

**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** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POST**

- POST 32/272** : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (FINANCIAL RECORD KEEPING AND ANALYSIS) REF NO: AGR 05/2022 R1**  
Re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

- DUTIES** : Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions; Contribute to the management of the division which include recruitment, supervision and performance appraisal as well as budgeting.
- ENQUIRIES** : Dr M. Mjonono at Tel No: (021) 808 5200

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

**POST 32/273** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CAS 21/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B-Degree in Supply Chain Management, Public Management, Public Administration or Business Management; A minimum of 3 years supervisory level experience in a demand and acquisition management working environment. 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: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Supply Chain Management framework; Financial Systems; General Conditions of the Contract and Contract Management Guidelines; Preferential Procurement Policy Framework Act and regulations; BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Proven computer literacy; Written and verbal communication skills; Report writing skills; Ability to work independently and as part of a team.

**DUTIES** : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Coordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and acquisition management; Management service and undertake all administrative functions required with regard to financial and HR administration.

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

**POST 32/274** : **ASSISTANT DIRECTOR: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 23/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) majoring in Information Management Systems; A minimum of 3 years supervisory experience in archival, records management or electronic content management. Recommendation: Qualification in Archives and Records 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: Knowledge of the following: Managing electronic databases; Automated storage and retrieval systems, electronic records, database design and electronic publications; Legislation, policies and procedures of the Western Cape Archives and Records Service; Relevant Public Management practices; Financial Management and supply chain management services; Public service reporting structures; Strategic planning; Meeting procedures; Skills needed: Organising, problem solving, research; Communication (written and verbal) skills.

**DUTIES** : Management and administration of the E-Records Management Division; People management; Approval of electronic records management systems; Development and maintenance of electronic records management systems;

- Audits of electronic records management systems; Guides and directives: compilation and update.
- ENQUIRIES** : Ms J Hogg at Tel No: (021) 483 0402
- POST 32/275** : **SYSTEM ANALYST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 25/2022**
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-degree or higher) in Information Technology; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Skills needed: Written and verbal communication skills; Research; Analytical and strategic thinking; Proven computer literacy.
- DUTIES** : Ensure efficient analysing of systems; Analyse and evaluate existing or proposed systems; Ensure efficient implementation and maintenance of internal operating systems, hardware and software; Skills development and administration.
- ENQUIRIES** : Ms J Hogg at Tel No: (021) 483 0402
- POST 32/276** : **ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: CAS 20/2022**
- 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). Competencies: A good understanding of the following: Job knowledge; Interpersonal relations; Flexibility; Teamwork; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, MS Teams); Good verbal and written communication; Planning and organising.
- DUTIES** : Administer leave and overtime for the component; Administer mobile phone claims as well as subsistence and travel claims; Administer petty cash requests within the component; Responsible for asset management (disposal and transfer thereof); Monitor incoming and outgoing correspondence for the component; Assisting with the Annual Funding Programme / processes; Render assistance with projects and administration of the public entity; Ensuring the confidentiality of files and filing systems; Render support to the procurement team regarding the drafting of specifications and capturing on the Logistical Information System.
- ENQUIRIES** : Ms F Hunter at Tel No: (021) 483 9699

#### **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 32/277** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: RADIOLOGY)**
- SALARY** : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).  
**CENTRE** : Red Cross War Memorial Children's Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate experience that allows registration with the Health Professions Council of South Africa (HPCSA) as Specialist in Radiology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Radiology. Competencies (knowledge/skills): Excellent team player. Extensive experience and clinical expertise in Paediatric Radiology and component imaging modalities. Strong record of clinical governance, research, teaching and training at under- and post-graduate levels in Paediatric Radiology. Excellent managerial, interpersonal, leadership,

administrative, communication, analytical and problem-solving skills. Ability to supervise training and mentorship of junior radiologists. Skills within interventional Radiology are desirable.

**DUTIES** : The person appointed to this position will assume responsibility as the operational head for Paediatric Radiology at Red Cross War Memorial Children's Hospital and thus: Take overall responsibility for functioning of the comprehensive Paediatric Radiology service at Red Cross War Memorial Children's Hospital reporting to the hospital Medical Manager and to the Head of Division at the University of Cape Town. Provide supervision of clinical service delivery and leadership within Paediatric Radiology so as to provide excellent clinical services and oversee clinical governance. Responsible for a strong academic program within the wider Radiology teaching program with relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines, in order to support the delivery of best practices for patient care. Responsible for Corporate governance and all management activities, including the functional business unit to maintain quality outputs and optimal use of resources, both financial and otherwise. Coordinate and participate in outreach programmes to the facility's drainage area. Coordinate and manage after-hours support for paediatric Radiology services.

