

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs>
- CLOSING DATE** : 24 October 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POST**

- POST 38/248** : **STATE VETERINARIAN: POST-MORTEM AND PARASITOLOGY (STELLENBOSCH) REF NO: AGR 33/2022 R1**

- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science ( BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Recommendation: Experience in the following: Managing technical personnel; Mammalian pathology and disease diagnostics; Parasitology, rye grass toxicity screening and bull and ram semen evaluation; Veterinary diagnostic disciplines. Competencies: Knowledge of ISO 17025 standard and requirements; The ability to work independently and in a team; The ability to work accurately and precisely; Skills needed: Problem solving; Planning, time management and organisation; Communication (written and verbal) skills.

- DUTIES** : Responsible for managing all diagnostic testing within the Post mortem and Parasitology sections; Perform post mortem and histopathology examinations; Interpretation of post mortem findings and histopathology tests results and provision of relevant advice to clients; Compiling and sending reports to the laboratory's clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administration processes in the section e.g. Maintenance of laboratory registers and statistics, procurement of laboratory requirements and expenditure trends, stock control, and sections' monthly reporting; Manage the laboratory's sheep herd.

- ENQUIRIES** : Dr M Seutloali Tel No: (021) 887 7529

**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>
- CLOSING DATE** : 24 October 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POST

- POST 38/249** : **ADMINISTRATION CLERK: SECURITY SUPPORT SERVICES REF NO: CS 27/2021 R1**
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in an administrative environment; Working knowledge of the following: Macros, data quality monitoring - validation, verification and data/trend analysis; A valid code B (or higher) driving license. Competencies: A good understanding of the following: Administrative processes; Public service reporting; Government knowledge including information management processes and Batho Pele principles; Skills in following: Proven computer literacy in MS Office packages; Written and verbal communication; Conflict resolution; Problem solving.
- DUTIES** : Provide support in the development and maintenance of an integrated safety and security information and knowledge management system; Provide support in respect of Human Resource Management; Institutionalize and maintain electronic security information within the Chief Directorate; General support services.
- ENQUIRIES** : Ms C Buys Tel No: (021) 483 7830

#### 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** : 24 October 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POSTS

- POST 38/250** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DEDAT 14/2022**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years supervisory experience in Accountancy or Asset Management processes. Recommendation: Experience and working knowledge of Government financial / accountancy processes. Competencies: Knowledge of the following: Information Technology environment; Accountancy requirements as to asset management; Relevant moveable asset management systems; Project Management; Public Finance Management Act; Supply Chain Management; Skills needed: Accountancy or mathematical; Computer literacy in MS Office Package; Communication skills (written and verbal); Report writing; Problem solving; Analytical; Organising and Planning.
- DUTIES** : Responsible for asset management and systems reconciliation processes; Management of the physical asset verification count; Ensure proper controls for the safeguarding of assets; Develop the asset strategic plan and maintenance thereof; Responsible for asset maintenance and disposal plans; Provide guidance, assistance and monitoring of asset controllers; performance; Management of logistics and payments; Management of Asset Management sub-directorate.
- ENQUIRIES** : Mr M Hartman Tel No: (021) 483 9148

**POST 38/251** : **ADMINISTRATION CLERK: SKILLS DEVELOPMENT AND INNOVATION**  
**REF NO: DEDAT 13/2022 (X6 POSTS)**  
(12 Month Contract Period)

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: 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: Information Technology environment; <p>A good understanding of the following: Clerical duties; Verification of data and data capturing; Legislative framework that governs Public Service; Skills needed: Proven computer literacy (MS Office); Communication skill (written and verbal); Planning and organisational; Flexibility; Ability to work independently and as part of a team.

**DUTIES** : Capture, collate, verify and process project data for all subcomponents for quarterly performance reporting; Filing and records management; Render general clerical support services; Provide supply chain support services to the skills component; Provide secretarial support service to the skills component.

