

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

CLOSING DATE : 26 September 2022

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

MANAGEMENT ECHELON

POST 34/320 : **CHIEF DIRECTOR: OPERATIONAL SUPPORT SERVICES REF NO: AGR 45/2022**

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

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: An appropriate 3-year B-degree qualification (NQF level 7) as recognised by SAQA; A minimum of 5 years' senior management experience. Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: A valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Strategic capabilities and leadership; Interpretation and application of policies and procedures; People Management and empowerment; Programme and project management; Financial management; Change management; Ability to persuade and influence; and highly developed interpretive and conceptual/formulation abilities.

DUTIES : Line Management: Overall management of departmental infrastructure support services; Overall management of departmental facilities maintenance and grounds maintenance; Overall management of departmental programme support; Overall management of occupational health and safety and security; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Financial Management: Ensure effective and efficient oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; and People Management: Management of the human resources of the Chief Directorate and the two Directorates to achieve the pre-determined performance indicators

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

ENQUIRIES : Dr M Sebopetsa Tel No: (021) 808 5006
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 34/321 : **AGRICULTURAL ADVISOR: CENTRAL KAROO (PRINCE ALBERT) REF NO: AGR 47/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Good communication (written and verbal) and presentation skills; Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

ENQUIRIES : Mr D Aries at Tel No: (021) 808 5103
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 : 03 October 2022

POST 34/322 : **TRACTOR DRIVER/OPERATOR: VEGETABLES AND AGRONOMY (ELSENBURG) REF NO: AGR 49/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code C1) driving licence. Recommendation: Ability to operate tractor with relevant specialised farming machinery and equipment. Competencies: Good understanding of the following: Maintenance on tractors and implements; General farm work and maintenance; Ability to operate a tractor with various implements; Proven skills in routine maintenance of vehicles, tractors and implements; Operating specialised machinery; Basic communication skills.

DUTIES : Operate a tractor with various implements (e.g. ploughs, rippers, planters, crop spraying machines) attached to assist with the physical execution of various general farming activities such as land cultivation, planting, harvesting, application of chemicals and fertilizers; Perform vehicles maintenance and administrative support activities; Operate specialised machinery (such as harvesters, drilling equipment and excavators) in respect of loading and

		offloading goods, repair and maintenance of farm roads and removal material including loading and carting away.
<u>ENQUIRIES</u>	:	Ms B Abrahams Tel No: (021) 808 5480
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>CLOSING DATE</u>	:	03 October 2022
<u>POST 34/323</u>	:	<u>TRACTOR DRIVER/OPERATOR: FARM SERVICES (TYGERHOEK) REF NO: AGR 50/2022 (X3 POSTS)</u>
<u>SALARY</u>	:	R147 459 per annum (Level 04)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code C1) driving licence. Competencies: Good understanding of the following: Maintenance on tractors and implements; General farm work and maintenance; Ability to operate a tractor with various implements; Proven skills in routine maintenance of vehicles, tractors and implements; Operating specialised machinery; Basic communication skills.
<u>DUTIES</u>	:	Operate a tractor with various implements to assist with farm activities; Perform routine maintenance activities on vehicles, tractors and farm implements; Performing general farm activities in respect of crop production, caring for livestock and infrastructure maintenance.
<u>ENQUIRIES</u>	:	Mr L Mabitsela Tel No: (028) 425 4861
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>POST 34/324</u>	:	<u>FARM AID: FARM SERVICES (TYGERHOEK) REF NO: AGR 48/2022</u>
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic Literacy and Numeracy (ABET level 2/Grade 5). Competencies: Knowledge of general infrastructure development and farm work; Basic communication skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Perform the following manual farm activities: Crop production; Animal production; Mixed cropping and livestock research farm; Infrastructure development and maintenance.
<u>ENQUIRIES</u>	:	Mr L Mabitsela Tel No: (028) 425 4861
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to: westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>CLOSING DATE</u>	:	03 October 2022

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 September 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 34/325** : **DIRECTOR: CRIME PREVENTION CENTRE REF NO: CS 26/2022**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in a public/ security/ safety environment; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Experience in a crime prevention environment. Competencies: Knowledge of the following: Public Service reporting procedures; Public Sector; Public Management Practices; Labour Relations; Financial Management; Management practices and meeting procedures; Procurement policies; Policy development; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit skills; Economic, Financial Analysis; Legal administration skills; Leadership skills; Interpersonal skills; Conflict Management skills; Analytical and strategic thinking.
- DUTIES** : Manage safety partnerships; Implement community engagements programmes; Promote safety within communities by raising awareness and building capacity to be responsive to safety concerns and needs of that community; Implement Social Crime Prevention Programmes aimed at supporting vulnerable groups including children, youth, women and persons living with disabilities; Provide administrative, professional and technical advice; Evaluate the performance of the directorate; Ensure proper care and maintenance of equipment as well as the safekeeping of stores and supplies;

Continuously define and review the purpose, objectives and priorities within the directorate; Effective and efficient People Management and Empowerment practices; Develop an operational plan; Financial Management; Strategic Management.