**ENQUIRIES** : Prof J Parkes Tel No: 021 404 4265; Email: [jeannette.parkes@uct.ac.za](mailto:jeannette.parkes@uct.ac.za)

**APPLICATIONS** : Dr N Beyers Tel No: 021 658 5788, Email: [nellis.beyer@westerncape.gov.za](mailto:nellis.beyer@westerncape.gov.za)  
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** : 09 September 2022

**POST 32/278** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS)**

Chief Directorate: Rural Health Services

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

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines, and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.

**DUTIES** : Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

**ENQUIRIES** : Dr C van der Westhuizen Tel No: (023) 348 110

**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. ‘Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).’
- CLOSING DATE** : 09 September 2022
- POST 32/279** : **FACILITY MANAGER (PHC)**  
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** : Gugulethu Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: An appropriate health-related Degree or National Diploma. Experience: Appropriate experience in a managerial position in an NGO, private organisation, or the state sector. Inherent requirement of the job: Valid driver’s Licence. Competencies (knowledge/skills): Leadership abilities with health management experience. Good interpersonal and people management skills. Knowledge of Public Health Sector regulations, legislation and policies. Computer literacy and fluency in at least 2 official languages.
- DUTIES** : Management of a Primary Health Care Service (including community-based services) in the Gugulethu geographic area. Strategic, operational planning and coordination, and management of the service for the designated geographic area. Sound Financial, Supply Chain, and Human Resource management including Staff Performance management system. Quality management of the primary health care service in the designated geographic area. Manage the relevant community and other appropriate stakeholder engagements, liaisons, and networking.
- ENQUIRIES** : Ms F Peters Tel No: (021) 370-5013
- 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** : 09 September 2022
- POST 32/280** : **OPERATIONAL MANAGER NURSING (PHC)**  
Central Karoo District
- SALARY** : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Laingsburg Community Clinic, Laingsburg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment, Treatment, and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code B/EB driver’s License. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Speak two of the three official languages of the Western Cape. Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resources and financial policies as well as computer literacy (MS Word and Excel).
- DUTIES** : Manage, control, and act in facets of Health, Support, Security, Cleaning-Infection control, and Ground services. Personnel matters include supervision

and performance management, finances and procuring as well as implanting of policies, prescripts, and protocols. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement and collect, verify and submit accurate statistics timeously.

**ENQUIRIES** : Ms N Bhistoli Tel No: (023) 814-2015  
**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** : 09 September 2022

**POST 32/281** : **LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)**

**SALARY** : Grade 1: R388 974 (PN-D1) per annum  
Grade 2: R478 404 (PN-D2) per annum  
**CENTRE** : Western Cape College of Nursing (based at Metro West Campus), (Directorate: Western Cape College of Nursing)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in any of the following fields, Trauma and Emergency Nursing, Critical Care Nursing Orthopedic Nursing, Peri-Operative Nursing registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts, and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making / problem-solving skills good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

**DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine learners' competencies. Exercise supervision and control over students matters.

**ENQUIRIES** : Ms Y Magerman Tel No: (021) 684 1202  
**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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on the condition that proof of application to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC is submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for a change in registration status).

**CLOSING DATE** : 09 September 2022

**POST 32/282** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)**  
Chief Directorate: Metro Health District Services

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

**CENTRE** : Ravensmead CDC (X1 Post)  
Bothasig CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirements of the job: 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): Good interpersonal, planning, and organisational skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act, and other relevant legislation. Knowledge and experience of Community Mental Health at PHC level.

**DUTIES** : Render an effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administrative duties, and manage human resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.

**ENQUIRIES** : Ms I Van Heerden Tel No: (021) 400-4166

**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** : 09 September 2022

**POST 32/283** : **ASSISTANT DIRECTOR: HR (TRANSVERSAL EMPLOYMENT MATTERS)**  
Directorate: People Management Planning and Practices  
(Sub-directorate: Performance Management and Transversal Matters)

**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 Driver's License (Code B/EB). 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.