**ENQUIRIES** : Ms C van Niekerk Tel No: (021) 483 0823

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 24 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POST**

**POST 38/252** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE POLICY AND MINIMISATION REF NO: EADP 22/2022**

**SALARY** : R408 075 per annum, (OSD as prescribed)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence Recommendation: Experience in the following: Supervisory and mentoring; Policy development; Drafting technical reports; Working in the environmental and waste management fields; Conducting research; Willingness to travel. Competencies: Knowledge of environmental resource economics; Environmental legislation, policies and regulations that includes waste management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication skills; Ability to work independently and as part of a team.

**DUTIES** : Support the development and implementation of policies, legislation, guidelines, norms and standards with regards to Integrated Waste Management; Assist with general office management (i.e. assist with Financial and Human Resource Management and office administration); Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on Integrated Waste Management; Monitor compliance and enforce relevant statutory provisions with regards to the

- National Environmental Management: Waste Act; Manage the execution of programmes and projects related to the implementation of waste minimisation strategies.
- ENQUIRIES** : Ms B Langenhoven Tel No: (021) 483 2712
- POST 38/253** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY REGULATORY SERVICES, REF NO: EADP 23/2022**
- SALARY CENTRE** : R408 075 per annum, (OSD as prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving license. Recommendation: Experience in the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management Systems; Regulatory Services (licensing, permitting, etc.); Environmental Legislation; Compliance and Enforcement; Project Management / Planning. Competencies: Knowledge of the following: Environmental management (air quality management, integrated environmental management; pollution management; Regulatory services (licenses and permits); Compliance monitoring and enforcement with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g. NEMA, NEM:AQA); Skills needed: General office / administrative, financial and human resource management; Research and report writing; Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects); Contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.
- ENQUIRIES APPLICATIONS** : Dr J Leaner Tel No: (021) 483 2888  
: 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>

#### DEPARTMENT OF HEALTH

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

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

#### OTHER POSTS

- POST 38/254** : **ASSISTANT MANAGER: NURSING (SPECIALTY: AREA) AREA: NIGHT DUTY**
- SALARY CENTRE** : R624 216 per annum (PN- B4)  
: Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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/ recognisable experience in the specific specialty after obtaining

the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

**DUTIES** : The candidate will be responsible for management and co-ordination of clinical nursing care in the hospital on night duty. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment on night duty. Support deputise for the Head of Nursing and support the Nursing department and the institution.

**ENQUIRIES** : Ms F Baartman Tel No: (021) 938 -4055

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

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

**CLOSING DATE** : 21 October 2022

**POST 38/255** : **CHIEF AUDIOLOGIST: GRADE 1**

**SALARY** : Grade 1: R473 112 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as either an Audiologist or a Speech therapist and Audiologist. Registration with a professional council: Current registration with the HPCSA as either an Audiologist or a Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate clinical experience as an Audiologist after registration with the HPCSA as an independent practitioner. Competencies (knowledge/skills): Knowledge of and competency in procedures for the identification, diagnostic assessment and management of hearing loss in adults and children, as appropriate for an academic, multidisciplinary hospital setting. Knowledge of and competency in specialised diagnostic procedures, including electrophysiological testing Good management, administrative, problem-solving, conflict resolution, interpersonal, organisational and communication skills. Experience in human resource management and supervision/teaching of junior staff members and students .Fluency in at least two of the three official languages of the Western Cape.

**DUTIES** : Assessment and management of in- and out-patients (adult and paediatric) with hearing disorders. Departmental and personal administration. Assist with initiation, implementation and reviewing of clinical protocols and policies. Assist in planning and management of a comprehensive tertiary level audiology service. Assist with management of physical, financial and human resources. Training and supervision of staff and students within allocated area of responsibility. Interdepartmental liaison to ensure effective multidisciplinary service delivery. Continuing professional development of self and others. Undertake and participate in appropriate research and investigations in area of work.

