

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

CLOSING DATE : 10 October 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 36/421 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH REF NO: AGR 51/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
 Oudtshoorn (X1 Post)
 Swellendam (X1 Post)

REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; 1 year post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in the appropriate field; A valid driving licence (Code EB or higher). Competencies: Knowledge of following: Animal Disease Act, Act 35 of 1984, Animal diseases and their control; Relevant computer information systems/programmes; Administrative procedures; Basic conditions of service and other relevant regulations; Stocktaking - control and systems; Filing system; Skills in the following: Administrative; Interpersonal; Communication (written and verbal); Proven computer literacy in MS Office packages; Ability to translate and implement policies.

DUTIES : Implementation of legislation and policies with regard to detection, treatment, control, prevention and eradication of animal diseases in accordance with the relevant legislation (Act 35 of 1984, Act 40 of 2000 and Act 06 of 2002); Extension and training to the general public and livestock farmers with regard to animals, animal diseases and zoonoses for the promotion of animal production and improvement of animal welfare in rural communities; Stock census and animal disease data collection and processing thereof; Effective work planning and compiling of reports; Effective implementation of administration and record keeping.

ENQUIRIES : Mr A. Storm at Tel No: 071 787 1550
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/422 : **GROUNDSMAN: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 53/2022**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Recommendation: Sound and Working knowledge in ground keeping. Competencies: Knowledge of the following: Garden layout; cutting and trimming lawns; Groundsman work; Appropriate tools and usage thereof; Basic communication skills; Interpersonal skills.

DUTIES : Responsible for keeping of all grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivering of a support service; Ensure that equipment and other tools are kept in a good and working condition.

ENQUIRIES : Mr J Smith Tel No: (021) 808 5343
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

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

CLOSING DATE : 17 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 : 10 October 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 36/423 : **ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES (SYSTEMS AND ADMINISTRATION) REF NO: CS 28/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Electronic Access Control Systems; Communication (Written and verbal).

DUTIES : Ensure that sub-directorate methodologies and processes are implemented correctly through optimal functioning of the electronic access control system and electronic surveillance equipment; Coordinate and influence continuous development, implementation and service delivery improvement of the Strategic Sourcing Strategy to influence the transversal Electronic Access Control and CCTV sourcing environment of the WCG Quality Assurance; Provide effective system support and training; People Management.

ENQUIRIES : Mr. D Samuels Tel No: (021) 483-5861

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 10 October 2022

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OTHER POSTS

POST 36/424 : **ADMINISTRATIVE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 38/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year relevant administrative experience. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Experience. Competencies: Knowledge of the following: Training in heritage related disciplines; Working knowledge of IT systems; Related disciplines; Public administration; Human Resource Management; Management of finances in line with PFMA; Conducting research. Skills needed: Proven computer literacy in Microsoft Office packages; Written and verbal communication; Planning and organising; Conflict resolution; Report writing; Analytical thinking.

DUTIES : Co-ordination, review and facilitate the application of heritage conservation policies in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources (declarations); Development and maintenance of the heritage register; Provide professional and technical assistance to other departments and internal units; Conduct Research.

ENQUIRIES APPLICATIONS : Mr J. Windvogel Tel No: (021) 483 9736
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/425 : **CLEANER: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 37/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government
: Basic literacy and numeracy (ABET level 2 – Grade 5). Recommendation: Ability to operate machines /equipment in a cost-effective manner; Take responsibility for issued cleaning materials. Competencies: Basic knowledge of cleaning and cleaning equipment; Skills in the following: Basic communication; Time management; Organising and interpersonal; Ability to work in a team and independently.

DUTIES : General cleaning, which include sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying dirt and office waste bins; Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored; Preparing of refreshments for Archives visitors.

ENQUIRIES APPLICATIONS : Ms L Mentjies Tel No: (021) 483 0450
: 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).

CLOSING DATE : 17 October 2022

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 : 10 October 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

<u>POST 36/426</u>	:	<u>ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DEDAT 12/2022</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05) Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Project management; Accounting, finance and audit; Information technology; Economic and financial analysis; Legal administration; Strategic planning; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication; Ability to capture data, operate computer and collecting statistics.
<u>DUTIES</u>	:	Render general clerical support services; Personnel administration clerical support services within the component; Supply chain clerical support services; Financial administration support services
<u>ENQUIRIES</u>	:	Ms M Jacobs at Tel No: (021) 483 9748