**DUTIES** : Responsible for Administering and co-ordination of Transversal People Management Practices for the Department which includes termination of services of staff. RWOEE, financial disclosures, long service, pension administration and Joint Staff Appointment matters. Responsible for WCA functions within the Department and liaison with the Department of Labour. Co-ordinate and administer People Management Auditor-General Audits for the Department and liaise with various role players. Responsible to coordinate

People Management audit compliance for the Department. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Provide input on grievances, disputes, and Arbitrations regarding transversal practices. Management of staff. Willingness to act in higher posts when required.

**ENQUIRIES** : Mr HC Herbert/Mr Booth Tel No: (021) 483-4029 / (021) 483-4006  
**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** : 09 September 2022

**POST 32/284** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)**  
Directorate: People Management Planning and Practices

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, Cape Town, based on the premises of Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in all aspects of people administration. Appropriate experience in people development and labour relations. Appropriate supervisory experience. Extensive PERSAL experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration, people development and employee relations practices, and policies. Sound knowledge of Approved Post Lists (APL) and establishment control-related matters. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial, strategic thinking, and planning skills. Excellent computer skills in MS Office packages.

**DUTIES** : Responsible for the rendering of an efficient people administration service to the Directorates. Engineering and Technical Services, Facility Management as well as Health Technology relating to all aspects of people administration such as appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Responsible for effective management and monitoring of APL, Recruitment and Selection processes, and establishment. Control and Performance Management System. Ensure compliance with Auditor-General's requirements and responsible for HR audit reports and HR compliance Monitoring instruments. Management of the EPWP Program and recruitment and placement of Interns as well as the budget process. Ensure the Implementation of People development policies, prescripts and Institutional Workplace Skills Plans. Responsible for Labour Relations matters and provide expert advice and guidance to management and employees. Management and development of staff.

**ENQUIRIES** : Mr H Herbert Tel No: (021) 483-4029 / Mr D Erasmus Tel No: (021) 918-1572  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Applicants will be required to undergo practical and competency testing. No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

**POST 32/285** : **ASSISTANT DIRECTOR: HEALTH INFORMATION MANAGEMENT**  
Chief Directorate: Emergency and Clinical Services Support  
(Contract Appointment until 31 July 2026)

**SALARY** : R382 245 per annum  
**CENTRE** : Directorate: Service Priorities Coordination (Government to Government)  
**REQUIREMENTS** : An appropriate 3-year Diploma/Degree in Information Management related field. Experience: Appropriate experience in the Health Sector HIV/Aids, Primary Health Care Systems, and local and National Health management. Appropriate experience in Data Quality Management, Interpretation, and Analysis. Appropriate experience in the Monitoring and Evaluation of Programmes. Inherent requirement of the job: Valid Driver's licence Willingness to travel to the districts and national office (DOH) Advanced computer literacy in MS Office. Competencies (knowledge/skills): Familiar with the health information systems within the WCDOH. Hands-on knowledge and



skills in designing tools, planning, implementing, monitoring and evaluating of PMTCT, HIV Prevention and Treatment, and TB programmes and the 909090 Framework. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions and reports of a high standard. Good written communication and presentation skills in at least two of the three official languages of the Western Cape. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services.

**DUTIES** : Assist with planning, developing, and implementing strategies and frameworks and refining a dashboard to track and trend performance towards 909090 in WCDOH. Ensure monthly and quarterly reporting and monitoring and Evaluation of SPC programmes inclusive of 909090. Ensure effective inter-sectoral collaboration and Linkage between DoH and Non-Profit Organisations. Participate as a key member of the Service Priority Coordination Team as required to give effect to a health systems response. Providing Health Information Systems Technical Support. Coordinate and ensure updating of SPC Data Technical Support for WC Department of Health (DOH).

**ENQUIRIES** : Dr H Goeiman Tel No: (021) 483-5751  
**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. Candidates may be subjected to a practical assessment.

**CLOSING DATE** : 09 September 2022

**POST 32/286** : **ARTISAN FOREMAN GRADE A (REFRIGERATION /AIR CONDITIONING)**  
 Directorate: Engineering and Technical Support (Metro East Hub, Lentegour)

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

**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience in a relevant field. Inherent requirement of the job: Valid (Code B) driver's License. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with the SAQCC Gas would be desirable.

**DUTIES** : Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep a register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement, and control of maintenance material and equipment for the workshop.

