

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

**OTHER POSTS**

- POST 28/230** : **LECTURER: VITICULTURE AND OENOLOGY (ELSENBURG) REF NO: AGR 41/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc degree or higher qualification in Viticulture and Oenology; A minimum of 3 years appropriate experience; A valid driving license (Code B or higher). Recommendation: Winemaking experience. Competencies: Proven knowledge of Viticulture production practices; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field; Managing of the vineyards and vineyards team; Non-curricular activities.

- ENQUIRIES** : Mr L Conradie at Tel No: (021) 808 7701

- POST 28/231** : **ADMINISTRATION CLERK: ANIMAL HEALTH (WORCESTER) REF NO: AGR 40/2022**

- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience; Proven computer literacy; 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 application of relevant legislation; Relevant systems; Skills needed: Office administration; Organisational and planning; Written and verbal communication; Interpersonal relations; Ability to handle routine tasks.
- DUTIES** : Coordinate and process financial matters; Handling and controlling petty cash; Provide logistical administration support; Administrative handling of all logistical aspects and required procedures; Provide office services; Handling of telephone enquiries.

- ENQUIRIES** : Dr A Pepler at Tel No: (021) 808 5052

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

**POST 28/232** : **SCHOOL SPORT COORDINATOR REF NO: CAS 41/2021 R1**  
(3-Year Contract Position)  
The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

**SALARY** : R176 310 per annum (Level 05), plus 37% in lieu of benefits  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Jukskei, Kgati, Kho – kho and/or Morabaraba; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School sport indigenous games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.

**DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

**ENQUIRIES** : Mr C Meyer at Tel No: (021) 483 9530/9658

#### **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** : 15 August 2022

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#### **OTHER POST**

**POST 28/233** : **ADMINISTRATIVE OFFICER: WESTERN CAPE PROVINCIAL POLICE OMBUDSMAN REF NO: CS 23/2022**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have

reasonable access to transport may also apply. Competencies: Knowledge of the following: Logis and procurement processes; Legislative and regulatory requirements, policies and standards; Role of civilian oversight structures; Developmental issues facing societies; Group dynamics and diversity; Social make up of communities; Standing orders of the South African Police Services; National and Provincial policing instructions; Information systems; Skills needed: Formulation and report writing; Interpersonal relations; Written and verbal communication; Flexibility; Planning and organising; Ability to work independently and as part of a team.

**DUTIES** : Provide administrative support; Training administration; Provide a secretarial or reception service; Manage all meetings of the office; Procurement and finance; Obtain quotations for all goods and services required; Perform adhoc activities

**ENQUIRIES** : Ms G Isaacs at Tel No: (021) 483 0669

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

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

**CLOSING DATE** : 15 August 2022

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

#### **OTHER POSTS**

**POST 28/234** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 23/2021 R1**

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

**SALARY** : R382 245 per annum (Level 09)

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Sector Procurement as a tool for SMME development (access to markets); Government processes and procedures; Business development support measures; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and business linkages; Impact and influence.

**DUTIES** : Provide support in the following areas: Building and strengthening partnerships to provide businesses development support services; Initiatives to enable small business access to non-financial and financial support; Implementation of initiatives to provide opportunities (e.g. access to markets) for small businesses; Implementation of initiatives to enhance entrepreneurship within the region; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for businesses through government interaction; Implementation of business innovation strategies and policies.

**ENQUIRIES** : Mr D Damons at Tel No: (021) 483 4934

**POST 28/235** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL)**  
**REF NO: DEDAT 10/2022 (X2 POSTS)**

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

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year experience in a financial accounting environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: National Treasury Regulations; Provincial Treasury Instructions); Accounting standards; Communication (written and verbal) skills; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

**DUTIES** : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

**ENQUIRIES** : Mrs B Mott at Tel No: (021) 483 9088

**POST 28/236** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 06/2021 R2**

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 Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management or similar environment. Recommendation: Experience in the following: Managing cash flows/expenditure; Budgeting/allocation of resources. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Acts, National Treasury regulations, Provincial Treasury Directives, etc.); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Financial Management Systems (BAS) and its structures; Appropriation accounts; Complex submissions; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to function under pressure; Sound organising and planning skills.

**DUTIES** : Assist in the following: Co-ordination of the budgeting and planning portfolio; Management of the revenue and expenditure portfolio; Co-ordination of the reporting portfolio; Participate in committees/forums/working groups.