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	10 October 2022
<u>NOTE</u>	:	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 36/427</u>	:	<u>DIRECTOR: POLLUTION AND CHEMICALS MANAGEMENT REF NO: EADP 21/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS). 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.
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA (B Degree with Natural / Physical Sciences, Environmental Management/Sciences or Engineering). Minimum of 6 years' experience at a middle management level; A valid code EB driver's license (unless prevented by a disability). Recommendation: Computer literacy in MS Office software. Proven financial, human resource and risk management experience. Competencies: Proven knowledge and understanding of the National legal requirements (NEMA, NEM: WA, etc.); Proven knowledge and understanding of the Integrated Pollution and Waste Management and Chemicals Management Policy, standards implementation. Proven knowledge and understanding of Environmental regulatory requirements. Proven knowledge and experience of compliance monitoring and enforcement of environmental, including pollution and/or waste legislation. Proven knowledge and understanding of implementation of international multi-lateral environmental agreements related to Pollution and Chemicals Management. Strategic management, proven leadership and change management skills and experience. Proven knowledge, experience and understanding of program and project management. Proven financial management and skills, and knowledge and understanding of supply chain management processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of public finance, human resources and discourse management processes, legislation and prescripts. High level communication, interpersonal, conflict resolution, consultation and facilitation skills. Strong conceptual, interpretive and formulative skills.
<u>DUTIES</u>	:	Develop, maintain and implement integrated pollution legislation, policies, strategies and programmes. Management of policy and development of legislation, co-ordination and implementation. Provide strategic management, guidance and leadership with regards to pollution prevention. Promote cooperative governance in respect of pollution management, across all 3 spheres of government. Strategic management and oversight of compliance monitoring and enforcement of the statutory obligations in terms of NEMA (i.e. section 28, Duty of Care). Monitor pollution and chemicals management systems. Provide strategic management guidance and leadership with regards to: Pollution monitoring and information management. Decision-making, oversight and co-ordination in terms of Pollution and Chemicals Management in the Province. Implement international multilateral environmental agreements on pollution and chemicals management. Manage, draft and implement policy, guidelines, standards and norms with regards to Chemicals Management. Manage remediation and emergency incidents. Provide leadership, strategic guidance, co-ordination, management and implementation of Chapter 4, Part 8 NEM: Waste Act, in respect of the remediation of contaminated land. Strategic management and oversight of compliance monitoring and enforcement of the statutory obligations in terms of NEMA (section 30) & NEM: WA – Chapter 4, Part 8). Provide strategic management, decision-making and oversight in respect of sustainable water resource management. Provide strategic management, coordination, development, implementation, monitoring and reporting of the Sustainable Water Management Plan (SWMP), the Berg River Improvement Plan (BRIP) and Breede River Environmental Resources Protection Plan (BRERPP). People Management Drive the recruitment of employees and selection and moderation of posts to ensure the achievement of the Directorate's Strategic and Business Plan and the management of the

transformation process (i.e. employment equity). Actively manage the performance, evaluation and moderation, rewarding of employees within the Directorate and the performance management cycle process. Promote sound labour relations within the Directorate. Financial Management Preparation of the Annual (MTEF process) and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure through cash flow management. Assume direct accountability for ensuring that the correct supply chain management procedures are adhered to in respect of procurement of goods and services for the Directorate. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with prescribed norms and standards. Cooperation and implementation of recommendations from Assurance Services (i.e. Risk Management through inputs and treatment actions to the Chief Directorate Risk Register). Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic (including annual performance plan) and business plans for the Directorate. Evaluate the performance of the Directorate and report (monthly, quarterly and annually) on a continual basis against pre-determined key measurable objectives and standards.

ENQUIRIES : Mr G Arendse Tel No: (021) 483 5109 / 082 927 5539

OTHER POST

POST 36/428 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EADP 19/2022**

SALARY CENTRE : R382 245 per annum (Level 09)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act; The Treasury Regulations and Finance Instructions; Transversal public sector accounting systems. Skills needed: Computer literacy in MS Office package (Word, Excel, PowerPoint, Internet, and Email); Written and verbal communication; People Management; Research; Presentation.

DUTIES : Monitoring and compiling of financial reporting; Overall assessment and compilation of the Interim and Annual financial statements; Conduct appropriate system maintenance and monitoring and perform month/year-end closure in compliance with the guidelines issued by National and Provincial Treasury; Managing the pre-audit process; Management of staff.

ENQUIRIES : Ms Y. Horniet Tel No: (021) 483 8337

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.

MANAGEMENT ECHELON

POST 36/429 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT**
Directorate: Financial Management

SALARY : R1 269 951 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such

as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience Five years' experience at a senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's licence. Ability to function in a team. Ability to give strategic vision. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes wrt finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Technical trained and proficient in: Performance measurement, financial accounting, Management accounting, Internal control, Internal and external audit, Information systems, and Economics. Systems relevant understanding of PERSAL, LOGIS, BAS. Other skills required: Ability to develop, analyse, monitor and execute policies and strategy. Ability to plan and execute the budget process in the Dept of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Knowledge of and the ability to interpret and apply financial management policies and principles. Policy development, especially financial policy, budget policy and revenue policy. Adaptive leadership skills.

DUTIES : Strategic Capability & Leadership (incl Change Management). Ensure efficient and effective budget management within the Department. Ensure effective and efficient financial accounting services within the Department. Ensure information management and reporting. Management of the people within the Chief Directorate. Effective management of financial resources.

ENQUIRIES : Mr S Kaye Tel No: (021) 483-8690
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centered health care systems. The transformation strategy comprises of three inter-linked components, namely Service Transformation, Good governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 07 October 2022

OTHER POSTS

POST 36/430 : **CHIEF ENGINEER GRADE A**

SALARY : R1 058 469 per annum, (A portion of the package can be structured to the individual's personal needs.)

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate Degree in electrical or mechanical engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: An appropriate minimum of 6 years post qualification experience is required as a registered Professional Engineer. Inherent requirements of the job: A valid (Code EB/B) driver's licence. Be fit and able to climb onto, over, and under machinery and services for the purpose of inspecting, repairing, or adjusting. Working outside normal hours per, travel, and stay away from home. Competencies (knowledge/skills): Able to write,

understand and interpret specifications for electrical and medical equipment and apply this to procurement. Able to prepare policy reports, submissions, and presentations. Able to plan and execute research in related fields and able to train and transfer knowledge and skills. Good planning, organising, people- and performance management skills. Fluency in at least two of the three official languages of the Western Cape. Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Extensive experience in the maintenance and operation of machinery and electrical systems. Extensive experience in Hospital engineering and experience in the functioning of medical equipment and the application of health technologies. Experience in personnel management. Occupational Health and Safety Act (Act 85 of 1993) and Hazardous Substances Act (Act 15 of 1973 as well as the Public Finance Management Act (Act 1 of 1999). Understanding of the Comprehensive Health Services Plan of the Department and International Hospital Engineering Standards. Treasury Regulations, Treasury Practice Notes, and Circulars, Accounting Officer System. Public Service Act and Regulations as well as Labour Relations Act and Regulations.