ENQUIRIES : Mr D Coetzee Tel No: (021) 483 3960

OTHER POST

POST 34/326 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND COORDINATION REF NO: CS 32/2021 R1**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' experience in a strategic planning, reporting and coordination environment; 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: Strategic management processes; Government planning processes and cycles; Departmental operations; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economical and social affairs impacting on the provincial government of the Western Cape; Written and verbal communication skills.

DUTIES : Coordinate and facilitate the departmental participation in developing strategic and operation planning processes; Coordinate and facilitate the departments performance reporting processes; Coordinate and compile of the departmental service delivery improvement initiatives including DPSA and Public Service Commission compliance; Coordinate governance performance information and policy coordination in the department; People management.

ENQUIRIES : Ms N Gallant Tel No: (021) 483 6954

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 : 26 September 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 34/327 : **ADMINISTRATION CLERK: LIBRARY SERVICES (BLAAUWBERG REGION) REF NO: CAS 26/2022**

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). A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the Computerised Library Management System (LIMS); Relevant exposure/experience in an administrative environment. Competencies: A good understanding of the following: Job knowledge; Asset control; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Planning and organising; Written and verbal communication skills; Interpersonal relations; Teamwork.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr N H Mxokozeli Tel No: (021) 483 2286

POST 34/328 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 27/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an asset management environment, warehouse management or inventory management. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook, My Content and MS Teams); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Render administrative support services; Assist with the asset management function and processes; Assist with the disposal of assets within the Department; Safeguarding of assets.

ENQUIRIES : Mr P Hugo Tel No: (082) 582 6715

POST 34/329 : **ADMINISTRATION CLERK: CATALOGUING SUPPORT REF NO: CAS 28/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant online cataloguing experience. Competencies: Knowledge of the following: Anglo-American Cataloguing Rules (AACR2); Resource Description and Access (RDA); Library of Congress Subject Headings (LCSH); MARC 21; Library of Congress online catalogue; Library Information Management Systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Good verbal and written communication; Ability to work independently and as part of a team.

DUTIES : Cataloguing of new fiction books and easier audio-visual materials; Quality control of the SLIMS database; Office administration and queries.

ENQUIRIES : Mr B Meyer Tel No: (021) 483 2309

POST 34/330 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 36/2022 (X2 POSTS)**
(Part-Time contract positions for a 12-Month Period)

SALARY : R110 193 per annum (Level 05), plus 37% in lieu of benefits (5/8th part-time)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year relevant experience. Recommendation: Experience working in local leagues or clubs. Competencies: A good understanding of the following: Data collection and information management skills; Sport administration; Club Development programme; Proven computer literacy; Monitoring and reporting; Report writing skills; Written and verbal communication skills; Interpersonal skills.

DUTIES : Maintain databases of distributed resources; Capturing and maintenance of data of clubs, individual memberships, processes and services rendered at club and league events.

ENQUIRIES : Mr J Pasensie Tel No: (021) 483 9659

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 26 September 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 34/331 : **ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT REF NO: DEDAT 11/2022**

SALARY CENTRE : R261 372 per annum (Level 07)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher economics related subjects; A minimum of 3 years administrative support experience to management. Recommendation: A valid (Code B) or higher driving licence. Experience providing strategic support to senior management. Advanced Microsoft excel skills. Advanced financial management and budgeting. Competencies: Knowledge of the following: Development and maintenance of administrative and operational systems; The following skills: Problem-solving; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Advanced Microsoft Excel and Word; Advanced financial management and budgeting; Written and verbal communication.

DUTIES : Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders; Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the Monitoring and Evaluating (M&E) systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).

