

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

CLOSING DATE : 01 August 2022
NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 26/268 : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES
REF NO. AGR 28/2022 R1**

SALARY : R1 269 951 per annum (Level 14), (all-inclusive salary package). Please note that the remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

DUTIES : Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).

ENQUIRIES : Dr I Trautmann Tel No: (021 808 5012)

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

OTHER POSTS

POST 26/269 : **REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES (ELSENBURG) REF NO: AGR 37/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Department of Agriculture, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. 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 in the following: Proven computer literacy; Planning and organisation; Written and verbal communication; Interpersonal relations; Flexibility; Teamwork.

DUTIES : Manage and retrieval of Information and safekeeping of records both paper-based and electronic; Sorting of incoming mail; Maintenance of the filing system; Sorting and sending of incoming and outgoing courier parcels.

ENQUIRIES APPLICATIONS : Ms A Hanise at Tel No: (021) 808 5116
: 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 26/270 : **ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION, REF NO. AGR 38/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Department of Agriculture, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Division of Revenue Act; Proven computer literacy; Written and verbal communication skills.

DUTIES : Procure, collect and maintain stationery and other goods and services for the section; Compile and capture general journals to ensure the integrity of financial data on the Basic Accounting System; Maintain asset and liability accounts as well as other bookkeeping related tasks; Reporting, reconciliations and registers.

ENQUIRIES APPLICATIONS : Ms ME Huisamen at Tel No: (021) 808 5037
: 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 26/271 : **FARM AID: FARM SERVICE REF NO: AGR 39 /2022 (X2 POSITIONS AVAILABLE IN LANGGEWENS)**

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Basic Literacy and Numeracy (ABET level 2/Grade 5). Competencies: Knowledge of general infrastructure and farm work; Basic communication skills; Planning and organizing; Ability to work independently and as part of a team.

DUTIES : Perform the following routine activities: Crop production; Livestock; General infrastructure and farm work.

ENQUIRIES APPLICATIONS : Mr. S Laubscher at Tel No: (022) 433 8931
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 01 August 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 26/272 : **TRANSPORT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: CS 21/2022**
(12-Month Contract Position)

SALARY : R176 310 per annum (Level 05), plus 37% lieu in service benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Administrative processes; Public service planning and reporting; Financial processes and Batho Pele principles; Skills in the following: Communication (verbal and written); Proven computer literacy in MS Office packages (Word, Excel, PowerPoint, Outlook); Sound organising and planning.

DUTIES : Assist with Fleet Management; Monitoring and control of traffic violations; Monitoring and control of vehicles misuse Fleet management reporting.

ENQUIRIES : Ms D July at Tel No: (021) 483 3702

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 01 August 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 26/273 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 19/2022**

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: Tertiary qualification in Finance or Accounting; Experience in an asset management environment, warehouse management or inventory management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Render administrative support; Check and issue furniture, equipment and accessories to components and individuals; Updating of the asset register regarding disposals; Asset verification; Drafting of submissions, circulars, minutes and agenda's.

ENQUIRIES : Ms L Sawall at Tel No: (021) 483 8032

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 26/274 : **AUXILIARY SERVICES OFFICER: CLIENT INFORMATION SERVICES REF NO: CAS 17/2022**

SALARY : R124 434 per annum (Level 03)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : NQF Level 3 (Intermediate Certificate)/ Grade 11 or equivalent qualification; A minimum of 6 months relevant experience in an archival working environment. Recommendation: Working knowledge and experience in the following: Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Ability to move and carry heavy documents. Competencies: Knowledge of retrieval and automated storage systems; Skills in the following: Verbal and written communication; Proven computer literacy; Leadership, interpersonal and organising; Ability to work independently and as part of a team.

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

ENQUIRIES : Ms E le Roux at (021) 483 0405

APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 26/275 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)**

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

CENTRE : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge and experience in renal transplants, renal medicine and Hypertension Relevant statutory frameworks, including medico-legal and provincial, Best Practice Criteria, National Quality standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Strategic, administrative, clinical and resource management of the division.