**ENQUIRIES** : Mr R Le Breton at Tel No: (021) 483 9158 / Ms H Matakane at (021) 483 9153

#### **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 28/237** : **FACILITY MANAGER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Du Noon CHC (X1 Post)  
Vanguard (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Diploma/ Degree in a health-related field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies

		(knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.
<b><u>DUTIES</u></b>	:	General Operational management of a Community Health Centre, related services in the geographical area and implementation of the prescribed package of services. Strategic planning, operational planning and implementation thereof. Responsible for external governance including community-orientated primary care. Sound financial, Supply Chain Management and People Management. Quality management and quality assurance programmes to enhance the quality of care. Health Support and strategy including information management, pharmacy and laboratory services
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Appolis Tel No: (021) 202-0883/933
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	15 August 2022
<b><u>POST 28/238</u></b>	:	<b><u>DEPUTY DIRECTOR: PEOPLE AND FACILITY MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: -Appropriate National Diploma/Degree in management or a related field. Experience: -Extensive appropriate middle management experience in either People Management, Hospital Administration or Management, Support Services or Facility Management in a health care or related industry. -Appropriate extensive supervisory experience. -Proven track record in managing their own outputs to deliver projects and tasks in time and within budget. Inherent requirement of the job: -Valid Driver's licence Code B/EB. Competencies (knowledge/skills): -High level of computer literacy (Microsoft Office package). -Ability to lead, innovate and drive change through the use of strong interpersonal skills, planning ability, strategy development, systems thinking and the use of quality improvement frameworks. -Ability to analyse and use data for problem-solving and decision-making, preparing reports and information for a broad range of internal and external stakeholders. -Exceptional knowledge in the implementation of policies, procedures and practices with a sound understanding of the legal, compliance and governance frameworks applicable to People Management, Support Services and Facility Management.
<b><u>DUTIES</u></b>	:	Ensure effective and efficient management of all aspects of People Management, including People Development and Labour Relations. -Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications, Residence and Outsourced Services (Catering, Cleaning, Security, Pest Control and Gardening Services). -Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. - Provide strategic management and leadership as a member of the Executive Management and participate in executive management decision-making and planning and ensure effective stakeholder relationship management. - Demonstrate values-driven leadership in driving institutional strategic and operational priorities using a quality improvement approach. -Conduct Risk Assessments, lead risk identification processes and develop risk mitigation strategies and Disaster Management response plans in collaboration with stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms JC Joemat Tel No: (021) 659- 5544
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates may be requested to undergo a practical and competency test.
<b><u>CLOSING DATE</u></b>	:	15 August 2022
<b><u>POST 28/239</u></b>	:	<b><u>ASSISTANT MANAGER: NURSING (GENERAL)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R571 242 (PNA-7) per annum
<b><u>CENTRE</u></b>	:	Karl Bremer 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 Registered Professional Nurse. Experience: A minimum of 8 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Registration with a professional council: Current 2022 Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to work night duty which includes weekends, public holidays and overtime should the need arises. Ability to work under pressure, independently and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the clinical units and hospital on night duty, with conflict management, problem-solving and decision-making skills and ability. Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape. In-depth knowledge of nursing management in a hospital setting, hospital bed and flow management, Nursing and other health-related legislation, policies, National Health Insurance, sustainable development goals, Healthcare 2030, and Public Service Code of Conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop, establish, and maintain constructive working relationships with nursing and other stakeholders (i.e., inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage resources (human, financial and health technology).

**ENQUIRIES** : Mrs E Linden-Mars Tel No: (021) 918 1224

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

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

**CLOSING DATE** : 15 August 2022/

**POST 28/240** : **OPERATIONAL MANAGER NURSING GRADE 1 (SURGERY)**

Chief Directorate: Metro Health Services

**SALARY** : R450 939 (PNA 5) per annum

**CENTRE** : Mitchells Plain District 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 Registration with a Professional Council (SANC) as Registered Professional Nurse. Experience Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing. Inherent requirements Ability and willingness to work shifts which include after hours' hospital cover including weekends, public holidays, and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem-solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core. Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES** : Clinical governance - Provide leadership, supervision, and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical) Information management and utilization of information technology – data collection, Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit.

Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES** : Mr R Geswindt Tel No: (021 377 - 4410)

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

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

**CLOSING DATE** : 15 August 2022/

**POST 28/241** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)**  
Directorate: People Management Planning and Practices

**SALARY** : R382 245 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Extensive people administration experience. Appropriate supervisory experience. Extensive PERSAL experience. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration practices. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in MS Office Package). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Sound knowledge of employee relations practices and policies.

**DUTIES** : Responsible for the rendering of an efficient people administration service to Head Office components relating to appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Administering and coordination of RWOEE and financial disclosures for Head Office, which include Engineering and Technical Support Services and Western Cape College of Nursing. Responsible for HR audit compliance for Head Office. Coordination of grievances, disputes and Arbitrations. Coordination of the Auditor General audit process for Head Office. Administering and coordination of transversal people administration services which include Long Service Award function, SMS employment contracts and general transversal matters. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Rendering advice with regard to people administration practices to Head Office management. Facilitation and coordination of salaries and allowances on PERSAL. Ensuring maintenance of registers for conditions of service and salary administration as required by Internal Audit and the Auditor General. Management of staff. Willingness to act in higher posts, when required.

**ENQUIRIES** : Mr HC Herbert Tel No: (021) 483-4029 or V October Tel No: (021) 483-3360

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

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

**CLOSING DATE** : 15 August 2022/

**POST 28/242** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R382 245 per annum

**CENTRE** : Alexandra Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Computer skills (MS Office, Excel and PowerPoint).

**DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource

Department. Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Manage sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component. Compliance Monitoring Instrument (HR CMI), HR Audit Action Plant (HR AAP).

**ENQUIRIES** : Ms G Engelbrecht Tel No: (021) 503 5017  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 August 2022/

**POST 28/243** : **ASSISTANT DIRECTOR: WELLNESS**  
Directorate Service Priorities Coordination, Head Office

**SALARY** : R382 543 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Health Science or Social Science. Experience: Appropriate relevant experience in public health management/programme development, community or primary health care services and cross-sectoral partnership. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the province. Competencies (knowledge/skills): Project Management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and Health programmes. Good understanding of the District Health System. Facilitation, writing, research, conceptualisation, statistical analysis and communication (written and verbal in at least two of the three official languages of the Western Cape) skills Computer literacy in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint, Microsoft Teams) and online platforms. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.

**DUTIES** : Manage and coordinate a high-burden and high-priority health programme. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the implementation of optimal Wellness and Health promotion policies and strategies in the province. Develop policies and guidelines in respect to planning, implementation and monitoring and evaluation of a provincial Wellness programme. Produce quarterly reports and annual reviews of health programme. Participate as a key member of the Service Priorities coordination team as required to give effect to a health systems response. Render a logistical, administrative, and financial management function. Supervisory duties including the mentorship and empowerment of staff.

**ENQUIRIES** : Ms K Fortune Tel No: (021) 483-0887  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 August 2022/

**POST 28/244** : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**  
Chief Directorate: Overberg District

**SALARY** : R382 245 per annum  
**CENTRE** : Swellendam and Agulhas Sub-district (Based at Swellendam Hospital)  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year tertiary qualification (i.e. degree or diploma). Experience: Appropriate managerial experience. Inherent Requirements: Valid driver's licence (Code B/EB) and willingness to travel within the district. Competencies (knowledge/skills): Excellent communication, conflict management, interpersonal and leadership skills. Sound and relevant knowledge regarding the Governmental or Departmental policies and legislation. Sound and relative knowledge of Human Resource policies and practices. Excellent written and verbal communication in at least two of the three official languages of the Western Cape.



**DUTIES** : Facilitate, coordinate and manage HR Planning, Recruitment and Selection, Human Resource Development and Administration and sound Labour Relations. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service. Manage the Support Services of the hospital which comprise the following areas: Cleaning, Porter Services, Transport, Telecom Services, Security, Workshop, Food Services, Laundry and Linen Services. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor-General and ensure that enquiries and action plans are done timeously. Manage and coordinate the SPMS system and PILIR processes. Compile the Managerial Checklist and HR plan with the relevant role players.