**ENQUIRIES** : Mr O Buys Tel No: (021) 370-1119  
**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** : 09 September 2022

**POST 32/287** : **ADMINISTRATION CLERK: SUPPORT**  
 Chief Directorate: Emergency and Clinical Service Support (12 Months Contract)

**SALARY** : R176 310 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Directorate: Service Priorities Coordination

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office administrative experience. Inherent Requirements: A valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Garden Route District. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to communicate in two of the three official languages of the Western Cape. Ability to work under pressure, handle a high workload and adhere to deadlines. Good interpersonal skills and the ability to act independently, objectively and confidently. Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems.

**DUTIES** : Collect, administrate and monitor receipt of data / information for the compilation of health programme reports. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with record keeping, filing and archiving. Provide administrative support with travel arrangement of staff in the department. Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement.

**ENQUIRIES** : Ms A Van Zyl Tel No: (021) 815-8706  
**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** : 09 September 2022

**POST 32/288** : **ADMINISTRATION CLERK ADMISSIONS**  
Chief Directorate: Metro Health Services

**SALARY** : R176 310 per annum  
**CENTRE** : Elsie's River Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of patient admissions and help desk. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer Literacy (MS word and Excel). Knowledge of PHCIS/Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of record.

**DUTIES** : Folder management and folder hygiene. Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Ensure accurate and daily capturing on PHCIS/Tier.net/HECTIS and relevant electronic systems, scanning of tally sheets. Ensure accurate appointments are captured on PHCIS and Tier.Net. Ensure clients are admitted according to the appointment system, assist with queue marshalling, management of compliments, complaints, and suggestions. Ensure good client relations strategies to minimize complaints received. Attend and participate at ad hoc and scheduled meetings.

**ENQUIRIES** : Mr M Mashaba Tel No: (021) 931-0211  
**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** : 09 September 2022

**POST 32/289** : **FOOD SERVICE AID**  
Chief Directorate: Rural Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Worcester Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

**DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food

provisions and other products. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Ms H Botha Tel No: (023) 348-1222  
**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850  
**FOR ATTENTION** : Mr RM Hill  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

**POST 32/290** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : False Bay Hospital, Fish Hoek  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to handle bodies or corpses. Prepared to work in all departments or wards in hospital. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Assist with the drawing and filing of patient folders.

**ENQUIRIES** : Ms C Peters Tel No: (021) 832-5257  
**APPLICATIONS** : The Manager Medical Services, False Bay Hospital, Private Bag X1, Vallyland, 7974.  
**FOR ATTENTION** : Ms L Shoosmith  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

**POST 32/291** : **FOOD SERVICES AID**  
Chief Directorate: Rural Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Worcester Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

**DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Ms H Botha Tel No: (023) 348-1222  
**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.  
**FOR ATTENTION** : Mr RM Hill  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

**POST 32/292** : **GENERAL WORKER: STORES (SUPPLY CHAIN MANAGEMENT)**  
 Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirement of the job: Physical ability to lift heavy boxes and equipment. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Loading and offloading of stock on the trucks and vans. Transport goods to and from different departments. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for the driver to distribute to various facilities for collection by demanders. Maintain hygiene in the area. Basic administration tasks and assist the Clerks with various stores. Perform first in first out tasks and stock rotation.

**ENQUIRIES** : Mrs J Davids Tel No: (021) 834-5893  
**APPLICATIONS** : The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535

**FOR ATTENTION** : Ms A Titus  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

**POST 32/293** : **GENERAL WORKER: STORES (PHARMACY)**  
 Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Physical ability to lift heavy boxes and equipment. Valid Driver's licence Code B/EB. Competencies (knowledge/skills): Ability to communicate in at least two of the three languages of the Western Cape. Must be able to read and write and follow instructions. Must be able to communicate with Nursing staff, pharmacists and pharmacist assistants. Must be able to follow uncomplicated standard operating procedures. Must be able complete uncomplicated forms. The ability to function independently as well as in a team. Good interpersonal skills.