DUTIES : (key result areas/outputs): Manage the provision of effective, efficient, and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Contract management in terms of putting Engineering contracts in place and management thereof.

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

CLOSING DATE : 07 October 2022

POST 36/431 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
 Directorate: Supply Chain Sourcing
 (1-Year Contract)

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

CENTRE : Head Office, Cape Town
REQUIREMENTS Minimum educational qualification: Appropriate three-year Diploma (minimum NQF level 6) or Degree. Experience: Appropriate experience and understanding of the procurement of clinical consumables, services & equipment within a healthcare environment, by means of commodity-driven sourcing strategies. Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer's System and the Delegations.

DUTIES : To provide an integrated demand, acquisition and contract management service of clinical commodities through the development, implementation and maintenance of a transformative approach to sourcing by means of: Commodity-based lifecycle costing. End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management and delivery of optimal commercial benefits to the Department. Managing and delivering multiple procurement projects in a commercial environment. Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation's long-term procurement strategy. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services.

ENQUIRIES : Ms S Roy Tel No: 071 882-3624

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 : 07 October 2022

POST 36/432 : **MEDICAL SPECIALIST GRADE 1 TO 2 (COLORECTAL SURGERY) 5/8TH POST (X2 POSTS)**

SALARY : Grade 1: R701 643 per annum
Grade 2: R802 245 per annum
Grade 3: R931 041 per annum
(A portion of the package can be structured according to the individual's personal needs). (It is expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. Registered with a Professional council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a medical specialist. **Grade 2:** A minimum of 5 years appropriate experience as a medical specialist after registration with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA. Competencies (knowledge/skills): Extensive experience in the management of colorectal surgical patients. This includes both outpatients and clinic patients. Colonoscopy skills, with the ability to perform endoscopic interventions (such as stenting and EMR). Received formal training on da Vinci robotic system. Skilled colorectal laparoscopic surgeon, who has passed the learning curve and can operate independently on colorectal MIS procedures. Vital to have skills and experience in TAMIS surgery. Certificate in Surgical Gastroenterology (Colorectal surgery).

DUTIES : Clinical and administrative leadership and governance of a colorectal surgical unit. Co-operation with fellow surgeons and other health professionals, participating in a multi-disciplinary team. Further the MIS program, with an eye on innovation and adoption of technology. Teaching aspects of colorectal surgery to pre- and postgraduate students. Conducting and supervising research in the field of colorectal surgery.

ENQUIRIES : Prof E Steyn Tel No: (021) 938-9271, esteyn@sun.ac.za

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

NOTE : No payment of any kind is required when applying for these posts.

CLOSING DATE : 07 October 2022

POST 36/433 : **ASSISTANT MANAGER NURSING (SPECIALTY: NURSING MANAGEMENT, TRAUMA, THEATRE AND PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R624 216 per annum (PN-B4)

CENTRE : Eerste River 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. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing or Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in an Operating Theatre, or a Psychiatry Unit, or a Trauma and Emergency Unit after obtaining the 1-year post-basic qualification in one of the specialties referred to above. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies

(knowledge/skills): Sound knowledge and understanding of policies, guidelines, and SOP's related to the following areas: Emergency and Trauma, Mental Health Care, Operating Theatre department, Nursing and Health Services related Acts, Legislation and Policies. Good verbal and written communication skills in at least two of three official languages of the Western Cape. Good managerial, supervisory, motivation, negotiation, interpersonal, problem solving, change management, decision making, disciplinary and conflict management skills. Computer literacy (MS Word, Outlook, Excel, and PowerPoint). Knowledge and skills in conducting research and compiling comprehensive reports.

DUTIES : Supervise, support, guide, and lead staff to render quality care in the appropriate specialty as advertised i.e. trauma and emergency department, Theatre, Psychiatry at your facility. Manage and monitor proper utilization of human, financial and physical resources. Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care. Initiate and participate in training and development and research within the appropriate specialty as advertised i.e. Trauma and Emergency unit, Theatre and Psychiatry and nursing department, and provision of support to Nursing Services.

ENQUIRIES : Ms MM Lumphondo Tel No: 021 902-8010/57
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

CLOSING DATE : 07 October 2022

POST 36/434 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**
Chief Directorate: Rural Health Services

SALARY : R473 112 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : (Minimum educational qualification): Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Experience: A minimum three-years appropriate experience in Occupational Therapy after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Sound knowledge and understanding of occupational therapy and health service-related acts, legislation, and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.

DUTIES : Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups, and families. Supervise, support, and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.

ENQUIRIES : Dr T Koen Tel No: (044) 802-4535
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. Shortlisted candidates may be subjected to a practical and/or competency test.