**ENQUIRIES** : Dr JP du Toit Tel No: (028) 514-1142  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 28/245** : **CASE MANAGER**  
Chief Directorate: Rural Health Services

**SALARY** : R321 543 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: A health-related qualification (or equivalent) registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Hospital Case Management and or a Managed health organisation with a revenue generation focus. Appropriate experience in ICD10 diagnostic and procedural code assignment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of using Uniform patient fees structures. Computer literacy (MS Word and Excel) including web-based Programmes (medical aids) Knowledge of Medical Aid Act 131 of 1998 and application of Prescribed Minimum Benefits (PMB) inclusive of Chronic disease list. Knowledge of RAF and other state departments. Proficiency in at least two of the three official languages of the Western Cape. Ability to analyse, prioritize, and solve problems, this includes implementing an improvement process. Strong sense of responsibility with good supervisory, interpersonal and communication skills. Knowledge of staff performance, and disciplinary processes.

**DUTIES** : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff and liaison with relevant role players in matters relating to Case management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.

**ENQUIRIES** : Ms M Frieslaar Tel No: (021) 860 2591  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 28/246** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R321 543 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Three-year appropriate Diploma /Degree qualification. Experience: Appropriate support Services experience. Appropriate supervisory experience. Appropriate maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies knowledge/skills: Good communication skills, both verbal and written, in at least two of the three official

languages of the Western Cape. Ability to draft and implement standard operating procedures. Ability to draft service-level agreements and contracts. Extensive knowledge in project management. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management. Knowledge of LOGIS.

**DUTIES** : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.

**ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918 1335  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 28/247** : **FOOD SERVICES SUPERVISOR**  
Central Karoo District

**SALARY** : R147 459 per annum  
**CENTRE** : Nelspoort Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate Grade 9 or ABET Level 4. Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a Hospital setting. Appropriate supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Sound communication (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV) Ability to effectively multi-task, function independently and under pressure.

**DUTIES** : Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain an effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.

**ENQUIRIES** : Ms SC James Tel No: (023) 4161600  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 August 2022

**POST 28/248** : **CLEANER**  
(Central Karoo District)

**SALARY** : R104 073 per annum  
**CENTRE** : Nelspoort Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills):

Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

- DUTIES** : (key result areas/outputs): General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food Services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to a general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES** : Mr Samuels Tel No: (023) 416-1600
- APPLICATIONS FOR ATTENTION** : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- NOTE** : Ms S Pienaar
- CLOSING DATE** : No payment of any kind is required when applying for this post.  
15 August 2022

**POST 28/249** : **FOOD SERVICES AID**

- SALARY** : R104 073 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Ability to work in large-scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage, and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery, and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

- ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 August 2022

**DEPARTMENT OF LOCAL GOVERNMENT**

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

- CLOSING DATE** : 15 August 2022

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

## OTHER POST

**POST 28/250** : **COMMUNITY DEVELOPMENT WORKER: BEAUFORT WEST MUNICIPAL AREA REF NO: LG 25/2021 R1**

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

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** :

Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell at Tel No: (021) 483 3039

## 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** : 15 August 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 28/251** : **CHIEF GIS PROFESSIONAL: PROVINCIAL SPATIAL INFORMATION, REF NO. DOTP 49/2022**

**SALARY** : Grade A: R912 048 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 6 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: A Practical experience in the following: ArcGIS packages to support data and spatial analytics; Visualisation to support decision-making for informed service delivery; The development of norms and standards for the purpose of data governance; Stakeholder relations; Advocacy; Communities of best practices. Competencies: Knowledge of the following: GISc, legal, and operational compliance; GISc Implementation standards development; GISc applications and GISc operational communication; Spatial modelling design and analysis; Research and development; Strategic management information, policy analysis, monitoring and review and business intelligence; High performance

culture. Skills needed: Analytical; Interpretative; Problem solving; Decision making; Programme and project management; Team leadership; Strong interpersonal; Co-creation; Responsiveness; Planning; Organising; People management; Financial management; Excellent computer literacy in Microsoft Office package (Word, Excel, PowerPoint etc); Excellent communication (verbal and written) and Presentation.

**DUTIES** : Lead, develop and maintain an integrated spatial information system to support data and spatial analytics within the Provincial Data Office for informed service delivery and improved socio-economic outcomes; Develop, adopt, and maintain standards for GIS and data governance standards for integration into the data and information systems in WCG and with local authorities; Develop advanced data and spatial analytic capabilities linking to areas of spatial analysis, spatial modelling, spatial decision support and policy analysis; Co-create, coordinate, and facilitate initiatives on small geographical area statistics for policy decision-making; Facilitate advocacy and ensure capacity building on GIS as a decision-making support system in the province; Interacting within provincial, national and local stakeholders and partners such as Committee for spatial Information (CSI) on spatial data and information ensuring best data governance practices for spatial data.