**DUTIES** : Deliver medicine and consumable items to the wards and sections daily. Ensure effective maintenance of cold chain for thermolabile medicines and the return of cool boxes. Effective transport of expired stock from wards, clinics, theatres or other cost centres to the pharmacy. Maintenance of audit trails of all deliveries and movement of stock. Assist with basic administration tasks. Assist with general tasks as required by the supervisor. Handling of queries regarding orders placed. Receipt of non-pharmaceutical goods from main stores. Keep the non-pharmaceutical store neat and tidy

**ENQUIRIES** : Mr C Lintnaar Tel No: (021) 918-1404  
**APPLICATIONS** : The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535

**FOR ATTENTION** : Ms A Titus  
**NOTE** : Shortlisted candidates may be requested to undergo a practical and competency test.  
**CLOSING DATE** : 09 September 2022

**POST 32/294** : **GENERAL WORKER: STORES**  
 Tygerberg Hospital

**SALARY** : R104 073 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Physical ability to pick up heavy boxes or bags. Physical ability to pull heavy pallets containing stock to the various wards for delivery, making use of a pallet jack. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Timeous delivery of stock to wards, departments, theatres and clinics in a cost-effective and safe manner. Rotate store stock (first in, first out). Clean stores

on a regular basis. Assist with safe keeping of stock. Willingness to assist with stock-taking.

**ENQUIRIES** : Mr WHJ Nel Tel No: (021) 938-4090  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 September 2022

#### **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** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

**POST 32/295** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 17/2022**

**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 Accounting/ Finance or Economics; A minimum of 3 years experience in a financial environment. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing; Strategic planning; Communication (written and verbal) skills.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Ms K Neethling Tel No: (021) 483 9186

**POST 32/296** : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 20/2022 (X3 POSTS)**

**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 the Financial Administration field. A minimum of 3 years relevant experience in the financial administration working environment. A valid code B (or higher) driving license. Recommendation: Working knowledge of system administration and user support and/or project management. Competencies:

- Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with basic enquiries.
- DUTIES** : Rendering of a user support to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; Investigation, implementation, and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; Analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury.
- ENQUIRIES** : Ms A Mazomba Tel No: (021) 483-5670
- POST 32/297** : **ADMINISTRATION CLERK: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 15/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative experience providing support towards strategic, planning and monitoring processes. Competencies: Knowledge of relevant systems; Application of relevant legislation; Skills needed: Computer; Analytical and strategic thinking; Problem solving; Negotiating; Research; Communications (written and verbal); Interpersonal; Organising and planning; Administrative skills.
- DUTIES** : Provide the following: Administrative office and logistical support; Administering of Annual Performance Plan (APP); Administering of SOP for data management and system description; Assist in the departmental Batho Pele initiatives; Administering of PT operational plan; Coordination of the establishment of the departmental evaluation system; Compilation of the quarterly performance report and annual report.
- ENQUIRIES** : Ms Lawrence Tel No: (021) 483 8632

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 12 September 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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

- POST 32/298** : **CONTROL ENGINEERING TECHNOLOGIST: DESIGN SUPPORT SERVICES/ TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: TPW 88/2022 (X2 POSTS)**
- SALARY** : Grade A: R762 816 per annum, (OSD as prescribed), (all-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Geometric Design, Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Abnormal loads permit assessment/overload control; Further studies in the

field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

**DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

**ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107

**POST 32/299** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: TPW 91/2022**

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

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 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; A valid code B (or higher) driving licence. Recommendation: Experience in the following: Traffic Engineering; Geometric design; Application of road traffic signs and markings in accordance with South African Road Traffic Signs Manual (SARTSM); Traffic studies; Traffic analysis software; Road safety assessments; Undertaking of Speed Limit Reviews; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) skills and proven computer literacy.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and codes of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

**ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107

**POST 32/300** : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 89/2022**

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

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years supervisory experience within a management and planning environment; A valid code B 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: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices affecting the planning and delivery of infrastructure; Research and planning methodology; Demonstrate the ability to engage in both independent research and as part of a team; Clarity and coherence in responding to policy/ research questions; Sound organising, planning and time management; Demonstrate initiative and creativity; Liaise with personnel at all levels; Communication skills (written, verbal and presentation); Ability to perform under pressure; Function as a team member/ player; Ability to access research sources.

**DUTIES** : Identify, develop, review and comment on infrastructure strategies and policies; Develop well-researched briefs, papers, reports and plans to influence decision-making, culture and thinking in the Western Cape Government; Engage stakeholders in relation to long-term policy and strategy development; Develop infrastructure projects and plans (not implement) with high socio-economic and environmental sustainability impact.