ENQUIRIES : Mr J Peters Tel No: (021) 483 9417

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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 : 26 September 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 34/332** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT) REF NO: EADP 20/2022 (X2 POSTS)**
- SALARY** : R276 831 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Environmental Management, Natural or Environmental Sciences or related field; A valid driving license (Code B or higher). Recommendation: Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); Working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental legislation, policies, guidelines, norms and standards; Environmental management systems. Skills needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving; Project management; Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.
- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.
- ENQUIRIES** : Mr E van Boom Tel No: (021) 483 2877

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 34/333** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (ADULT PULMONOLOGY)**
Tygerberg Hospital, Parow Valley
- SALARY** : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Internal Medicine and sub-specialist in Pulmonology (adult). Experience: A minimum of 3 years of appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pulmonology (Adult). Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Pulmonology (Adult). Competencies (knowledge/skills): Appropriate experience as a Pulmonology Sub-Specialist (including Medical Intensive Care) in an academic environment with managerial experience. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate, and sub-specialist Pulmonology teaching and training. Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication, and managerial skills, and appropriate related knowledge

including the ability to lead multi-disciplinary teams. The leadership of the Division of Pulmonology. Skills in Interventional Pulmonology and Thoracic Ultrasound. Skills in the management of patients in Intensive Care. Academic leadership includes the ability to provide teaching and clinical training to undergraduate, and postgraduate students and Pulmonology trainees. National reputation as a leader in the field of Pulmonology International reputation as a leader in the field of Pulmonology. A strong history of academic mentoring and supervising research within the field of Internal Medicine and Pulmonology Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Pulmonology.

DUTIES : Lead and manage the adult Pulmonology Division / Pulmonology services of the hospital. Lead and provide teaching and training of undergraduate, and postgraduate students in Pulmonology as well as supervision of Pulmonology trainees. Lead a Pulmonology research program.

ENQUIRIES : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi Tel No: (021) 938-4136
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : The successful candidate will also be The Head of the Division of Pulmonology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University. No payment of any kind is required when applying for this post.

CLOSING DATE : 23 September 2022

POST 34/334 : **FACILITY MANAGER**
 Chief Directorate: Metro Health Services

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

CENTRE : District Six CDC

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in a health-related field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.

DUTIES : General and operational management of a Community Health Centre, related services linked to the facility and implementation of the prescribed package of services. Strategic and operational planning, implementation of operational plans monitoring and evaluation. Responsible for external governance including collaboration with other sectors. Sound financial, Supply Chain Management and People Management. Quality assurance and Quality Management. Health Strategy and Support through good governance in Information management, Pharmaceutical & Laboratory Services.

ENQUIRIES : Ms L Appolis Tel No: (021) 202-0883/933
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 23 September 2022

POST 34/335 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R624 216 per annum

CENTRE : Ceres CDC, Witzenberg 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 Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3

years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth knowledge and application of Ideal Clinic and Office of Health Standards Compliance guidelines. In depth knowledge and application of the Practical Approach to Care Kit. Knowledge of Community Oriented Primary Care. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel; PowerPoint).

DUTIES : Responsible for operational and strategic management of District Health Services for the Sub-district, (i.e., CDC's, clinics, and mobiles). Ensure that all prescribed health policies are implemented. Provide clinical supervision and support services at the Witzenberg PHC Facilities. Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Liaise with other organisations and role-players within the Witzenberg Sub-district to ensure appropriate service delivery to the community.

ENQUIRIES : Mr L Wawini Tel No: (023) 316-9600, email: Lulamile.Wawini@westerncape.gov.za

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

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

CLOSING DATE : 23 September 2022

POST 34/336 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R571 242 per annum (PN-B3)
CENTRE : Alma CDC, Mossel Bay 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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care R48 accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office, Word and Excel, PowerPoint and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service.

ENQUIRIES : Ms M Manuel Tel No: (044) 604-6106

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

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

CLOSING DATE : 23 September 2022

POST 34/337 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District

SALARY : R571 242 per annum (PN-B3)
CENTRE : Garden Route District (Based at Mossel Bay Hospital)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Disease Management. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District HIV/AIDS/TB Services. Provide comprehensive support for Mossel Bay and Hessequa Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support Mossel Bay and Hessequa Sub-Districts to achieve programmatic deliverables including Maternal-Child-Women's-Health, 1st 1000 days strategy, HIV/AIDS/STI/TB, and Chronic Disease Management. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Support the Mossel Bay and Hessequa Sub-Districts to achieve and maintain Ideal clinic and Ideal Hospital status for all Health Facilities.

ENQUIRIES : Ms G Holton Tel No: (044) 803-2700
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/338 : **OPERATIONAL MANAGER NURSING (GENERAL)**
Overberg District

SALARY : R450 939 (PNA 5) per annum
CENTRE : Otto Du Plessis Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Maternity Nursing. Inherent requirements of the job: Willingness to work shifts (night and day), public holidays and weekends to manage hospital after hours, when required. Perform standby duties/ relief duties for Assistant Manager: Nursing. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate in at least two of the official languages of the Western Cape. Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Be able to function independently and as part of a multi-disciplinary team. Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic computer literacy.