**ENQUIRIES** : Ms J Birkenstock Tel No: (021) 938-4825/4817; [jenny.birkenstock@westerncape.gov.za](mailto:jenny.birkenstock@westerncape.gov.za)

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

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

**CLOSING DATE** : 21 October 2022

**POST 38/256** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Central Karoo District

**SALARY** : Grade 1: R388 974 per annum (PN-B1)  
Grade 2: R478 404 per annum (PN-B2)  
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

- CENTRE REQUIREMENTS** : Prince-Albert Community Clinic, Klaarstroom Mobile  
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.
- DUTIES** : Provide Curative health care within the scope of practice. Assist with Health and Wellness programs in the sub district linked to COPC interventions. The provision of Child health care within the scope of practice. The provision of Women's Health care within the scope of practice. To collect, verify and timeous submission of health statistics. The provision of Health Care within the HAST program. To provide PHC services to surrounding farming communities. Linkage and support to community structures and NPO's. Support to School Health Programs within the Sub district.
- ENQUIRIES APPLICATIONS** : Mr S Frieslaar Tel No: (023) 541-1300  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 21 October 2022
- POST 38/257** : **ASSISTANT DIRECTOR: HEALTH SUPPORT**  
 (5 Month Contract)  
 Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, plus 37% in lieu of service benefits  
 : Directorate: Service Priorities Coordination  
 : Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree or equivalent, registrable with a relevant South African Statutory Council. Experience: Appropriate experience in public health management/programme development and community or primary health care services and management thereof. Inherent requirement of the job Valid Driver's licence. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Project management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health programmes. Understanding of the District Health System. Good written and communication skills in at least two of the three official languages of the Western Cape. Computer literacy.
- DUTIES** : Manage and coordinate a high burden and high priority health programme. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the implementation of optimal health control policies and strategies in the province. Develop policies and guidelines in respect to the planning, implementation and monitoring of a provincial prevention, treatment and control programme. Produce quarterly reports and

annual reviews of health programme. Participate as key member of the Service Priority Project Team as required to give effect to a health systems response.  
**ENQUIRIES** : Ms H Goeiman Tel No: (021) 815- 8741  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
   
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 October 2022

**POST 38/258** : **CLINICAL CODING TRAINER**  
 Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R321 543 per annum  
**CENTRE** : Directorate: Clinical Coding  
**REQUIREMENTS** : Minimum educational qualification: A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in Clinical Coding Auditing and DRG Costing, would be an advantage. Appropriate experience in Training and Development of Training materials. Appropriate knowledge and experience with an e-Learning platform (e.g., Moodle) with roles as Administrator, or Teacher, or Student. ICD-10 Basic and Intermediate level coding certification an advantage. Inherent requirement of the job: Valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Ability to interpret and apply financial policies, procedures and prescripts. Ability to work independently and within a team and able to liaise at a high level. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook and Teams). Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Excellent presentation, facilitation and training skills. Written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Accessing, preparing, cleaning, DRG allocation and analysing datasets from various electronic sources. Administrative activities required for efficient functioning of the DRG unit. Assist Assistant Manager, Manager as administrator for clinical coding training on Moodle. Assist in developing, maintaining all coding, and capturing tools and coding browsers. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness. Develop training material, maintain and revise training manuals, presentations, user guides, LMS. Establish the training needs of institutions and plan training sessions. Evaluate training and feedback of training to management of the relevant institution. Support sub-projects linked to eCCR and DRG implementation through cross training and cross functioning to perform overall DRG unit functions including in-house training and induction of new staff.

**ENQUIRIES** : Ms TJ Augustyn Tel No: (021) 826-5743  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 21 October 2022

**POST 38/259** : **LIAISON OFFICER (QUALITY ASSURANCE)**  
 Chief Directorate: Metro Health Services

**SALARY** : R261 372 per annum  
**CENTRE** : Mitchell’s Plain District Hospital  
**REQUIREMENTS** : (Minimum educational qualification): Senior Certificate (or equivalent). Experience: Appropriate experience in the communication field/Administration. Appropriate patient experience of care. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills Computer literacy. Good interpersonal and communication skills. Knowledge of Clinicom/ Sinjani/ Hectis/ECM/ Ideal Hospital Capturing system)/DHIS, Ideal Hospital Framework). Knowledge of OHSC Regulations. Ability to function independently as well as part of a team. Ability to function under pressure. Ability to deal with difficult clients. Fluent in at least two of the