**ENQUIRIES** : Mr J. Du Preez at Tel No: (021) 483 5079 or 082 883 6592

**POST 28/252** : **POLICY ANALYST (CHIEF IT RISK OFFICER) REF NO: DOTP 47/2022**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (B-Degree or higher) in Information Systems or Information Technology (IT); A minimum of 6 years relevant experience in IT Governance and/or IT Risk management of which 3 years must be on management level. Recommendation: ISACA Registration; 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: IT Governance frameworks; IT Risk Management processes and methodologies; IT compliance processes; Digital transformation Strategies; Systems architecture (software, hardware and networks); Broad understanding of the IT landscape (viz. Application and Technology Infrastructure); Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc. Skills needed: Computer literacy in MS Office Products (Word, Excel, PowerPoint, SharePoint); Communication (written and verbal); Innovative problem solving; Analytical; Strategic thinking and planning; Sound presentation; Sound organising and planning; Sound interpersonal; Training. Abilities to: Understand business issues and have an overall integrative view of business; Compare risk and opportunity cost; Work independently and as part of a team.

**DUTIES** : Develop and/or maintain the following within the branch e-Innovation and/or departments: The IT Risk management strategy in line with the Enterprise Risk Management strategy and policy of the province; The IT process improvement and action plans related to IT risk processes. Facilitate the IT Risk management process within the Branch e-Innovation and departments; Improve the risk maturity within the branch e-Innovation and/or departments; Assist various process teams with the remediation or improvement of IT processes; Liaise with senior management on issues relating to risk and opportunity identification, risk mitigation, monitoring and evaluation; Report at respective management meetings on the progress of IT process and IT Risk improvement; Ensure risks associated with audit findings are identified and included in the risk register.

**ENQUIRIES** : Mr G. Mohamed at Tel No: (021) 483 4828

**POST 28/253** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (ACTIVE DIRECTORY) REF NO: DOTP 06/2022 R1**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the

following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.

**DUTIES**

: Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.

**ENQUIRIES**

: Mr A. Coleman at Tel No: (021) 483 4178

**PROVINCIAL TREASURY**

**APPLICATIONS**

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

**CLOSING DATE**

: 15 August 2022

**NOTE**

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

**OTHER POST**

**POST 28/254**

: **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: PT 14/2022**

**SALARY**

: R382 245 per annum (Level 09)

**CENTRE**

: Provincial Treasury, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce, Accounting, Economics, Financial Management, Data Science, Statistics, Informatics or Information Systems; A minimum of 3 years relevant supervisory experience in Information and Data (sets) management. 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: Project Management. Competencies: Knowledge of the following: Information and Knowledge Management; Provincial and municipality budget and financial processes (financial acumen); Data Governance; Data analysis and visualization. Skills needed: Advanced Computer; Communication (written and verbal).

**DUTIES**

: Provide a data and information management support function to internal and external stakeholders with the view to budget preparation and support, including ensuring that comprehensive, high quality and up to date information is available; Design, develop, maintain (information) systems and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Design, Develop, Review, Compile and coordinate management reports in response to business user needs.; Assist with the implementation of Knowledge Management and Data Governance; Administer the main budget allocations to votes/departments; Build capacity among users to utilise Information Systems, databases, data models and data repositories.

**ENQUIRIES**

: Ms S. Le Roux at Tel No: (021) 483 3575

## 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** : 15 August 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

- POST 28/255** : **STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: DSD 41/2022**

- 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) in Financial Accounting or related; A minimum of 3 years relevant experience in budgeting. Competencies: Knowledge and understanding of the following: Public Financial Management Act (PFMA), National Treasury Regulations (NTR), Provincial Treasury Regulations (OPTI), Division of Revenue Act (DORA), departmental instructions and delegations; Financial Management Systems (FMS) and Personnel and Salary Administration system (PERSAL); Departmental Strategic Plan; Delegations; Financial guides; Budget structure and budget manual; Report writing; Analytical problem solving; Leadership; Communication (written and verbal) skills; Computer Literacy; Numeric and mathematical skills.

- DUTIES** : Compile and manage the departmental budget and Mid Term Expenditure Framework (MTEF) processes and assist with the compilation of Financial Circulars and final MTEF budget; Manage the departments expenditure and revenue by monitoring expenditure against funds as well as cashflow; Evaluate and compile revenue budget for the department and reports thereof; HR administration and supervision of subordinates.