DUTIES : Management, coordination, and provision of quality comprehensive care within the facility. Effective personnel development and management within the Department. Effective financial management and procuring as well as implementing of policies, prescripts, and protocols according to the public service Finance Management Act; Regulations. Ensure the promotion of Quality Assurance (Ideal Hospital, Office of Health Standards Compliance and

Best Care Always), Infection prevention and control, Occupational Health and Safety within the Department. Initiate and participate in training, development, and research within the nursing division. Liaise with relevant stakeholders including institutional committees. Promote health education to clients, the public and staff. Collect, verify and timeous submission of accurate statistics. Participates in formulating, monitoring and implementation of policies, guidelines, standard operating procedures and regulations within the department. Deliver an effective support service to the Nursing Manager and ensure effective coordination of the Nursing Division after hours. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms M Hattingh Tel No: (028) 424-2652 (Email): Michelle.Hattingh@westerncape.gov.za

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

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

CLOSING DATE : 23 September 2022

POST 34/339 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (PEOPLE MANAGEMENT)**

SALARY : R382 245 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management / Public Management/ Public Administration / Management. Experience: Appropriate supervisory and experience in People Management Administration. Inherent requirements of the job: Valid Code (B/EB) drive Appropriate supervisory and experience in People Management Administration. Driver's licence. Competencies (knowledge/skills): Appropriate PESAL experience. People management skills. Proven knowledge of Public Service Regulation. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Lead, manage, supervisor and coordinate the work and responsibilities of the People Management Administration (Personnel Administration) component. Provide Human Resource Administration Service to all employees at the institution. Administer conditions of service, allowances and deductions (housing, medical aid, pension, overtime, commuted overtime and acting). Coordinate and administer COIDA, PILIR and incapacity processes. Manage applications for RWOPS, including capturing and deductions on PERSAL. Ensure implementation and compliance with HR policy and practices. Monitor and manage commuted overtime contracts.

ENQUIRIES : Mr ZR Mhlanga Tel No: (021) 938-6550

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

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

CLOSING DATE : 23 September 2022

POST 34/340 : **SENIOR PERSONNEL PRACTITIONER: HEALTH AND PRODUCTIVITY SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)**

Directorate: People Management and Administration

SALARY : R321 543 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree in Social Science or Human Resources, Safety Management. Experience: Sound knowledge and appropriate experience in Employee Health and Wellness and Occupational Health and Safety. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight at various workplaces across the geographical area of the Western Cape and other provinces. Competencies (knowledge/skills): Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualization, statistical analysis and analytical skills. Creativity, self-motivation and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.

DUTIES : Administer the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for Health and Productivity and SHERQ. Administer and promote Health, Wellness & Safety programmes for employees in the Department. Administer contract management in the SHERQ and Health & Productivity Focus Areas. Provide administrative support to provincial steercom committees and other directorate meetings. Administer Health and Safety departmental audits and reporting. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to the health and productivity of employees in the Department. Assist with the development of monitoring and evaluation tools for the implementation of a DPSA M&E framework. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases.

ENQUIRIES : Mr N Ismail Tel No: (021) 483-3951
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/341 : **COMMUNICATION OFFICER**
Directorate: Communications (for Emergency and Clinical Services Support), Bellville Health Park

SALARY : R321 543 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Journalism, Public Relations, or Communication. Experience: Appropriate experience in Communication/media-related working environment/field. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. The ability to work independently operational management capability analytical and problem-solving abilities.

DUTIES : Reputation Management including through media liaison (handling of media queries, writing of media releases, media monitoring and evaluation) for Emergency and Clinical Services Support (ECSS). Generating positive and pro-active content/campaigns for the portfolio. Developing and executing awareness communication campaigns. Compiling of research, co-ordination, editing and producing communication material. Support internal campaigns/projects through internal communication.

ENQUIRIES : Mr B La Hoe Tel No: (072) 368-0596
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/342 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services

SALARY : R176 310 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerk experience in a hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Proficient in the use of MS Office applications (including Excel, Word, PowerPoint and Outlook). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain a code of ethics and core values to ensure effective interpersonal communication. Facilitate feedback to the Manager regarding patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and

relief as may be delegated by the staff and Health team, also in other departments.