CLOSING DATE : 07 October 2022

POST 36/435 : **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS/STI/TB PROGRAMME: PMTCT**
Chief Directorate: Metro Health Services

SALARY : Grade1: R450 939 per annum (PN-A5)
CENTRE : Southern/Western Sub-structure Office

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (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). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Willingness to work overtime when required. Competencies (knowledge/skills): Knowledge and experience in the PMTCT/HIV/AIDS/STI/TB Programmes, Health Programme Policies, and the National Strategic Plan. Good interpersonal, collaborative, leadership, and communication skills (verbal and written). Solid health information systems, data management, analysis and interpretation abilities, Computer literacy (MS Word, Excel, and PowerPoint) and good report writing skills. Good planning, organisational, project management and training skills. Appropriate three-years' experience in HIV/AIDS/STI/TB Programme Management.
<u>DUTIES</u>	:	Ensure efficient Policy co-ordination, implementation support, monitoring, and evaluation across priority HIV/AIDS/STI/TB/MMC and primarily the PMTCT sub-programme services/strategies. Support the implementation of PMTCT/HIV/AIDS/STI/TB/MMC services, establish and improve linkages in HIV/PMTCT with integrated management of Maternal-Child-Women Health and related departmental priority strategies. Support the internal and external strengthening of the District Health System. Provide onsite supervision, mentorship and develop capacity amongst service providers at facility level and provide support to DoH supporting partners. Monitor and evaluate programme goals, targets and performance including the collection, validation, and interpretation of statistical data. Manage and support the implementation of quality improvement and quality assurance initiatives in the general Antenatal Care, Labour, and Postnatal Care.
<u>ENQUIRIES</u>	:	Ms Y Cottee Tel No: 021 202-0924
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
<u>CLOSING DATE</u>	:	07 October 2022
<u>POST 36/436</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Adherence to and correct application of all transversal personnel practices, policies, and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance with HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory

Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Mr R van Staden Tel No: (022) 487-9208

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 07 October 2022

POST 36/437 : **ARTISAN FOREMAN GRADE A (MECHANICAL)**
Chief Directorate: Rural Health Services

SALARY : R308 826 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Mechanical Engineering field. Experience: 5 years' appropriate post-qualification experience in the relevant field of Mechanical Engineering. Inherent requirements of the job: Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES : Implement the operational planning of the mechanical component, including preventative maintenance, repairs and report writing. Management of budget and expenditure. Manage risks accordance to the OHSA Act. Management of Human Resources.

ENQUIRIES : Mr C van der Westhuizen Tel No: (023) 348-1100

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

NOTE : No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

CLOSING DATE : 07 October 2022

POST 36/438 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R176 310 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management and Stocktaking. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies: knowledge/skills: Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database and Centralised Supplier Database. Computer literacy (Windows/Word/Excel and Outlook and SharePoint). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, stock taking and compliance. Sub-system controller – assist System controller with all LOGIS system-related tasks and enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to the supervisor.

ENQUIRIES : Mr D Joubert Tel No: (044) 604-6118

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. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 07 October 2022

POST 36/439 : **PERSONNEL OFFICER**
Directorate: People Management Planning and Practices

SALARY : R176 310 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Conditions of Service (HR) experience. Competencies (knowledge/skills): Experience of PERSAL system and MS Outlook. Computer Literacy (MS Office Package). Sound knowledge regarding related matters to the post.

DUTIES : (key result areas/outputs): Administration of PM practices for Head Office pertaining to appointments (Permanent and Contract), transfers, salary deductions and allowances, leave, housing, BAS payments related to Conditions of Service. Administer PERSAL functions related to Conditions of service. Administer and implement the termination of staff at Head Office which includes resignations, terminations, and pension administration. Handle telephone and written enquiries.

ENQUIRIES : Ms C Campher Tel No: (021) 483-4835
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. Employees with experience in Salary and Personnel Administration will also be considered for this post.

CLOSING DATE : 07 October 2022

POST 36/440 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (WELLNESS DIVERSITY AND DISABILITY) (X2 POSTS)**
Directorate: People Practices & Administration, Health and Wellness

SALARY : R176 310 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Planning and organizing skills. Innovative problem-solving skills. Interpersonal skills. Numeracy skills. Analytical skills.

DUTIES : Provide logistical support and make the appropriate arrangements such as arrange venues, arrange GG transport, catering, documents and other materials for meetings and workshops as required. Assist with research, report writing, compilation and updating of statistics related to activities of the component. Render a wide variety of tasks which include budgetary control, handling of petty cash, travel & subsistence claims as well as assistance with preparation of special projects/events. Set up and dismantle exhibition equipment relating to related events/projects/programmes/activities of the component. Office administration including, answering of telephones, general typing, record keeping, distribution and tracking of documents. Handle procurement of all requirements of the component. Draft minutes of meetings and disseminate for consultation with various stakeholders (internal and external).

ENQUIRIES : Ms W Herabai Tel No: 021 483-5676
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : A practical exercise will be part of the assessment. No payment of any kind is required when applying for this post.

CLOSING DATE : 07 October 2022

POST 36/441 : **STERILISATION OPERATION PRODUCTION**
Chief Directorate: Rural Health Services