DUTIES : Render an efficient and cost-effective service to patients, based on recognised treatment standards, including adolescent and transplant care. Ensure the rational use and management of all resources (including HR, financial, equipment, laboratory investigations, medication, and consumables). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.

ENQUIRIES : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 July 2022

POST 26/276 : **ASSISTANT MANAGER NURSING (HONS)**

SALARY : R571 242 (PN-B3) per annum
CENTRE : Citrusdal Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.

ENQUIRIES : Mr SP Cupido Tel No: (022) 921-2153
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 : 29 July 2022

POST 26/277 : **OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE**

SALARY : R571 242 PN-B2) per annum
CENTRE : Moorreesburg Clinic: (West Coast 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. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V.) Ability to communicate in at least two of the three official languages of the Western Cape and ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.

DUTIES : Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care) Effective management of support services which includes Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality

management with regard to Ideal clinic status realisation and maintenance Interface management with internal and external stakeholders.

ENQUIRIES : Ms J van der Westhuizen Tel No: (022) 482-2729
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 : 29 July 2022

POST 26/278 : **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA)**
Chief Directorate: Metro Health Services

SALARY : R571 242 (PN-B3) per annum
CENTRE : Vanguard CHC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1 year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital and clinic procedures and policies.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management. Maintain good team and organizational culture

ENQUIRIES : Mr M Lingani Tel No: (021) 695 8200, Maxwell.Lingani@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 July 2022

POST 26/279 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (UROLOGY, SURGERY)**

SALARY : R450 939 (PN-A5) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. Registration with a profession council Current registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic Computer literacy. Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area.

Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Marthinus. Tel No: (021) 938-4000
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 29 July 2022

POST 26/280 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**

SALARY : Grade 1: R322 746 per annum
Grade 2: R378 402 per annum
Grade 3: R445 752 per annum

CENTRE : Forensic Pathology Service and Division of Forensic Medicine, University of Stellenbosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum of 11 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum of 21 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's license (code B/EB). Competencies (knowledge/skills): Above average proven computer and software literacy. Fluency in at least two of the three official languages of the Western Cape. Good interpersonal relationships. Good Laboratory practices, including Occupational Health and Safety practices. The ability to function in a mortuary environment. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure.

DUTIES : Assist the pathologists in grossing of histology specimens retained at autopsy. Perform laboratory administrative duties. Perform special staining techniques, including immunohistochemistry. Perform technical duties in the day-to-day bench work.

ENQUIRIES : Mr John Segole Tel No: (021) 931 8043
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 29 July 2022

POST 26/281 : **ADMINISTRATION CLERK: FINANCE (X10 POSTS)**

SALARY : R176 310 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
Revenue: (X2 Posts)
Wards and Clinics: (X3 Posts)
Patient Reception: (X5 Posts)

<u>REQUIREMENTS</u>	:	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: Revenue Position: Appropriate experience in a Fees-related environment. Wards and Clinics & Patient Reception Position: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirements of the job: Revenue position: Willingness to rotate within Finance Section and relieve colleagues and to work overtime when required. Wards and Clinics position: Willingness to be rotated and/or cover other areas at short notice. Patient Reception position: Willingness to work 12-hour shifts (which includes night duty, weekends and public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Good communication skills (written and verbal) in at least two or the three official languages of the Western Cape. Additional Competencies Revenue Position: Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions; Strong sense of confidentiality and trustworthiness. Wards and Clinics position: Knowledge and experience of the Clinicom system; Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions; Strong sense of confidentiality and trustworthiness; Ability to work under pressure without supervision; Good client care skills. Patient Reception position: Ability to work under pressure without supervision; excellent interpersonal skills addressing diverse cultures and the ability to work in a team; Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, and Finance instructions; Knowledge and experience of the Clinicom system; Knowledge of Patient Administration related procedures and policies.
<u>DUTIES</u>	:	(Revenue Positions): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties/enquiries including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Relief for colleagues and undertake various other clerical duties as and when required. (Wards and Clinics Position): Registration of patients on the Clinicom system. Admissions, transfers and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients (Patient Reception): Assessment of patients in accordance with Hospital Memorandum Chapter 18 and UPFS Manual and related Finance Instructions. Debtor assessment of patients and data capturing of patient information on Clinicom System Report all MVA's to Batsumi Hotline. Admission of patients. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the Clinicom system. Responsible for revenue control which includes receipt of money and issuing of accounts and receipts. Responsible for folder management which includes processing of folders. Handle telephonic and personal enquiries with regard to patient enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms HJ Van Graan Tel No: (021) 658 50007
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/282</u>	:	<u>HOUSEHOLD AID</u> Overberg District
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e., sweeping, dusting, emptying bins daily, mopping, scrubbing, and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to

OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE

: Mr N Adams Tel No: (028) 313-5204
: The District Deputy Director: Overberg District Office, Private Bag X07, Caledon, 7230.
: Mr E Sass
: No payment of any kind is required when applying for this post.
: 29 July 2022

POST 26/283

FOOD SERVICES AID
Overberg District

SALARY
CENTRE
REQUIREMENTS

: R104 073 per annum
: Hermanus Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Food Service environment in a hospital. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES

: Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE

: Ms NK Adams Tel No: (028) 313-5204
: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230
: Mr E Sass
: No payment of any kind is required when applying for this post.
: 29 July 2022

POST 26/284

PORTER
Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R104 073 per annum
: Paarl Hospital
: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments / wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

DUTIES

: Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/ treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE

: Ms GP Storm Tel No: (021) 860-2844
: The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
: Mr K Cornelissen
: No payment of any kind is required when applying for this post.
: 29 July 2022

POST 26/285 : **PORTER**
West Coast District

SALARY : R104 073 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience within a mortuary/porter or equivalent environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients/corpse from/onto beds, trolleys, wheelchairs and to mortuary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Support to supervisor and other colleagues. Assist with pauper burials. Assist with moving of medical equipment. Ensure a safe and hygiene equipment/working area is maintained.

ENQUIRIES : Mr L Kortje Tel No: (022) 487 9206
APPLICATIONS : The Medical Manager: Swartland Hospital, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION : Ms A Groenewald
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 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 : 01 August 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 26/286 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO. HS 14/2022 (X2 POSTS)**
12 Month Contract Period

SALARY : R321 543 per annum (Level 08), plus 37% in lieu of service benefits
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (or higher qualification) A minimum of 3 years experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public service legislation, policies, regulations, codes and guidelines; Organisational and government structure; Construction Industry Development Board (CIDB) Act; BBBEE Act; Preferential Procurement Policy Framework Act; Public Service Anti-corruption strategy; Supply chain management guide to accounting officers and authorities; Public Finance Management Act (PFMA), National Treasury regulations, Provincial Treasury instructions, Financial delegations and best practice in the public sector; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures; government financial systems; Public sector supply chain management models and processes; Modern systems of governance and administration; Information, database and records management; Human resource management; Staff performance management system (SPMS) and PERMIS; Disciplinary code and procedures and grievance procedures; Labour relations legislation and regulations; General support information systems such as LOGIS, BAS and PERSAL; Central Supplier Database (CSD), Western Cape Supplier Evidence Bank (WCEB) and Electronic Purchasing system. Skills needed: Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Communication (written and verbal); Numeracy; Analytical project management and administration;

Time management, dispute resolution/conflict management; Record keeping; Innovative, creative, assertive and diplomatic.

DUTIES : Provide a procurement and division service in terms of demand acquisition and contract management; Render bid administration support; Provide an asset management service to the Department of Human Settlements; Supervision of staff.