ENQUIRIES : Ms SDL Louis Tel No: (044) 802-4376
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/343 : **ARTISAN ASSISTANT (X2 POSTS)**
Central Karoo District

SALARY : R147 459 per annum
CENTRE : Beaufort West Hospital (X1 Post)
Prince Albert Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of hospital plant, laundry equipment and machinery. Inherent requirements of the job: fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assist with repairs and installation of objects, emergency breakdowns, supervise and in-service training of co-workers. Maintained and repaired equipment, repair of plant equipment, furniture, fixtures, and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, and water tanks. Basic welding repairs and installations. Obtain quotations, and order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES : Mr F du Toit Tel No: (023) 414-8200
APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/344 : **HOUSEHOLD AID**
West Coast District

SALARY : R104 073 per annum
CENTRE : Sonstraal Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilization and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : Ms S Kulsen Tel No: (021) 862-3176
APPLICATIONS : The Director, West Coast District Office, Private Bag X15, Malmesbury, 7300.
FOR ATTENTION : Mr JJ van Staden
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 September 2022

POST 34/345 : **CLEANER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Ruyterwacht Community Day Centre (X1 Post)
Ravensmead Community Day Centre (X1 Post)

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. ABET (be able to read and write). Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Good communication skills (read and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.
- DUTIES** : General cleaning and maintenance, i.e., dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g., polishing and scrubbing machines, mops, brooms, and buckets are clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for a general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.
- ENQUIRIES** : Ms L Rose-Benjamin Tel No: (021) 534-4361
- APPLICATIONS** : The Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535
- FOR ATTENTION** : Mr C Davids
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 September 2022

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 September 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 34/346 : **HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: (HS 18/2022)**
(18-Month Contract)

SALARY : R1 544 415 per annum (Level 15), (all-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience within the built environment of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996; A valid code EB driver's license (unless prevented by a disability). Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Promote integrated human settlement planning and development by facilitating the development of spatially, economic viable and socially and environmentally sustainable integrated human settlements; Manage and engage all spheres of government in integrated housing and human settlement development through programmes and projects; Optimise communication and stakeholder relationships with human settlement stakeholders and partners; Render an administrative support service to the Provincial Minister for Infrastructure; Drive the development and implementation of the Provincial Human Settlements Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitating the development of spatially economic viable and socially and environmentally sustainable integrated human settlements; Accelerating delivery in support of improving the quality of living standards and basic services; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners; Establishing and maintaining appropriate internal controls and systems to meet performance requirements.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 26 September 2022

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by

the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 34/347</u>	:	<u>DIRECTOR: STRATEGIC COMMUNICATION (CONTRACT – LINKED TO THE TERM OF OFFICE OF THE PREMIER) REF NO: DOTP 20/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Department of the Premier, Western Cape Government B-degree (NQF Level 7 as recognised by SAQA); Minimum of 6 years' experience at a middle/senior managerial level, 3 years of which must be in strategic communication; A valid code EB driver's license; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post.. Recommendation: Experience within a public relations and communication strategy environment; Tertiary qualification in the social sciences; Experience in government in a management role would be advantageous. Competencies: Knowledge: Advanced knowledge of strategy development, strategy management and communication strategy processes; Knowledge of standard and advanced communication systems; Knowledge of innovation and transformation; Knowledge of Constitutional, legal and institutional arrangements; Knowledge of government policy development processes; Knowledge of strategic and project management; Knowledge on the latest trends in the communication industry; Knowledge of financial norms and standards (PFMA, NTR, Provincial Treasury Directives and Instructions; Budgeting processes; National and Provincial instruments and legislation pertaining to people management. Skills: Ability to analyse, conceptualise and implement policy; Budgeting skills; Strong communication skills; Computer literacy skills; Critical thinking, innovation and problem solving skills; Excellent networking skills; Excellent strategic thinking and superlative verbal and written communication skills; Leadership skills with specific reference to the ability to display thought leadership in complex situations. – Management accounting skills; Monitoring, evaluation and reporting; Numeracy and accuracy; Policy development; Presentation skills; Problem solving; Project management and planning skills; Research skills; Strong inter-personal and relationship management skills.
<u>DUTIES</u>	:	Development and Management of a Communication strategy for the Western Cape Government Developing and managing the execution of an external communications strategy for the WCG that is aligned to the vision and key objectives of the Provincial Executive. This will include: 1. Media Relations Strategy: Development and management of a proactive media relations strategy across all media forms, with key themes and issues aligned to the WCG's priorities, in conjunction with the media liaison officers in the provincial ministries and heads of communications in departments; Day-to-day, as well as short and long term management of media matters in conjunction with the media liaison officers in the provincial ministries; Oversee and sometimes prepare press releases and speeches for the Provincial Executive; Oversee and assist to plan media events for the Provincial Executive;- Identifying and

mitigating media risks for the Western Cape Government, including providing strategic guidance to the executive; Oversee the production of media analysis reports for the Provincial Executive; Ensure that relationships with the media are built and sustained; Community Engagement Strategy; Development and management of a community engagement strategy for the Premier's Office; Social Media and Digital Strategy: Support the alignment of heads of communications in provincial departments and the e-Government for Citizens (e-G4C) directorate in the WCG on social media and digital strategy; Strategic Communications Campaigns: Development and management of strategic paid for communication campaigns for the WCG in conjunction with the Corporate Communications directorate, eG4C and heads of communications in provincial departments and external communications agencies; Leadership: Manage members of various levels, who are participants in different project teams, both directly and indirectly in order to achieve the project outcomes; Financial management, and good financial and corporate governance related to projects assigned to the position.