**DUTIES** : three official languages of the Western Cape. Excellent report writing and presentation skills. Excellent minute taking skills. Waiting time survey. Support to the Quality Assurance manager. Drive the internal communication plan and activities as well as the external communication plan in collaboration with the substructure office and the communication directorate. Patient Centred Experience: Patient and public complaints and compliments, Client Satisfaction Surveys, Waiting Time Survey, Public and Media Enquiries, Manage the Helpdesk. Ensure compliance to the Ideal Hospital Framework/Office of Health Standards Compliance. Events: Successful co-ordination support of events. Database and reports: Update and maintain database, formulate monthly stats and quarterly reports. Scribe for quality/communication related meetings. Maintain filing system according to requirements.

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

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

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
21 October 2022

**POST 38/260** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY CENTRE** : R176 310 per annum  
Kleinvele CHC (X1 Post)  
Strand CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Access). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Maintain positive interpersonal relations with all categories of staff in the execution of his/her supervisory functions. Knowledge of Information Systems, PHCIS, DHIS and Sinjani etc. Excellent filing, monitoring recordkeeping and training skills. Knowledge of NIMS.

**DUTIES** : Daily capturing of statistics from all units at facility. Collating and collecting of data. Weekly reporting on facilities statistical performance. Completing and reporting of routine monthly report, co-ordinate Ditcom application and provide hardware support. Assist with data management and quality monitoring. Office administration (filling, telephone, mail etc.). Rendering support to supervisor, staff and training if needed.

**ENQUIRIES APPLICATIONS** : Ms A Lyners Tel No: (021) 904-4410

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

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

**CLOSING DATE** : 21 October 2022

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**CLOSING DATE** : 24 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 38/261** : **CHIEF DIRECTOR: HUMAN SETTLEMENT IMPLEMENTATION REF NO: HS 23/2022**

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

**CENTRE REQUIREMENTS** : Department of Human Settlements  
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in the built environment; A minimum of 5 years relevant senior managerial level experience; A valid driving licence or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification; Professional; Proven knowledge of applicable policies, guidelines, designs standards, best practices, procedures and legislation; National and Provincial human settlements strategic goals, objectives, targets, activities; National Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, national Home Builders registration Council (NHBRC) guidelines, as well as the National Building Regulations; Engineering, legal and operational compliance; Project design and management in the built environment; Human Settlements and local Government delivery challenges; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Economic, financial analysis; Legal Administration; Strategic Planning; Collaborative Relationship Building; Business acumen; Presentation skills.

**DUTIES** : Manage human settlements and other conditional grants; Administer housing projects and subsidies; Render a professional development advice service regarding human settlement development; facilitate departmental engagement with municipalities and render human settlement development monitoring and support; Promote and manage economic empowerment of communities and emerging contractors of housing assets; Strategic Management; Change Management; Financial Management; People Management.

**ENQUIRIES APPLICATIONS** : Ms. K August Tel No: (021) 483 2591  
 : 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 38/262** : **DIRECTOR: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 22/2022**

**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 Human Settlements  
 : 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 within the built environment; A valid driving licence, or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Post-graduation qualification; Professional registration with relevant bodies. Competencies: Maintain extensive knowledge and sound interpretation of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge of the following: Latest Building Legislation; Building contracts and Contract Administration; Project design and project management in the built environment; Occupational Health and Safety; Engineering, legal and compliance; Strategic policies, guidelines, standard procedures and best practices relevant to Professional and Project Management Services; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province; Financial management processes and related Acts, regulations and the ability to set up budgets; Procurement and tendering processes; Public service procedures, processes and systems; Development, strategy management and strategy monitoring and review processes; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent leadership skills with specific reference to the ability to display thought leadership in complex applications; Strong Project Management; Budgeting; Public speaking, team building, mediation and facilitation.