ENQUIRIES : Ms L Sawall at Tel No: (021) 483 8032

POST 26/287 : **ADMINISTRATION CLERK: HOUSING SUBSIDY ADMINISTRATION REF NO: HS 12/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience in a housing subsidy administration working environment. Competencies: A good understanding of the following: Housing Subsidy System; Housing Act, Housing Code; Employment Equity Act; National Databank Deeds Officer Register; Population register; Skills needed: Computer literacy; Problem solving; Data capturing/ administration; Numeracy; Interpersonal relations; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking.

DUTIES : Record all new subsidy application received electronically and manually; Check that applicants adhere to qualifying criterion as well as to allocation policy; Core house inspections; Compile a list of all consolidation application forms received for core house inspection; Rendering an effective liaison service to all role players.

ENQUIRIES : Ms BN Bantom at Tel No: (021) 483 2127

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 01 August 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 26/288 : **SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LG 22/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of the following: Logistical Information System (LOGIS); Electronic Procurement Solution (EPS). Competencies: A good understanding of the following: Supply Chain Management; Public Finance Management Act (PFMA); National Treasury Regulations and Procurement and Finance related prescripts; Ability to work under pressure and meet deadlines; Conflict management; Computer literacy; Communication skill (written and verbal).

DUTIES : Provide an efficient and effective acquisition management; Provide efficient and effective Electronic Procurement Solution (EPS) administration; Assist with bid and contract management function; Reporting on supply chain management information.

ENQUIRIES : Mr S Bassadien / Ms A Seale at Tel No: (021) 483 0659/9132

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 : 01 August 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 26/289 : **CONTROL GISc TECHNOLOGIST: PROVINCIAL SPATIAL INFORMATION REF NO: DOTP 29/2022**

SALARY : R762 816 per annum (Grade A), OSD as prescribed
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree or higher qualification in GISc or related; A minimum of 6 years post qualification GISc Technologist experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technologist; A valid driving licence. Recommendation: Practical experience in the following: Working in an ArcGIS Enterprise environment; Application of GIS software packages to support policy analysis; Managing a spatial data warehouse; Stakeholder relations, communication, and advocacy. Competencies: Knowledge of the following: Advanced knowledge of geographic information systems; The development of norms and standards for the purpose of province-wide data governance; Business Intelligence systems and data portals and their application within a data-driven environment; Strategic management and strategic information analysis and interpretation; Policies and priorities of provincial and national government; Global, regional and local political, economic, and social trends impacting on the Western Cape Government; Policy analysis, monitoring, and evaluation processes; Inter-governmental relations. Skills in the following: Good analytical and interpretative; Excellent data and computer literacy skills; experience in MS Office – Word, Excel, PowerPoint; Leadership with specific reference to display thought leadership in complex situations; Good problem-solving and solution-driven; Excellent communication and presentation skills; verbal and excellent report writing; Ability to work independently and as part of a team that co-creates; Outstanding planning, organising and people management; Stakeholder management and partnerships.

DUTIES : Develop and maintain a province-wide standardised spatial data infrastructure and WC data portal within the framework for province-wide data governance; Monitor the implementation of spatial data standards, metadata standards and data governance procedures in the WCG; Facilitate WCG GIS and spatial information standardisation and integration with local authorities and national government; Facilitate transversal GIS and ensure departmental GIS supports the spatial data requirements; Facilitate the dissemination, communications, and advocacy for spatial data products and services; Coordination of a Community of Practice for spatial data governance integral to province-wide data governance with the WCG departments, local government, and other stakeholders; Collaboration with internal and external stakeholders to drive the institutionalisation of best practices for spatial data systems across within the WCG departments.