SALARY : R124 434 per annum
CENTRE : Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation processes. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise instruments, test instrument washing machines, autoclaves and other equipment check linen and supplies as well as assist with stock-taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and reporting and assisting with the investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.
- ENQUIRIES** : Ms L Pekeur Tel No: (023) 348-1146
- APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
- FOR ATTENTION** : Ms H Swart
- NOTE** : Preference will be given to candidates that obtained certificates for Basic/ Intermediate/Advance Course in Decontamination and Sterilisation in CSSD. Shortlisted candidates may be subject to practical testing. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 October 2022
- POST 36/442** : **GROUNDSMAN**
- SALARY** : R104 073 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirement of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Experience with garden machinery and tools safely and efficiently. Driving of Government vehicle to remove waste to dump site. Drop and collect staff and tools on the estate. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills. Ability to effectively multi-task.
- DUTIES** : Maintain and clean hospital grounds. (Maintain gardens, cut trees, tend to flower beds and weed eradication.) Maintain garden tools and equipment. Cut grass effectively and neat. Driving required daily to pick up waste at various points on the estate. Daily driving to drop and collect staff and tools at various point on estate.
- ENQUIRIES** : Mr R. Solomon Tel No: (021) 404-6430
- APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
- FOR ATTENTION** : Mr M Mohammad
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 October 2022
- POST 36/443** : **LAUNDRY AID**
Garden Route District
- SALARY** : R104 073 per annum
- CENTRE** : Alan Blyth Hospital
- REQUIREMENTS** : (Minimum requirement): Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in an Industrial Laundry environment. Inherent requirement of the job: Willingness to work overtime and to perform standby duties. Must be physically fit. Competencies (knowledge/skills): Must be able to communicate in at least two of the three official languages of the Western Cape. Must be able to count accurately.

- DUTIES** : Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor
- ENQUIRIES** : Mr E Adcock Tel No: (028) 551-1010
- APPLICATIONS** : The Facility Manager: Kannaland Sub-district, Alan Blyth Hospital, Hospital Street, Ladismith, 6655
- FOR ATTENTION** : Mr E Adcock
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 07 October 2022

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 10 October 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 36/444** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2022**
(12 Month contract position)
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment; A minimum of 3 years management level experience in the Built Environment. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.
- DUTIES** : Investigate service delivery complaints; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Performance indicator benchmarking; Participate in various IGR platforms; Conduct infrastructure governance and service delivery diagnostic assessment; Assist with the development and facilitate the implementation of the support plan; Development of systems, business processes and standard operating procedures to enhance service delivery efficiency; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan the components budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr M. Brand Tel No: (021) 483 2856

POST 36/445 : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING (MUNICIPAL HRM) REF NO: LG 36/2022**
(3 Year contract position)

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 5 years management level experience. Recommendation: Experience in the implementation of Local Government Human Resources Management practices. Competencies: Knowledge of the following: Human Resource regulations for staff below S56 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation; Policy analysis and development; Project management; Leadership; Report writing. Ability to interpret and apply policies.

DUTIES : Administer the provincial statutory responsibilities with regard to the HR Regulations and related legislation; Monitor whether municipalities comply with the provisions of the HR Regulations and related legislation; Support municipalities with the implementation of the HR Regulations; Deal with complaints, queries and request from municipalities, ministerial and departments; To manage the human resources and performance management thereof; To provide the financial management and strategic inputs of the Sub-directorate.

ENQUIRIES : Dr S. Greyling Tel No: 083 429 9729

POST 36/446 : **COMMUNITY DEVELOPMENT WORKER: LANGE BERG REF NO: LG 32/2022**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

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

POST 36/447 : **COMMUNITY DEVELOPMENT WORKER: WITZENBERG REF NO: LG 33/2022**

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of

communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

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

POST 36/448 : **ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: LG 34/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Relevant administrative experience. Competencies: A good understanding of the following: Electronic Content Management- correspondence tracking; Administrative support; Records management; Registry.

DUTIES : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services.

ENQUIRIES : Mr K Cloete Tel No: (021) 937 6305

DEPARTMENT OF THE PREMIER

CLOSING DATE : 10 October 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 36/449 : **PSYCHOLOGIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 56/2022 (X2 POSTS)**

SALARY : Grade 1: R724 062 per annum, (OSD as prescribed).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Masters Degree in Industrial Psychology; Registration as (Industrial/ Organisational) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid (Code B or higher) driving licence. Recommendation: Willing to travel and work irregular hours as requested; Experience in the following: Assessment-related environment conducting competency assessments for selection and development purposes; Organisational Behaviour and Culture interventions and the following assessment tools: Psytech assessment tools, SHL (Saville and Holdsworth) assessment tools and JVR Emotional Intelligence. Competencies: Knowledge in the following: Health Professions Act, 1974, Mental Health Care Act, 2002; Employment Equity Act, 1998; Labour Relations Act, 1995; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists, HPCSA list of classified psychological tests, Training regulations of the Professional Board of

<u>DUTIES</u>	: Psychologists; HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; SIOPSA code of practice for psychological and other similar assessments in the workplace; Maintenance of professional registration through participation in Continuous Professional Development; Skills needed: Adhering to principles and values; Presenting and communicating information; Persuading and influencing; Deciding and initiating action; Working with people; Adapting and responding to change; Relating and networking; Planning and organising; Conceptual, interpretive and formulation; Diagnostic; Facilitation; Influencing; Systems thinking and problem solving; Innovative problem-solving; Intervention design; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication (written and verbal). : Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.
<u>ENQUIRIES APPLICATIONS</u>	: Ms A Davids Tel No: (021) 466 9700/ Aayesha.Davids@westerncape.gov.za : 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
<u>POST 36/450</u>	: <u>ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 53/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R382 245 per annum (Level 09) : Department of the Premier, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.
<u>DUTIES</u>	: Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM & E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.
<u>ENQUIRIES APPLICATIONS</u>	: Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 36/451 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (OD) REF NO: DOTP 57/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in procurement systems. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to financial management and supply chain management; National and Provincial instruments and legislation pertaining to human resources management; Skills needed: Analytical thinking; Budgeting; Communication (presentation, written and verbal); Proven computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Problem solving.