**DUTIES** : Render a building inspection support service; Render an engineering and project management support service; Render an architectural design and technical support service with regard to housing and building related projects; Coordinate and facilitate settlement upgrading in terms of emergency housing and housing support in times of disaster; Render an administrative support service; Strategic Management; Financial Management; People Management.

**ENQUIRIES** : Ms. K August Tel No: (021) 483 2591  
**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 38/263** : **DIRECTOR: PLANNIN, REF NO: HS 21/2022**

**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** : Department of Human Settlements  
**REQUIREMENTS** : 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 in a town and regional planning working environment; A valid driving licence, or alternative mode of transport for people with disabilities. Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Post-graduation qualification; Professional registration with relevant bodies. Competencies: Extensive knowledge and understanding of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge of the following: Integrated human settlement planning; Planning and environmental regulatory requirements; Human Settlement, Local Government and Stakeholder Management; Built environment; Municipal Spatial Development Frameworks and 5-year Human Settlement Plans on municipal level;

procurement and tendering process; GISc Systems and the management of spatial databases; Development, Strategy Management and strategy monitoring and review processes; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent leadership skills with specific reference to the ability to display thought leadership in complex applications; Information technology; Collaborative Relationship building; Planning; Organising; Dispute resolution.

**DUTIES** : Facilitate provincial human settlement forward planning; Facilitate the development of implementable human settlement plans with the IDP of municipalities; Manage GISc support; Coordinate and manage the integration of the Informal Settlements policy into provincial and municipal planning; Strategic Management; Financial Management; People Management.

**ENQUIRIES** : Ms. K August Tel No: (021) 483 2591  
**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](http://www.westerncape.gov.za/jobs) or [tps://westerncapegov.erecruit.co](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** : 24 October 2022

#### **OTHER POST**

**POST 38/264** : **DEPUTY DIRECTOR: MINISTERIAL SUPPORT REF NO: HS 20/2022**  
(1-Year Contract)

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Human Settlements  
**REQUIREMENTS** : An appropriate 3-year Degree (NQF 7) or higher qualification with a minimum of 3 years management experience in a stakeholder management or related working environment; A valid code B driving licence or disabled persons not in possession of a driving licence due to the nature of their disability, but who have access to transport will also be considered. Recommendation: Experience in providing stakeholder relations support to the Ministry; Proven working knowledge and experience of the built environment related to human settlements. Competencies: Knowledge and understanding of the following: National and Provincial human settlements strategic goals, objectives, targets, activities, etc; Relevant legislation with focuses on human settlements, local government and related; Delivery in the Affordable Housing Market and the establishment and management of strategic partnerships; Management of Developer and Contractor challenges related to the project Approval Process of Project applications received from municipalities/ stakeholders; Public Finance, human resources and discourse management processes; Skills: Proven computer literacy (Tech savvy and proficiency in web-based tools); Project Management and administration skills; Research skills; Networking skills; Excellent written and verbal communication skills; Presentation and report-writing skills; Organising, planning, people management; skills; Ability to work independently and well within a team.

**DUTIES** : Provide stakeholder relations support for 7 ministerial projects to the Ministry of Human Settlements; Develop and manage the ministerial engagement programme; Attend key and strategic engagements housing municipal officials with the 3 Districts; develop weekly and monthly risk register for the ministerial projects; Troubleshoot all challenges related to the ministerial projects to ensure that the project timelines are achieved; Provide community and stakeholder dynamics information to the professional and project teams; Engage internal and external stakeholders for the 7 Ministerial Projects; Provide stakeholder relations support to the Affordable Housing Task team; Governance and administration.

**ENQUIRIES** : Ms VV Njalo Tel No: (021) 483 4798  
**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>

#### **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** : 24 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

**POST 38/265** : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (MUNICIPAL GOVERNANCE REF NO: LG 28/2022**  
(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 tertiary qualification (National Diploma/B-Degree or higher) in Law or related fields; A minimum of 3 years management level 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: Admitted as an Attorney or Advocate of the high court. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards and procedures and best practices in relation to Local Government (Constitutional, Municipal Systems Act, Municipal structures Act); The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Monitoring and evaluation legislation and guiding manuals and frameworks; Human resource management; Basic labour relations legislation, regulations and Act; Financial management. Skills needed: Analytical thinking; Interpersonal; Motivational; Legal; Implementation and monitoring; Communication (Written and verbal). Ability to interpret legislation and application of law.