ENQUIRIES : Mr J du Preez at Tel No: (021) 483 5079 / (082) 883 6592

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 01 August 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 26/290 : **SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 38/2022**

SALARY : Grade 1: R369 258 – R413 739 per annum, (OSD as prescribed)
Grade 2: R438 945 - R589 896 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 South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration and or designation of facilities, NPO's, child headed households, shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms S Lucas at Tel No: (021) 483 4016

POST 26/291 : **ADMINISTRATIVE OFFICER (MONITORING): SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 37/2022**

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; Skills needed: 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 : Ms P Momoza at Tel No: (021) 483 4015

POST 26/292 : **ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 36/2022**

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; Verbal and written communication; Interpersonal; 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 P Momoza at Tel No: (021) 483 4015

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE **NOTE**

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

MANAGEMENT ECHELON

POST 26/293

- : **DIRECTOR: LOGISTICS AND MOVEABLE ASSET MANAGEMENT REF NO: TPW 68/2022**

SALARY

- : R1 073 087 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE **REQUIREMENTS**

- : Department of Transport and Public Works, Western Cape Government
- : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 6 years middle-management level experience in a supply chain management and asset management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Asset Management principles; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad-based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources; Legislation and regulatory requirements, policies and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Applying technology; Budgeting and Financial Management; Continuous improvement; Diversity Management; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation; Network and building bonds; Project Management.

DUTIES

- : Establish, develop and implement a system for logistics and disposal management inclusive of mechanisms, tools, template and institutional bodies and the rendering of a logistics and disposal management; Establishment, develop and implement a system for Moveable Asset Management; Establish, develop and implement a system for risk, compliance and governance frameworks, in relation to logistics, disposal and asset management; Render transport and auxiliary services function to the department; Strategic capability and leadership including change management; Ensure efficient and effective oversight and management for all financial resources of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined

performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour practices.

ENQUIRIES : MS P VD Merwe at Tel No: 021 483 6915
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 26/294 : **DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT, REF NO. TPW 69/2022**

SALARY : R1 073 087 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Financial Accounting/ Supply Chain Management/ Commerce/ Law focusing specifically on Commercial Law and the Law of Contracts/ Economics/ Infrastructure; A minimum of 6 years middle-management experience on a strategic level in a Supply Chain Management and Governance and Demand Management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Working experience in policy, processes and procedure writing. Competencies: Working knowledge of the following: Management principles; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources; Legislation and regulatory requirements, policies and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Applying technology; Budgeting and Financial Management; Continuous improvement; Diversity Management; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation; Network and building bonds; Project Management.

DUTIES : Develop policies for Supply Chain Management (SCM) inclusive of BBBEE; develop and implement frameworks for SCM including Risk Management, monitoring of compliance, fraud prevention in SCM and governance controls for SCM; Develop and implement a Capacity Building Strategy for SCM in the department; Develop performance assessment mechanisms for the SCM System, inclusive of people, technology, policies and processes, risk and governance controls and ensure the continuous assessment of the supply chain; Develop and implement strategies for Strategic Commodities in the department using Strategic Sourcing principles; Develop and implement appropriate and fit for purpose procurement strategies for all general commodities and the compilation of an annual procurement plan; Generate management reports to inform responsible purchasing decisions, transparency and accountability; Ensure regular assessment of commodities; establish, develop and implement the Infrastructure Procurement Standards and Western Cape Infrastructure Delivery Management System (WCIDMS) for the Department and coordinate the function for the Western Cape Government; Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of human resources; Strategic Capability and leadership.

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

OTHER POSTS

POST 26/295 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2- OUDTSHOORN) REF NO: TPW 37/2021 R3**

SALARY : Grade A: R728 829 - R777 771 per annum, (OSD as prescribed)
Grade B: R821 775 - R885 303 per annum, (OSD as prescribed)
Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed)