- ENQUIRIES** : Ms J Abercrombie at Tel No: (021) 483 3927

- POST 28/256** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 39/2022 (X2 POSTS)**

- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Skills in the following: Proven computer literacy; Planning and organising; Communication (written and verbal).

- DUTIES** : Supervise the following: The reception and receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to the record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Ensure and complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register on a daily basis; Do spot checks on post to ensure that no private post are included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep record daily of amount of letters franked; Electronic scanning of files; Sort and package files

for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents; Allocate and ensure quality of work; Personnel development; Assess staff performance; Apply discipline.

**ENQUIRIES** : Mr K Marthinus at Tel No; (021) 483 8833

**POST 28/257** : **ADMINISTRATIVE OFFICER (FUNDING): COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 43/2022**

**SALARY** : R261 372 per annum (Level 07)  
**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 administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills; budgeting, leadership, liaising and decision making; Written and verbal communication skills.

**DUTIES** : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

**ENQUIRIES** : Ms M Hindley at Tel No: (021) 483 5760

**POST 28/258** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 42/2022 (X3 POSTS)**

**SALARY** : Grade 1: R220 923 - R256 113 per annum, (OSD as prescribed)

Grade 2: R269 301 - R312 183 per annum, (OSD as prescribed)

Grade 3: R328 101 - R438 945 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative



support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES** : Mr L Arnolds at Tel No: (021) 483 6657

**POST 28/259** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 40/2022**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment); Interpersonal relations. Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

**DUTIES** : Render asset management clerical support: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system. Render logistical support service: Place orders for goods; Receive and verify goods from suppliers.

**ENQUIRIES** : Ms C George at Tel No: (021) 483 8597

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

**CLOSING DATE** : 15 August 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 28/260** : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: TPW 127/2021 R1**

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

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years experience in roads construction and maintenance environment. Recommendation: Accredited certificate or short course in Finance. Competencies: Knowledge of the following: Application of relevant legislation; Relevant systems; SITS; Basic Accounting System (BAS); Project/Contract administration and record keeping; EPWP reporting system; Written and verbal communication skills; Planning and organising skills.

**DUTIES** : Supervise financial general administrative duties: Compile, check and verify 896 BAS creditor payments for consulting engineers to a value of R324 m (yearly); Contract administration duties; Manage activities regarding contract administration; Administration duties: Oversee general administrative duties regarding filing, office requirements, handling of queries and claims; Manage all aspects of tender adverts.

**ENQUIRIES APPLICATIONS** : Ms D Everts at Tel No: (021) 483 2013  
: 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 28/261** : **ADMINISTRATION CLERK: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 83/2022**

**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). Recommendation: Experience in the following: Administrative experience; Project management; Relevant systems; 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: Procurement procedures; Applicable legislations; Proven computer literacy (MS Office); Written and verbal communication skills; Record keeping skills; Ability to work under pressure; Ability to work independently and in a team.

**DUTIES** : Render administrative and reception assistance to professional staff regarding filing and telephone; Assist with project management and contract cleaning projects; Diary management and facilitating of appointments; Compiling and processing of claims and payments; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Compiling and processing of claims and payments; Manage and prepare spreadsheets for statistics to produce reports on projects; Assist with the contract cleaning services service providers; Distribution and tracking of documents; Binding and laminating of documents, filing, faxing, and copying of documents; Coordination of training and liaison with service providers; Relieve as a secretary when needed on meetings; Open new files and close old files; Data capturing; Relieve as secretary; Making travel arrangements; Arrange dates for site visits and conduct inspection with building managers.

**ENQUIRIES** : Ms N Ngamlana-Jara at Tel No: (021) 483 5785  
**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 28/262** : **FOOD SERVICES AID: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 82/2022 (X2 POSTS)**

**SALARY** : R104 073 per annum (Level 02)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : ABET Level 2 (Grade 5 or equivalent qualification). Recommendation: Previous cleaning and provision of food services experience. Competencies: A good understanding of the following: Batho Pele principles; Occupational and safety regulations; Good written and verbal communication; Ability to work independently and in a team; Ability to work under pressure.

**DUTIES** : Experience in cleaning and food service; Spot check and clean all allocated floors; Tidy up microwaves, fridges, crockery and cutlery.

**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](mailto: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). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.