**DUTIES** : Develop and regulate a framework for monitoring all aspects of monitoring the performance of the Metro and to monitor and support local government within the Legislative Framework; Collect, Collate and validate data and information relating to Metro and Municipal monitoring and outcomes and support municipalities with the recruitment and selection procedures in terms of applicable legislation; Monitor institutional health and evaluate implementation of performance monitoring systems and maintain legal framework of municipalities by amending the establishment notices in terms of section 12 of the Municipal Structures Act and publication of By-elections; Assess and analyse data from municipalities to conduct diagnostic evaluations; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities; Human Resource Management and Financial; Management of Directorate.

**ENQUIRIES** : Mr K. Makan Tel No: (021) 483 4365

**POST 38/266** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL POLICY COORDINATION REF NO: LG 40/2022**  
(3-Year Contract Position)

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)

**CENTRE REQUIREMENTS** : Department of Local Government, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Research, Law or related fields; A minimum of 5 years management level experience in Research, Intergovernmental policy matters or related environment. Competencies: Knowledge of the following: Research; Policy analysis and interpretation; Legislation development; Report writing; Law making processes; Research practices, methodologies and reporting; Analysis and interpretation of legislation; Traditional and Khoi-San leadership structures; Traditional leadership categories; Traditional and Khoi-San leadership protocol and processes; Skills needed: Policy formulation; Problem solving; Written and verbal communication; Basic accounting; Budgeting.

**DUTIES** : Ensure the research, concerned with the history, leadership structures, governance, genealogies, judicial systems, succession laws and tradition and customs on Khoi-San and rural communities in the province is performed; Develop and analyse policy options and advise on preferred options; Manage information on Khoi-San and indigenous leadership anthropological and genealogical information services; Human resource management; Financial management; Strategic management.

**ENQUIRIES** : Mr A Dlwengu Tel No: (021) 483 8986

**POST 38/267** : **ASSISTANT DIRECTOR: (INTERGOVERNMENTAL POLICY COORDINATION) REF NO: LG 39/2022**  
 (3-Year Contract Position)

**SALARY** : R382 245 per annum (level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Research, law or related field; A minimum of 3 years supervisory experience in an anthropological research or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities with restrictive or limited driving abilities, may also apply. Competencies Knowledge of the following: Traditional and Khoi-San leadership structures; Traditional leadership categories; Traditional and Khoi-San leadership protocol and processes; Research methodologies; Database management; Information seeking strategies; Selecting and evaluation of information; Skills needed: Managerial; Administrative; Organisation; Project management; Proven computer literacy; Written and verbal communication; Problem solving; Conflict handling; Analytical; Research; Ability to conduct structured research; Update genealogies; Write research reports; Manage information and keep records; Work independently and under pressure; Interpersonal relations; Motivate personnel; Dedicated; Innovative; Pragmatic; Creative; Self-motivated and assertive.

**DUTIES** : Identify and undertake research concerned with the history, leadership structures, governance, genealogies, judicial systems, succession laws and tradition and customs on Khoi-San and rural communities in the province; Perform a liaison and information service in respect of Khoi-San leaders; Assist with the development and analysis of policy options and advise on preferred options; Human resource management.