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

- REQUIREMENTS** : Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- DUTIES** : Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.
- ENQUIRIES** : Mr X Smuts 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 26/296** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 81/2022**
- 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 3 years relevant management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Principles and processes for providing customer services, including needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards: Public Finance Management Act (PFMA); Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Broad Based Black Economic Empowerment Act, 53 of 2003; Public Service Anti-corruption Strategy; Departmental policies and procedures; Government accounting standards (GRAP); Economic Reporting Framework; Medium Term Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development; Management System; Public management and administration; Political sciences and public policy; Relationship management. Skills needed: Analytical, strategic and creative thinking; Technical Proficiency; Problem solving and decision-making; Communication (written and verbal); Planning and organising; People management; Communication and Information management; Network and building bonds; Managing interpersonal conflict; Resolving problems; Business and organisation competencies; Team leadership.
- DUTIES** : Compile the annual procurement plan; Develop procurement strategy; Manage demand management process effectively: Needs assessments; Categorisation of commodities; Market assessment and industry analysis; Identifying methods of procurement and preferential procurement policy objectives; Specifications/terms of reference and life cycle costing. Manage the following: Performance of assigned personnel; Projects allocated to the directorate; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; The human

resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives. Produce reports; Enhance service delivery; Support transparency; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Plan the directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Adv C. Smith at Tel No: (021) 483 0025
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 26/297 : **ASSISTANT DIRECTOR: TRAFFIC LAW COMPLIANCE MONITORING REF NO: TPW 78/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in an administrative working environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Registered as an Examiner of driving licences and or Examiner of vehicles. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); The National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act 2012; Public Finance Management Act, 1999 (Act 1 of 1999). Skills needed: Analytical thinking; Proven computer literacy (Ms Office suite); Planning; Organising; Research; Problem solving; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures and compile submissions in line with legislative and financial requirements regarding the compliance at Registering Authorities, Driving Licence Testing Centres, Vehicle Testing Stations, Manufacturers of Number Plates, Importers and Builders, Driving schools, Motor dealers, Abnormal load vehicles in terms of AV permit applications and Specially classified vehicles; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Implementation of policies and standard operating procedures developed in line with legislative requirements and financial prescripts; Compliance audits and investigations into complaints received; Liaison with various clients and stakeholders.

ENQUIRIES : Mr CC Majiedt Tel No: (021) 483 2073
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 26/298 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 68/2021 R2**

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 or higher qualification) in Accounting Sciences; A minimum of 2 years relevant experience in Financial Reporting; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: The Operation of Trading Entity, GMT policies and SOP's; National Treasury Regulations, Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial Instructions; Disciplinary and Grievance procedures; FleetMan systems; Proven computer literacy (MS Office); Numerical skills; Written and verbal communication skills.

DUTIES : Manage and control all aspects regarding unspent grants; Manage and control all aspects regarding finance and operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases); Manage Economic Exchange Event (EEE) costing and the asset planning cycle.

ENQUIRIES : Mrs. K Proctor-Fourie at Tel No: (061) 884 6572

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 26/299 : **SUPERVISOR: CLEANING AND FOOD AID SERVICES REF NO: TPW 79/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET Level 4 (Grade 9 or equivalent qualification); A minimum of two years cleaning services experience. Recommendation: Supervisory experience; Experience working in a storage and inventory management environment; Computer literacy. Competencies: Record keeping; Ability to work under pressure; Ability to work independently and in a team; Good written and verbal communication skills.

DUTIES : Manage and ensure the maintenance of cleaning equipment and materials; Oversee cleaning services of offices, corridors, elevators and boardrooms; Make requisition and manage stock of the cleaning materials; Supervise cleaners; Ensuring equipment is always in a working condition.

ENQUIRIES : Ms. T Mazonke at Tel No: (021) 483 5190
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

POST 26/300 : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: TPW 80/2022**

SALARY : R124 434 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 6 months trade related experience. Competencies: Basic mechanical knowledge of heavy construction vehicles and equipment; Ability to use electrical and hand tools; Skills needed: Teamwork; Communication (written and verbal) in at least two of the three official languages of the Western Cape; Understanding and executing of basic and complex instructions.

DUTIES : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards.

ENQUIRIES : Mr J Jones at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).