**ENQUIRIES** : Ms G Gorrah Tel No: (021) 483 0993

**POST 32/301** : **PROJECT SUPPORT CLERK: METRO EAST/WEST REF NO: TPW 90/2022**

**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: Relevant experience. Competencies: Computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Good written and verbal communication skills; Meeting deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team.

**DUTIES** : Provide the following: Reception service; Office administration; Logistical support; Project support administrator regarding: Specific project/programme administration, including taking of minutes, capturing and updating project financials on the Project Management Systems (EPM/Biz Projects); Establish and maintain project documentation library, this includes providing document management support, the identification, change control, and administration on all project related documents.

**ENQUIRIES** : Mr P Williams Tel No: (021) 483-4573

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

**NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.



## OTHER POSTS

- POST 32/302** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: 306**  
Directorate: Physical Resources Planning
- SALARY** : R744 255 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : B Degree (NQF Level 7) in Real Estate/ Property Management, B Degree Law or B Commerce plus five (5) years relevant experience. A valid driver's licence. Competencies: Knowledge of: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, -indicators & service plan and how that links with infrastructure. Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts. Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.
- DUTIES** : To direct and manage the implementation of property administration functions. Manage land affairs Movable and Immovable Asset Register. Manage leases- Obtain cost effective lease office accommodation, effectively manage and co-ordinate the procurement of leased accommodation. Compile budget for lease rentals. Financial control over expenditure of allocated funds. Manage Municipal Accounts. Manage use of utilities. Manage People- Manage the Asset Register team. Manage the leases sub directorate staff.
- ENQUIRIES** : Mr G Coetzee Tel No: 021 467 9261  
**CLOSING DATE** : 09 September 2022
- POST 32/303** : **ENGINEER: ELECTRICAL REF NO: 305**  
Directorate: Physical Resource Planning
- SALARY** : R728 829 per annum  
Candidate Engineer: R628 014 per annum  
Engineer (Production) Grade A: R728 829 per annum  
Engineer (Production) Grade B: R821 775 per annum  
Engineer (Production) Grade C: R939 621 per annum  
Salary depending on years of experience after registration as a professional with the professional body.
- CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Drivers' Licence; Computer literate. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Candidates must be able to undertake research related to

		innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<b><u>ENQUIRIES</u></b>	:	Mr G Coetzee Tel No: 021- 467 9261
<b><u>CLOSING DATE</u></b>	:	09 September 2022
<b><u>POST 32/304</u></b>	:	<b><u>ENGINEER: CIVIL REF NO: 300</u></b> Directorate: Physical Resource Planning
<b><u>SALARY</u></b>	:	R728 829 per annum Candidate Engineer: R628 014 per annum Engineer (Production) Grade A: R728 829 per annum Engineer (Production) Grade B: R821 775 per annum Engineer (Production) Grade C: R939 621 per annum Salary depending on years of experience after registration as a professional with the professional body.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Drivers' Licence; Computer literate. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management.
<b><u>DUTIES</u></b>	:	Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<b><u>ENQUIRIES</u></b>	:	Mr G Coetzee Tel No: 021- 467 9261
<b><u>CLOSING DATE</u></b>	:	09 September 2022
<b><u>POST 32/305</u></b>	:	<b><u>ARCHITECT PRODUCTION GRADE A: REF NO: 307</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R628 014 per annum Candidate Architect: R543 597 per annum Architect (Production) Grade A: R628 014 per annum Architect (Production) Grade B: R718 062 per annum Architect (Production) Grade C: R809 634 per annum Salary depending on years of experience after registration as a professional with the professional body.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme / project management skills.
<b><u>DUTIES</u></b>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and

supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.

**ENQUIRIES** : Mr G Coetzee Tel No: 021 467 9261  
**CLOSING DATE** : 09 September 2022

**POST 32/306** : **ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE REF NO: 301**  
Directorate: Knowledge and Information Management

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver's licence. Proven knowledge of ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Competencies: Experience: In order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; an understanding of the Corporate Governance of ICT and IT coordination; liaison and communication at various hierarchical levels; a basic understanding of business objectives and priorities; planning and time management; project management; human capital management; performance management. Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organizational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.