**ENQUIRIES** : Mr A Dlwengu Tel No: (021) 483 8986

**DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 24 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**

<b><u>POST 38/268</u></b>	:	<b><u>DIRECTOR: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL CLUSTER REF NO: DOTP 63/2022)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of the Premier LLB degree with admission as an advocate or attorney; A minimum of six (6) years postgraduate experience in a legal practice or legal department on middle management level in the public or private sector. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. Competencies: Proven knowledge of: constitutional, legal and institutional arrangements governing the South African public sector; the South African legal system with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; policies of the government of the day, with specific reference to the Provincial Strategic Plan; global, regional and local political, economic and social affairs impacting on the Western Cape Government; inter-governmental and international relations; people management and administrative systems and processes; and financial management processes. The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of senior managers and high-level legal professionals; Excellent inter-personal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills.
<b><u>DUTIES</u></b>	:	Line Management: Provide formal legal opinions and legal advice to the Provincial Executive and provincial departments in the social cluster (Health, Education, Community Safety, Environmental Affairs, Human Settlements, Agriculture, Social Development, Cultural Affairs and Sport). Render advice to the Provincial Executive and provincial departments in the social cluster on correspondence of a legal technical nature. Ensure legally sound contracts. Provide legal inputs on behalf of Members of the Provincial Executive and departments in internal and external forums. Verify the legal aspects in submissions to the Provincial Cabinet, Provincial Ministers and Heads of Department. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Directorate: Legal Service on a regular basis on the activities of the Directorate and on matters of substantial

importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate budget and expenditure. Human Resource Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES  
NOTE**

: Adv. N Boshoff Tel No: (+27 21 483 3377)  
 : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POSTS**

**POST 38/269**

**CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 60/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09)  
 : Department of the Premier, Western Cape Government  
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A Minimum of 5 years' experience in IT Service Management or similar environment. Recommendation: A valid (code B or higher) driving license; ITIL v3 or higher certified. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of; the following: Information Technology Service Management; ITIL v3 or higher; Cloud solutions and services; Microsoft products, solutions, and services; Cisco networks, solutions, and services; Skills needed: Conflict management; Project Management; Financial Management; Customer service; Communication (written and verbal); Troubleshooting/problem-solving; Adaptability; Teamwork; Interpersonal; Integrity; Planning and co-ordination; Analytical thinking; Self-driven; Self-motivated; Good writing; Identify service gaps, evaluate, and implement enhancements; Implement and support continual service improvement; Good understanding of networking; Research; Ability to learn quickly; Ability to work under pressure; Be able to take initiative and be pro-active.

**DUTIES**

: Manage and Coordinate service desk activities; Manage Service levels; Perform and manage escalations; Perform quality control; Manage all service desk performance; Reporting (daily, weekly, monthly, quarterly or annually); Manage and coordinate user survey response management; Manage and coordinate service provider / contractors; activities as it relates to service desk.

**ENQUIRIES**

: Mr F Hercules Tel No: (021) 483 5361

**POST 38/270**

**HUMAN RESOURCE PRACTITIONER: PEOPLE ANALYTICS REF NO: DOTP 62/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

: R321 543 per annum (Level 08)  
 : Department of the Premier, Western Cape Government  
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 2 years; relevant experience. Recommendation: Working knowledge of the following: People Management Systems; Power BI; Research; Statistical Data Analysis. Competencies: Knowledge of the following: Regulatory framework governing the People Management function; Management systems and processes; Research and

- product design. Skills needed; Advanced computer literacy (MS Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Excellent report writing; Analytical; Research. Ability to persuade, advise, influence and deal with a wide variety of internal and external clients.
- DUTIES** : Develop, implement and maintain a People Management monitoring, evaluation and data systems; Analysing data on People Management Systems; Compile trends and analysis reports; Monitor, evaluate and report on the implementation of People Management policies and practices; Provide a knowledge and information management service in support of people management.
- ENQUIRIES** : Ms L Barron Tel No: (021) 483 4923
- POST 38/271** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 35/2022 R1**
- SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.
- DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.
- ENQUIRIES** : Ms R Johaardien Tel No: (021) 483 8897/ Mr P Bogenhagen Tel No: (021) 483 6258 / Ms A Champion Tel No: (021) 483 3179
- POST 38/272** : **CHIEF HR CLERK: LEAVE ADMINISTRATION REF NO: DOTP 54/2022**
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12); A minimum of 3 years relevant experience. Recommendation: PERSAL certificates. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amended Act, Public Service Regulations and Labour Relations; All leave types in which the processing of all types of leave are captured and approved on PERSAL; Ability to keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service; Skills needed: Innovative and lateral thinking, report writing, verbal and written communication, proven computer literacy (MS Office - with focus on Excel), planning and organisational; Ability to analyse, conceptualise and implement policy; Ability to work under pressure and meet deadlines.
- DUTIES** : Render leave administrative service with regards to the approval and authorisations of leave applications and leave audits and leave gratuity payment; PILIR administration; Supervise and promote sound labour relations, maintain discipline and allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards and determine workflow requirements; Liaising with the Health Risk Manager and Departmental Finance Units; Manage call centre enquiries on the BMC Remedy System and Auditor-General enquiries; Provide statistical data information to management on a daily basis.
- ENQUIRIES** : Mr F Williams Tel No: (021) 483 3229