ENQUIRIES : Ms T De Decker Tel No: (021) 483 6447

OTHER POSTS

POST 34/348 : **DEPUTY DIRECTOR: PROVINCIAL WIDE MONITORING AND EVALUATION REF NO: DOTP 15/2022 R1**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in evaluations, stakeholder relations and programme and project monitoring. Recommendation: Experience working in Data and Evidence systems. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation approaches; Strategic management and strategic information analysis and interpretation; Gathering, analysing, and synthesising relevant evidence-based data and information from a range of sources; The development of norms and standards for the purpose of data governance and data management; The National Evaluation System and its institutionalisation at a provincial level; Business Intelligence systems and its application within a results-based monitoring and evaluation environment; The policies and priorities of provincial and national government; Global, regional and local political, economic and social trends impacting on the Western Cape Government; Inter-governmental relations. Skills needed: Report writing; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Interpretative; Presentation; Leadership with specific reference to display thought leadership in complex situations; Problem solving; Team building; Inter-personal; Planning; Organising; People management; Networking; Network formation; Communication (Written and verbal). Ability to: Customize information to user requirements; Work independently and as part of a team.

DUTIES : Support the following: Institutionalisation of the province-wide evaluation system for the WCG aligned to the National Evaluation System (NES); The evaluation and research services integrative with other data and evidence services in the Provincial Data Office. Development, adoption and maintenance of evaluative guiding frameworks; Facilitation of capability development for responsive evidence methods using community of practices to increase the use of the data and evidence; Drive the dissemination, communications and advocacy for data and evidence services; Coordination of a Community of Practice for data governance within the WCG and with external stakeholders; Collaboration with WCG departments, local and international stakeholders and partners to ensure best practice alignment.

ENQUIRIES : Ms A. Mohamed Tel No: (021) 483 6091

POST 34/349 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 50/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3-years' experience in a Recruitment and Selection environment on a administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-

Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.

DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 34/350 : **CHILDRENS COMMISSIONER OFFICER REF NO: DOTP 21/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving licence. Recommendation: Communication Qualification; Tech Savvy (especially in social media applications); Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports; Ability to work in partnership with children; Ability to develop media outputs. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills; Strong administrative skills.

DUTIES : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms D Reid - Donelle.Reid@westerncape.gov.za

POST 34/351 : **HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 51/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate tertiary qualification; Experience within a Human Resource/Recruitment environment; Experience working on an e-recruitment system; A valid Code B (Or higher) driving licence. Competencies: Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Interpersonal skill; Ability to work under pressure and meet deadlines.
- DUTIES** : Liaise with relevant stakeholders; General office administration; Database Management; Capture and update expenditure in component; Reception duties.
- ENQUIRIES** : Mr S Petersen Tel No: (021) 483 3562

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 September 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 34/352** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (DELFT) REF NO: DSD 49/2022**
- SALARY CENTRE REQUIREMENTS** : R389 991 - R452 106 per annum, (OSD as prescribed).
Department of Social Development, Western Cape Government
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Ms S Abrahams Tel No: (021) 483 7672
- POST 34/353** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (WITZENBERG) REF NO: DSD 50/2022**
- SALARY CENTRE REQUIREMENTS** : R389 991 - R452 106 per annum, (OSD as prescribed).
Department of Social Development, Western Cape Government
Formal tertiary registration in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the

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

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

ENQUIRIES : Ms M Arendse Tel No: (023) 348 5300

POST 34/354 : **ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: DSD 48/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data and collate financial statistics; Public Service financial legislations, procedures and treasury regulations (PFMSA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems (PERSAL, BAS, LOGIS); Written and verbal communication skills; Proven computer literacy; Numeracy skills; Planning and organising skills.

DUTIES : Render financial accounting transactions: Receive and check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform salary administration support services: Receive and process salary advices; File all documents; Perform bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture and allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

ENQUIRIES : Mr DN Arendse Tel No: (021) 483 8646

POST 34/355 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (EERSTE RIVER) REF NO: DSD 51/2022**

SALARY : Grade 1: R150 438 – R169 332 per annum, (OSD as prescribed)
 Grade 2: R179 637 – R202 176 per annum, (OSD as prescribed)
 Grade 3: R214 494 – R269 301 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the

learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Rebe Tel No: (021) 812 0923

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** : 26 September 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 34/356** : **CONTROL ENGINEERING TECHNOLOGIST REF NO: TPW 92/2022 (X3 POSTS)**
- SALARY** : Grade A: R762 816 per annum, (all-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from date of appointment); A valid code B driving license. Recommendation: Appropriate experience in one or more of the following engineering disciplines; Pavement, geometric or roads design; Public Sector experience/exposure; Applicable experience in transport infrastructure, road

construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management.. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management.