**DUTIES** : Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.

**ENQUIRIES** : S Hansraj Tel No: 021- 467 2086  
**CLOSING DATE** : 09 September 2022

**POST 32/307** : **ASSISTANT DIRECTOR: ICT COORDINATOR: SCHOOL BASE SUPPORT REF NO: 302**  
Directorate: Knowledge and Information Management

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town

<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. For example, B. Tech IT or NC (V) Level 4, etc. A valid driver's licence. Experience: In order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; liaison and communication at various hierarchical levels; a basic understanding of business objectives and priorities; planning and time management; project management; human resource management; performance management. Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Applicable legislation; WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge. Skills: Strong research skills; strong conceptual and formulation skills; exceptional written and verbal communication skills; well-developed project management skills; innovative problem-solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Personal attributes: Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.
<b><u>DUTIES</u></b>	:	Monitor and request hardware and software installation to schools via Ce-I or outsourced Service Providers (SP); Monitor the provision of technical and ongoing support to schools via Ce-I or outsourcing; Participate in the introduction and assessment of technological specialised projects to schools; Maintain communication to schools for IT schools related projects; Advise schools on cost-effective Internet solutions in consultation with Ce-I; Liaise with Ce-I and other SPs on behalf of schools; Monitor the implementation of Corporate Service Schedule (Schools Addendum); Provide monthly IT governance reports relating to Schools Addendum to the WCED governance committees; Provide and monitor the rollout of LAN facilities for schools administrative systems; Ensure compliance with minimum IT governance requirements for the provisioning of IT equipment, software and services Maintain the schools IT equipment audit (MIS); Co-ordinate schools IT projects and deliverables; participate in QA of technical aspects of implementation project plans; Co-ordinate the process of helping schools to become technical independent; Co-ordinate technical sustainability efforts.
<b><u>ENQUIRIES</u></b>	:	S Hansraj Tel No: 021- 467 2086
<b><u>CLOSING DATE</u></b>	:	09 September 2022
<b><u>POST 32/308</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 308 (X2 POSTS)</u></b> Directorate: Business Strategy & Stakeholder Management
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year qualification (National Diploma / Bachelor's Degree or higher qualification. At least 3 year's relevant experience in project management. Recommendation: a valid driver's licence. Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<b><u>DUTIES</u></b>	:	Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-

out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.

**ENQUIRIES** : Ms W Conrad Tel No: 021- 467 2053  
**CLOSING DATE** : 09 September 2022

**POST 32/309** : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: 309**  
 Directorate: Business Strategy & Stakeholder Management

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Relevant B degree or equivalent 3-year qualification and 3 years relevant experience. Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Knowledge of management stakeholders and stakeholders' engagements. Ability to communicate clearly and convincingly with varied stakeholders. Media Savvy person. Writing proposals and reporting writing. Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy. Good interpersonal and networking skills. Highly articulate. Team player.

**DUTIES** : Assist with coordination and implement collaborative projects between government and partners linked to stakeholder management. Assist with coordination, development and implement frameworks regarding linkages with private business partner (national and international) to enhance the business of the department. Assist to develop and maintain a database of potential businesses or /and partners willing to work with WCED. Assist to promote volunteerism. Assist to identify potential partnerships and build relationships with business. Assist supervisor to manage intergovernmental, intra-institutional and other relations. Assist to establish, maintain, monitor and report on the Service Delivery Improvement. Assist to coordinate, establish, implement, report on national requirements. Assist with oversight monitoring and reporting. Assist with development of stakeholder engagement strategy. Assist with arranging stakeholder forums. Prepare and manage workshops, roundtables and forums logistics including developing agenda.

**ENQUIRIES** : Ms W Conrad Tel No: 021- 467 2053  
**CLOSING DATE** : 09 September 2022

**POST 32/310** : **ASSISTANT DIRECTOR: PLANNING REF NO: 310**  
 Directorate: Business Strategy & Stakeholder Management

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Relevant B degree or equivalent 3-year qualification and 3 years relevant experience. Expert knowledge of strategic management processes. Knowledge of global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills: ability to interpret and apply relevant policies and procedures, problem solving skills, policy analysis, facilitation skills, presentation skills, communication skills (written and verbal). organising, dispute resolution/conflict management, project management, ability to analyse, conceptualise and implement policy, policy formulation, research skills.

