at Tel No: (021) 633 6124

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 24/234 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (ROAR) REF NO: DSD 20/2022**

SALARY : Grade 1: R143 073 – R159 603 per annum, (OSD as prescribed)
Grade 2: R169 332 – R190 575 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A Grade 12 qualification (Senior Certificate or equivalent qualification)
Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Mr F Hendricks at Tel No: (021) 826 6001

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

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 18 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 24/235 : **DEPUTY DIRECTOR: SAFETY TRAINING (GENE LOUW TRAFFIC COLLEGE) REF NO: TPW 58/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 6 years management level experience; 3 years' experience in the traffic or policing field. Recommendation: Experience in the field of training and development; Registered Traffic Officer; Diploma Examiner for Driving Licence; Diploma Examiner of Vehicles; 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: Report writing; Research; Technical expertise. Skills needed: Management; Analytical thinking; Communication (written and verbal); Proven computer literacy in MS Office packages.

DUTIES : Provide strategic guidance for the development of operational plan for the sub-directorate that links to directorate's action plan. Generic management functions which entail managing the following: The development of subordinates; Adhering to and promoting of statutory prescripts; Manage the budget of sub-directorate; Manage Gene Louw College facilities, equipment and all training interventions; Manage the development, maintenance, application and evaluation of all relevant policies and processes at the College.

ENQUIRIES : Mr D Lakey at Tel No: (021) 483 2213
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 24/236 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 156/2021 R1**

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

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

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.

DUTIES : Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies

- in the roads construction and maintenance environments, such as trail/test sections for different materials types and equipment.
- ENQUIRIES** : Mr S Schoeman at Tel No: (044) 272 6071
- 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 24/237** : **PROJECT INFORMATION ADMINISTRATOR REF NO: TPW 74/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 years' experience in an information management support or training working environment. Competencies: Knowledge of the following: Information management; Training and support of users; Principles and processes for providing customer and personal services. Skills needed: Planning; Organising; Record keeping; Communication (Verbal and written); Leadership; Supervision; Computer literate (highly proficient in all MS Office applications, including MS Project). Ability to do the following: Work under pressure and meet deadlines; Work individually and in a team environment; Manage information.
- DUTIES** : Effectively manage Project Administrators who are responsible for the accurate and timeous inputting of programme and project information into the Project Management Information System (PMIS); Maintain a high degree of competency (super-user) in the use and application of the enterprise wide PMIS (Microsoft EPM) and MS Project Professional; Create and enter new projects, assist users, effectively address user concerns, administer, distribute, forward and file project and programme information and create the required user reports; Ensure the quality of collected data associated with contract, project and programme undertaken by, inter alia, comparing data with source documents and perform reconciliations and verification of project financial information; Ensure relevant, accurate and current project related information and data both physical as well as electronic; Ensure project data integrity at all times; Attend meetings, take, distribute and file minutes, and manage document change management processes.
- ENQUIRIES** : Mr P. Williams at Tel No: (021) 483 4573
- 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 24/238** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: TPW 160/2021 R1**
- The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in a registry environment. Recommendation: An appropriate registry clerk/records management course. Competencies: Knowledge of the following: Records management practice; Internal office procedures, e.g. copy, sort, fax and verify document legibility; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable information management systems; Procedures for receiving, responding to and managing requests / enquiries; Operation and maintenance of office machines and other equipment; Communication (written and verbal) skills; Concern for others; Diversity citizenship; Self-management; Team work and client relations skills.
- DUTIES** : Supervise the opening of physical and electronic files and maintenance of file covers; Ensure correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Allocating reference numbers; Supervise effective and efficient handling of clients' enquiries, requests and pending for files and records; Managing the register of opened files; Ensure effective opening, sorting physical and electronic (Virtual Mail) distribution of mail and documents; Supervise staff and ensure they receive on-the-job training.
- ENQUIRIES** : Mr R Plaatjes at Tel No: (021) 483 9590

- 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 24/239** : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 R3**
The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.
- SALARY** : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum
(Salary will be determined as per OSD prescripts)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Appropriate Trade Test Certificate; A valid Code EC driving license).
: Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.
- DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.
- ENQUIRIES APPLICATIONS** : Mr R Oliver at Tel No: (021) 959 7700
: 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 24/240** : **ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL REF NO: TPW 77/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; 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. Recommendation: Proven experience/exposure in Loss Control and dealing with claims; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure. Competencies: Knowledge and understanding of the following: WCG Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation.
- DUTIES** : Claims against the State (Public Liability Claims) and claims by the State (Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist in the management of all types of losses of the department; Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
- ENQUIRIES APPLICATIONS** : Ms LD Atkins at Tel No: (021) 483 3743
: 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>