DUTIES

: Manage technological advisory services; Plan technological support to Engineers and associate professionals in the field; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES

: Ms M Hofmeyr Tel No: (021) 483 3999

POST 34/357

: **DEPUTY DIRECTOR: PROPERTY ACQUISITION REF NO: TPW 96/2022**

SALARY CENTRE REQUIREMENTS

: R744 255 per annum (Level 11), (all-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years management level experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience working in Property Management and Property Industry; Project Management; Understanding Conveyancing Principals; Town Planning knowledge. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures, and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional, and local political, economic, and social affairs impacting on the Western Cape Government; National, Provincial and Departmental policies, prescripts and practices regarding infrastructure; Programme/project management; Research; Planning procedures; Public service reporting procedures; Human Capital Management and Development; Financial Management; Property Industry. Skills needed: Communication (written and verbal); Strategic thinking; Project management; Report writing, Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Interpretative; Presentation; Leadership with specific reference to display thought leadership in complex situations; Problem solving; Team building; Inter-personal; Planning; Organizing; People management; Networking; Network formation. Ability to: Customize information to user requirements; Work independently and as part of a team.

DUTIES

: Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process and the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyze all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the Department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan; Manage the following: Acquisition of Immovable Property for the Client Departments.; Acquisition of Immovable Assets as per ad hoc approved requests; The donation of immovable assets; Land exchanges; The transfer of immovable assets in terms of the principle asset follows function. Ensure that Tactical infrastructure programs are in accordance with the National Development Plans,

frameworks, and strategies; Initiate and direct research and analysis of all aspects to stay abreast of advances in the relevant fields and implement best practice. Contract in private sector support and parastatals in facilitation and partnership of program development and implementation; Evaluate the performance of the sub-directorate on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Sub-directorate.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532

POST 34/358 : **DEPUTY DIRECTOR: INTERNAL CONTROL (GMT) REF NO: TPW 99/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-degree) with a minimum of 3 years management level experience; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Finance management Act (Act 1 of 1999). Skills needed: Communication (written and verbal); Organisational; Leadership. Ability to interpret relevant directives and policies and the use of Systematic approach.

DUTIES : Human Resource Management within the Internal Control Unit; Ensure that Governance is implementation maintain in all GMT components; Ensure that assurance services are performed; Fraud Management; Loss Management; Irregular, unauthorized, fruitless and wasteful expenditure.

ENQUIRIES : Mr Y Ahmed Tel No: (021) 483 5152

POST 34/359 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MECHANICAL SERVICES (BELLVILLE) REF NO: TPW 148/2021 R1**

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
 (Salary will be determined based on post registration experience as per OSD prescript)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Mechanical/Megatronic/Industrial Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Skills needed: Networking, decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, written and verbal communication, computer literacy, planning and organising, conflict management, problem solving and analysis and people management skills.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain 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 code of practice; Office administration and budget planning; Manage resource and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700

POST 34/360 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: TPW 94/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant administrative experience in Property Management or similar environment. A valid code B (or higher) driving license.

Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience working in Property Management; Project Management; Understanding of Conveyancing Principals; Town Planning knowledge. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures, and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional, and local political, economic, and social affairs impacting on the Western Cape Government; National and provincial strategies and policies on infrastructure, Provincial Strategic Plan, Western Cape Infrastructure Framework. Skills needed: Communication (written and verbal); Strategic thinking; Project management; Sound organizing; Planning; Time management; Initiative and creativity; Liaise with personnel at all levels; Presentation; Decision making; Ability to do the following: Engage in both independent research and as part of a team; To access research sources; Perform under pressure; Function as a team member.

DUTIES : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process and in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyze all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the Department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan; Execute and implement acquisition of Immovable Property and Immovable Assets as per ad hoc approved requests for the Client Departments; Execute the following: The donation of immovable assets; Land Exchanges; The transfer of immovable assets in terms of the function asset follows function; Implement and Execute the Disposal of redundant properties of the Department and Public Works as per the requirements of the WCLA; Implement and Execute the Demolition of Buildings/ Structures; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Assist with the development and maintenance of acquisition programmes in line with the Directorates function.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532

POST 34/361 : **PRINCIPAL ROAD SAFETY OFFICER REF NO: TPW 163/2021 R1 (X4 POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : R321 543 per annum (Level 08)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Traffic, Law Enforcement, Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 3 years experience in Road Safety Education or relevant field; 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 in the following: Road Safety Act; National Road Safety Strategy; Public Service Act/Regulations; Local government structuring; Marketing principles; Capacity building; Skills needed: Planning and organising, computer literacy, problem solving, conflict resolution, research, analytical thinking, written and verbal communication skills.