DUTIES : Manage and supervise staff regarding the following functions and perform the more complex work in that regard; Render financial and budget support services; Handle provision and procurement; Perform contract administration; Handle registry matters; Perform office administration; Facilitate support for ICT services; Render a project office service.

ENQUIRIES APPLICATIONS : Ms L Isaacs Tel No: (021) 466 9700 / Letitia.Isaacs@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/452 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 58/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting or Financial Management; A minimum of 1 year experience in a financial/accounting environment. Recommendation: Working knowledge and experience of the following: Logistical System (LOGIS), Basic Accounting System (BAS). Competencies: Knowledge of the following: Financial legislation; Generally Recognised Accounting Practices; Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Managerial knowledge of financial systems (LOGIS and BAS); Proven computer literacy (MS Office); Written and verbal communication skills; Ability to provide training to address non-compliance; Compilation of analytical reports.

DUTIES : Ensure performance of compliance checks/ quality control on all Basic Accounting and LOGIS payments within the department; Compile analytical reports on non compliance findings; Ensure implementation of remedial actions and continuous monitoring; Ensure training interventions with line functionaries on non-compliance findings; Perform general managerial functions.

ENQUIRIES APPLICATIONS : Ms H Cannon Tel No: (021) 483 3143
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/453 : **PERSAL CONTROLLER: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 61/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years Payroll and HR/Service Benefits experience. Recommendation: A valid (Code B or higher) driving licence; Additional training certificates in PERSAL; Experience in matching and placing exercises and secretariat functions; Advanced excel (pivots, formulas and charts). Competencies: Knowledge of the following: Human Resource policies; Resolution, Determination and Legislation; Policy Development; Skills needed: Communication (presentation, written and verbal); Research; Proven computer literacy; Working with detail; Analytical thinking, ability to conceptualise and innovative mindset.

DUTIES : Establishment Administration; Update and maintain PERSAL Establishment; Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments); Implement new and amended structures on PERSAL and render support services for personnel implications PERSAL User Administration; Administer PERSAL functions for CSC departments; Provide training, guidance, and support to PERSAL users in terms of the system's various functionalities; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies; Evaluate and Register SCC's requests; Conduct audits on user access, finance interlinkages (BAS codes allocations), data integrity, migration, and interphases; Register.

ENQUIRIES APPLICATIONS : Ms E Sawall Tel No: (021) 483 9862
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/454 : **PERSONAL ASSISTANT REF NO: DOTP 52/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of the Premier, Western Cape Government
: 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: National Diploma/Advance Certificate (or higher) in business administration or related. Experience within an executive support role in a Human Resources environment. Methodical thinker with detailed research proficiencies; Thorough understanding of clerical and secretarial principles; In depth knowledge of databases and tracking systems; Organizational skills and detail oriented; Ability to work under pressure and meet deadlines; Written and verbal communication skills. Proficient in Microsoft Office and business communication software. Problem solving and office coordination skills and time management. Willingness to work irregular hours. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Relevant policies and procedures; Interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Ability to work effectively in a dynamic office and liaise with diverse people; Organisational skills and ability to prioritise multiple tasks seamlessly with attention to detail; Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms; Interpersonal skills and the ability to build relationships with key and diverse stakeholders.

DUTIES : Performing accurate research and analysis; Coordinating arrangements, meetings and/or conferences as assigned; Taking minutes and writing correspondence; Compiling, proof reading and revising drafts of documents and reports; Daily record keeping and filing of documents; Preparing reports, presentation and correspondence accurately and swiftly; Creating and organising information, and generating reference tools for easy use; Answering and screening telephone calls, responding to emails, messages, and other correspondence; Operating and maintaining office equipment; Managing a busy calendar, meeting coordination and travel arrangements; Professionally greeting and receiving guests and clients; Ensuring efficient and effective administrative information and assistance; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Ms K Scholtz Tel No: (021) 483 6143
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/455 : **CHIEF HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 55/2022**

SALARY : R261 372 per annum (Level 07)

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). A minimum of 3 years clerical/administrative experience within a People Management environment. Recommendation: PERSAL Introductory certificate. Competencies: Knowledge of the following: Project Management; Remuneration Management which include pay progression, accelerated pay progression, Grade progressions for OSD and Non OSD; Public Sector Legislation, Policies and strategies; Performance management related regulatory and legislative framework within the Public Sector; Proven computer literacy; Communication (written, verbal and report writing) skills; Supervisory skills.

DUTIES : Administer probation appointments and confirmation of probation of newly appointed employees; Assist with the development of systems and reporting on performance management and grade progressions processes; Administer performance management processes i.e., management of incoming and outgoing performance management documents; Preparations and attend moderation meetings; Composing minutes and submissions and processing of performance incentive rewards and payments; Development of proper record keeping system for report purposes; Collate information/statistics for reporting purposes; Draft auditor responses (external and internal); Coordinate and administer the remuneration pay-out of performance incentives (performance bonus, pay progression, accelerated pay progression, Grade and accelerated grade progressions for OSD and non-OSD; Develop and maintain databases on performance management, probation and grade progressions; Assist employees with PERMIS enquiries and attend to general enquires; Supervise develop and provide guidance to employees on matters related to performance management.

ENQUIRIES APPLICATIONS : Mr OC Rogers Tel No: (021) 483 6761
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/456 : **GENERAL FOREMAN: PEOPLE EMPOWERMENT AND TRAINING (STELLENBOSCH) REF NO: DOTP 30/2022**

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04)
 : Department of the Premier, Western Cape Government
 : Grade 10 (or equivalent qualification). A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Equipment; Stores; Gardening; Safety; Livestock; Tools; HR matters; Planning and organising; Basic communication skills; Interpersonal; Numeracy and literacy; Ability to operate elementary equipment and machines.