**DUTIES** : Coordinate and conduct the strategic and operation planning processes for the Department. Facilitate and perform all tasks required in the strategic planning process, including; Develop the project plan. Gather and analyse all relevant information. Consult and collaborate with relevant stakeholders. Compile the draft strategic plans and amend as required. Compile the letter of the accounting officer and amend as required. Develop and amend target grids in consultation with relevant stakeholders and coordinate the printing translation

and proofreading of the strategic plan in collaboration with the Directorate Communication. Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the Directorate finance in the development of the EPRE including develop the project plan. Perform all tasks required in the development of the operational plan. Compile strategic documents and reports. Develop Service Delivery Improvement Plans (SDIPs). Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and Citizen's Report for the Department: Collaborate with the Directorate Communication in the printing, translation and proofreading of the Annual Performance Plan. Gather required information for the Annual Report from relevant stakeholders in the Department. Compile required sections of the Annual Report.

**ENQUIRIES** : Ms W Conrad Tel No: 021- 467 2053  
**CLOSING DATE** : 09 September 2022

**POST 32/311** : **ASSISTANT DIRECTOR: PERFORMANCE AND ETHICS**  
**ADMINISTRATION REF NO: 299**  
 Directorate: Strategic People Management

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : At least a recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, Industrial Psychology or Industrial Relations, with at least 3 years' experience in human resources, industrial relations or performance management. A valid Code 8 drivers' license. Recommendation: Supervisory experience will be an added advantage. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. The candidate needs to have sound knowledge and experience in Performance Management processes; experience of performance management systems; experience and knowledge of performance reward/recognition processes, report writing skills; ability to facilitate training and development sessions. Skills: Interpret and apply relevant policies and procedures; Problem Solving Skills; Facilitation Skills; Presentation Skills; People Management and Empowerment; Project Administration; Information and Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Monitoring and Evaluation; Report writing, computer skills, conflict resolutions.

**DUTIES** : Co-ordinate the individual reward systems (inclusive of OSD's) re pay progression, grade progression and performance bonuses. Co-ordinate and provide guidance to line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Co-ordinate the performance assessment and moderation processes. Administer the performance management systems (PERMIS). Coordinate probation processes. Co-ordinate and report on compliance to RWOPS. Co-ordinate facilitate and report on compliance to E-Disclosures. Perform managerial tasks with regard to the unit. The candidate will be responsible to lead a unit that provides guidance on administration of performance compliance processes applicable, guideline managers and officials in the performance management process and facilitate an online performance recording system. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work Outside the Public Service (RWOPS). Co-ordinate the pay and grade progression processes applicable. Provide relevant training.

**ENQUIRIES** : Ms H Sishi Tel No: 021- 467 2479  
**CLOSING DATE** : 09 September 2022

**POST 32/312** : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 292 (X2 POSTS)**  
 Directorate: Service Benefits

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public

service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Knowledge: knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

**DUTIES** : Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.

**ENQUIRIES** : Ms D Pillay Tel No: 021- 467 2477

**CLOSING DATE** : 09 September 2022

**POST 32/313** : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT: LEASES REF NO: 304**  
Directorate: Physical Resource Planning

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

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Diploma in Real Estate or related Property Management fields. Valid Driver's Licence. Computer literate. Three years of experience post qualification. Knowledge of: South African Schools Act of 1996. Government Immovable Asset Management Act of 2000. PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Skills: Understand how to apply the Provincial Infrastructure Delivery Management System. Understand the Education service delivery platform, - indicators & service plan and how that links with infrastructure. Understand how to undertake a risk analysis and undertake a risk mitigation strategy. Understand legal contract imperatives related to negotiations and signing of lease contracts. Understand how to interpret functional and technical norms/standards in terms of leases and drafting of technical scope for leases. Understand how to prepare reports, submissions and presentations. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities.

**DUTIES** : Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal Accounts and Expenditure: Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities: Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by facilities. People management: Undertake human resources and other related administrative functions.

**ENQUIRIES** : Mr G Coetzee Tel No: 021- 467 9261

**CLOSING DATE** : 09 September 2022

**POST 32/314** : **E-LEARNING PROJECTS FACILITATOR REF NO: 307**  
District: Metro East Education District Office

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Kuils River  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.

**ENQUIRIES** : Ms L Diamond Tel No: 021- 900 7006  
**CLOSING DATE** : 09 September 2022

**POST 32/315** : **E-LEARNING PROJECTS FACILITATOR REF NO: 299**  
District: Eden and Central Karoo Education District Office

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : George  
**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

**DUTIES** : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head



Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.

**ENQUIRIES**  
**CLOSING DATE**

: Mr J Jonkers Tel No: 044- 803 8300  
: 09 September 2022