DUTIES : Liaison with internal and external role-players; Facilitate and assist with the development of road safety programmes and initiatives; Facilitate, plan, develop and implement traffic safety information, projects and programmes; Research on traffic safety issues and educational projects.

ENQUIRIES : Mr A Kafaar Tel No: (021) 483 6000

POST 34/362 : **PRINCIPAL PROVINCIAL INSPECTOR (QUALITY EVALUATOR) REF NO: TPW 165/2021 R1**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; Registered traffic officer; A valid (Code A and EC) driving licence; No criminal record; A minimum of 6 years law enforcement experience. Competencies: Knowledge in the following: Communication (written and verbal) and report writing skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Analytical thinking; Ability to conduct research; Interpersonal skills.

DUTIES : Evaluate the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Ad hoc tasks.

ENQUIRIES : Ms A Fennie Tel No: (021) 983 1500

POST 34/363 : **CHIEF WORKS INSPECTOR (ELECTRICAL): EDUCATION INFRASTRUCTURE REF NO: TPW 97/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Technical experience of Occupational Health and Safety Act and regulations. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new works of education facilities; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr N Nolan Tel No: (021) 483 9366

POST 34/364 : **ACQUISITION OFFICER: PROPERTY ACQUISITION REF NO: TPW 93/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 1 year's relevant administrative experience in property management or similar environment. A valid code B (or higher) driving licence. Recommendation: Rendering administrative support functions to senior management. Competencies: Knowledge of the following: Public Services, Provincial and strategies/policies/prescripts and other documents that address Transport Development; Provincial Growth and Development Strategy; Strategic Infrastructure Plan; Relevant software packages & sound application of relevant computer programmes; Human capital administration; Record management system; Communicate effectively (written and verbally); Procure goods and services; Work and perform under pressure; Make sound judgments; Basic research; Analyze documents and situations; Function as a team member; Sound organizing, planning and time management skills. Excellent interpersonal relations; Organized and self motivate.

DUTIES : Acquisition of immovable Properties; Liaise with client departments; Monitor the progress of all projects; Check standard legal documents; Attend meetings

pertaining to specific projects; Update acquisition register; Verify ownership of subject property(s); Site visits; Do background research on properties; Make recommendations on the appointment of consultants; Liaise with consultants; Make recommendations with regards to properties; Obtaining quotations from various valuers; Scrutinize quotes and make recommendation with regards to quotations; Draft appointment letter; Draft submission to the Minister/ Head of Department; Compile contracts and submit to legal advisor for comments; Prepare payment advice; Follow up on registration process; Do background research on Properties; Check standard legal documents; Handle enquiries/telephonic; Obtain supporting documentation from client departments, Registrar Deeds' office and Surveyor Generals' office; Arrange for translation and placement of adverts; Request valuation report; Draft correspondence to successful and unsuccessful tender applicants; Liaise with State Attorney/Private attorneys; Arrange for the issuing of replacement of title deeds; Arrange for the signing of the necessary transfer documents; Follow up on the registration process; Prepare payment advice for State Attorney's legal cost.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532

POST 34/365 : **PERSONAL ASSISTANT: PROPERTY ACQUISITION, REF NO: TPW 95/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. 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: Relevant legislation, policies, prescripts and procedures; Office administration; Database management; Financial administration; Information and records management; Procurement processes; Understand the functioning, systems and processes of government; Proven computer literacy (MS Office); Good written and verbal communication skills; The following skills: Organising, planning, record keeping, grooming and presentation, customer/client liaison and people skills; Telephone etiquette and typing skills; Ability to: Communicate well with people at different levels and from different backgrounds; Act with tact and discretion; Research and analyse documents and situations.

DUTIES : Provides a secretarial/receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532

POST 34/366 : **PERSONAL ASSISTANT: KNOWLEDGE MANAGEMENT REF NO: TPW 100/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Proven computer literacy; Organising; Good people skills; Communication (written, verbal and presentation) skills; Ability to: Communicate well with various stakeholders at different levels and from different backgrounds; Act with tact and discretion; Do research and analyse documents and situations.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager

regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES

: Mr L Barbier Tel No: (021) 483 8723/4117