DUTIES : Oversee the execution of routine activities in respect of the following: Maintenance of buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance services.

ENQUIRIES APPLICATIONS : Mr W Tarantal Tel No: (021) 865 8009
 : 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>

PROVINCIAL TREASURY

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

CLOSING DATE : 10 October 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 36/457 : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 21/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance, Accounting or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures. Skills needed: Sound organization; Planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Research and Econometric skills.

DUTIES : In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.

ENQUIRIES : Ms N van Wyk Tel No: (021) 483 8668

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 : 10 October 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 36/458 : **SOCIAL WORK MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (KENSINGTON) REF NO: DSD 55/2022**

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

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

ENQUIRIES : Ms L Goosen Tel No: (021) 202 9251

POST 36/459 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (STELLENBOSCH) REF NO: DSD 56/2022**

SALARY : R389 991 - R452 106 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

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

POST 36/460 : **EDUCATION MANAGER: EDUCATION (LINDELANI) REF NO: DSD 54/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years experience as an Educator. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the

education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team
â€ leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 36/461 : **ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 136/2021 R1**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Social Development, 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 a Business Planning or similar environment. 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; Skills needed: Communication (written and verbal); Strategic thinking; Project management.

DUTIES : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and Revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse 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.

ENQUIRIES : Ms S Nieftagodien Tel No: (021) 483 6279

POST 36/462 : **CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS LOCATIONS) REF NO: DSD 116/2021 R1**

SALARY : Grade 1: R202 176 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Mr E Buys Tel No: (021) 986 9100

POST 36/463 : **ADMINISTRATION CLERK: PROFESSIONAL SERVICES (LINDELANI)**
REF NO: DSD 52/2022

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
DUTIES : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support; Provide financial administration support services.
ENQUIRIES : Ms S Smith Tel No: (021) 202 9248 or Ms D Baugaard Tel No: (021) 826 5972

POST 36/464 : **ADMINISTRATION CLERK: PROFESSIONAL SERVICES (SIVUYILE) REF**
NO: DSD 53/2022

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
DUTIES : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support; Provide financial administration support services.
ENQUIRIES : Ms S Smith Tel No: (021) 202 9248 or Ms D Baugaard Tel No: (021) 826 5972

POST 36/465 : **STAFF NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO:**
DSD 122/2021 R1

SALARY : Grade 1: R173 952 - R195 771 per annum, (OSD as prescribed)
Grade 2: R207 696 - R233 763 per annum, (OSD as prescribed)
Grade 3: R245 799- R302 292 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
ENQUIRIES : Ms M Jonkerman Tel No: (021) 826 5972

POST 36/466 : **CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA), REF NO: DSD 157/2021 R1**

SALARY : Grade 1: R159 603 - R179 637 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS :

A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B (or higher) driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.

DUTIES : Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.

ENQUIRIES : Ms B Nicholas Tel No: (044) 803 7508

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 10 October 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 36/467 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: TPW 103/2022**

SALARY : R1 073 187 per annum (Level 13), (All-inclusive package to be structured in accordance with the rules for SMS). Note: The remuneration package consists

of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in financial accounting; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Strong financial background. Competencies: Knowledge of government policies and procedures (Public Finance Management Act and circulars, etc); Financial Management; Advanced analytical and critical thinking ability; Advanced knowledge of Modified Cash Standards/ GRAP/ SCOPA; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent communication and leadership skills; Sound budgeting skills; Facilitation skills; Presentation skills; Problem solving skills; HR skills; Advanced Excel skills.
- DUTIES** : Responsible for the efficient and effective accounting services inclusive of salary deduction services; Ensure that the in-year, annual report and financial systems are effectively managed; Responsible for ensuring financial statements is fairly presented; Liaison with the relevant stakeholders; Ensure an integrated and effective accounting system.
- ENQUIRIES APPLICATIONS** : Ms. S Andrews Tel No: (021) 483 5180
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 36/468 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: TPW 104/2022**

SALARY : R1 073 187 per annum (Level 13), (All-inclusive package to be structured in accordance with the rules for SMS). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in management accounting; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Strong financial background. Competencies: Knowledge of government policies and procedures (Public Finance Management Act and circulars, etc); Financial Management; Advanced analytical and critical thinking ability; Advanced knowledge of Modified Cash Standards/ GRAP/ SCOPA; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent communication and leadership skills; Sound budgeting skills; Facilitation skills; Presentation skills; Problem solving skills; HR skills.
- DUTIES** : Responsible for the efficient and effective budget planning services; Ensure that the in-year budget monitoring, annual report and adjustment systems are effectively managed; Responsible for ensuring that the budget is credible; Liaison with the relevant stakeholders; Ensure an integrated effective and efficient immovable asset budget planning system
- ENQUIRIES APPLICATIONS** : Ms. S Andrews Tel No: (021) 483 5180
: 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 36/469 : **DEPUTY DIRECTOR: CONTRACT DEVELOPMENT REF NO: TPW 107/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in the Legal or Business fields; A minimum of 3 years management level experience in contract development and monitoring. Recommendation: Experience in contract development, monitoring and management. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; All legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives as well as appropriate management information systems. Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making.
<u>DUTIES</u>	:	Manage the achievement of component goals in respect of Contract Development: Identification of contract areas and monitor the developments in each one; Ensure the establishment of services. Establish the following: Legal and organisational arrangements between role-players; Contracts and Service Level Agreements (SLAs) with transport operators and service providers. Negotiate contracts with operators and stakeholders; Evaluate, recommend and verify implementation of amendments of contracts; Amend contracts and SLA; Monitoring the consultation process with commuter forums, local authorities, other departments and stakeholders; Scrutinize and approve the final design specifications for inclusion in the contract documents. Tender Management: Compilation and verification of tender documents. Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Prepare and control work-unit budget; Ensure conformity with Public Financial Management Act and auditing requirements. Management the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participation in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building within the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Collins at Tel No: (021) 483 8940
<u>NOTE</u>	:	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
<u>CLOSING DATE</u>	:	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.
<u>POST 36/470</u>	:	10 October 2022
<u>SALARY</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022 R1</u> Grade A: R316 536 - R337 791 per annum Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods;

Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal; and organisational skills; Good verbal and written communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr S De Vries Tel No: (079) 674 7523
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>

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.

CLOSING DATE : 10 October 2022

POST 36/471 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: TPW 05/2021 R2**

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

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications(Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.

DUTIES : Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering

principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES
APPLICATIONS**

: Mr A. Nell at Tel No: (021) 483 2013
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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.

CLOSING DATE

: 10 October 2022

POST 36/472

: **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: TPW 109/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Applying technology; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal). Ability to work in a team.

DUTIES

: Develop and review the following: The process for a repository of documents on ECM-system and departmental website; The process for retaining financial information as per prescripts. Manage the following: The development and utilisation of a supplier evidence bank, ensuring the evidence bank is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Key identified supplier's relationship with respect to cost delivery and communication; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government; Develop the annual strategy for managing the supply base; Develop and manage a formal process for increasing the capability of suppliers in line with departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms P van der Merwe Tel No: (021) 483 6915
 : 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>

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.

CLOSING DATE : 10 October 2022

POST 36/473 : **ASSISTANT DIRECTOR: EPWP SKILLS DEVELOPMENT REF NO: TPW 106/2022**

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 supervisory level experience; A valid driving licence (Code B or higher).NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP Skills development; Scare and critical skills as identified by the relevant SETA's; Project Management, monitoring and evaluation methods; Supply Chain and financial management; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production method and coordination of people and resources. Skills needed: Communication (written and verbal); Proven computer literacy; Planning and organising; Problem solving; Financial management; Report writing and formulation. Ability to: Work under pressure; Interpret and apply policy.

DUTIES : Manage targeted skills development programmes/projects including apprenticeships, internships and learnerships for the unemployed youth; Develop, implement and maintain programmes/projects which promotes skills development in the construction environment; Manage the establishment and maintenance of intergovernmental relations with other spheres of government and stakeholders; Establish and manage effective and efficient financial management systems in line with the Public Finance Management Act, Treasury Regulations and prescripts and financial delegations; Manage, maintain and develop sound human resource management practices; Establish, maintain and develop effective and efficient data management systems and tools that will enhance service delivery.

ENQUIRIES : Ms P Jenniker Tel No: (021) 483 8551

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>

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.

CLOSING DATE : 10 October 2022

POST 36/474 : **SUPPLY CHAIN MANAGEMENT LIAISON OFFICER: GOVERNANCE AND DEMAND MANAGEMENT REF NO: TPW 111/2022**

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 Supply Chain Management experience. Competencies: Knowledge of the relevant legislative and regulatory

- requirements; Information management; Quality Control. Skills needed: Communication (written and verbal); Computer literacy; Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving; Decision-making.
- DUTIES** : Supervise the following: Development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Implementation of the annual strategy for managing the supply base; Key identified supplier relationships with respect to cost delivery and communication; Review the formal process for increasing the capability of suppliers in line with the departmental objectives; Liaison with suppliers and service providers; Ensure repository of documents on ECM- system and departmental website; Maintain the file plan.
- ENQUIRIES** : Ms P van der Merwe at Tel No: (021) 483 6915
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- 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.
- CLOSING DATE** : 10 October 2022
- POST 36/475** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: TPW 17/2022 R1**
- SALARY** : Grade A: R193 512 - R214 770 per annum
Grade B: R227 943 - R252 984 per annum
Grade C: R266 109 - R329 580 per annum
(Salary will be determined as per OSD prescripts)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr J Jones Tel No: (021) 863 2020
- 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>
- 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.

CLOSING DATE : 10 October 2022

POST 36/476 **ADMINISTRATION CLERK: EDUCATION INFRASTRUCTURE REF NO: TPW 105/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel) and collecting statistics.

DUTIES : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.

ENQUIRIES : Mr P Williams Tel No: (021) 483 4573
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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.

CLOSING DATE : 10 October 2022

POST 36/477 **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: TPW 110/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: "Post matric qualification with an accounting major (Financial Accounting, Taxation, Auditing or Management Accounting); Working experience as a cashier in a financial accounting 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 and understanding of the following: Efficiency and accuracy in managing cash transactions; Basic Maths and Accounting concepts. Skills needed: Communication (written and verbal); Computer literacy; Punctuality. Ability to work under pressure.

DUTIES : Collect, Verify and Record monies received; Daily Reconciliation between money received and receipts issued; Bank duty (Prepare money for depositing); Petty Cash; Safeguarding of cash on hand; Filing and safeguarding of source documents and face value forms.

ENQUIRIES : Mr P. Marinus Tel No: (021) 483 5313
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>

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.

CLOSING DATE

: 10 October 2022