## 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** : 24 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 38/273** : **DIRECTOR: INFRASTRUCTURE REF NO: PT 22/2022**
- 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** : Provincial Treasury  
: Post graduate degree in Finance/Economics/or Build Environment, with specific preference for Civil/Structural engineering;6 Years appropriate middle management experience; valid unendorsed driver's license, or alternative mode of transport for people with disabilities; Recommendation: Proven knowledge of Physical (Fixed), Assets and Public Private Partnerships; Proven knowledge of government Infrastructure Delivery; and Knowledge legislation governing the public sector build environment. Competencies: Working knowledge of the follow: Western Cape Infrastructure Delivery Management System and the National Standard for Infrastructure Procurement and Delivery management; Human Resource Management function; Financial Management processes; Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR;s) and Provincial Treasury Instructions; Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with the ambiguity and manage under rapidly changing and pressurized circumstances.
- DUTIES** : To promote and enforce the effective and efficient delivery of infrastructure programme/projects and optimal management of immovable assets; Monitor the implementation of Public Private Partnerships projects; Leverage infrastructure planning,-investment and delivery management systems and immovable assets in line with Provincial Economic- and Social development objectives and applicable legal- and service delivery frameworks; Assess and

monitor departmental plans, budgets and spending related to infrastructure delivery and immovable asset management; and Effective Human Resource Management within the Directorate: Infrastructure.

**ENQUIRIES** : Mr B Damons Tel No: (021 483 6127)  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**CLOSING DATE** : 24 October 2022

#### OTHER POSTS

**POST 38/274** : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 23/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Finance; A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: <p>Knowledge of municipal accounting systems; Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

**DUTIES** : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES** : Mr F Salie Tel No: (021) 483 4252

**POST 38/275** : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: PT 14/2022 R1**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce, Accounting, Economics, Financial Management, Data Science, Statistics, Informatics or Information Systems; A minimum of 3 years relevant experience in Information and Data (sets) management. A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge in Project Management. Competencies: Knowledge of the following: Information and Knowledge Management; Provincial and municipality budget and financial processes (financial acumen); Data Governance; Data analysis and visualization. Skills needed: Advanced Computer; Communication (written and verbal).

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

**ENQUIRIES** : Ms S. Le Roux Tel No: (021) 483-3575

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 24 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POST**

**POST 38/276** : **SOCIAL WORK POLICY MANAGER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 57/2022**

**SALARY** : R794 889 per annum, (all-inclusive salary package), (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Skills needed: Organising and planning; Written and verbal communication; Professional counselling; Monitoring and evaluation; Proven computer literacy; Financial management; Ability to compile complex reports.

**DUTIES** : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPOs (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Information Management System(s); Stakeholder Management, Relationship Management (International, National, Provincial, Local, Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

**ENQUIRIES** : Mr C Jordan Tel No: (021) 483 4991

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 24 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will

be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert

#### OTHER POSTS

**POST 38/277** : **DEPUTY DIRECTOR: LAND TRANSPORT SAFETY OPERATIONS REF NO: TPW 122/2022**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management 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. Recommendation: Experience in the following: Integration and alignment with National, Provincial, City and rural relevant plans, policies and initiatives to road safety; Project Management and road safety programs; Road safety environment. Competencies: Knowledge of the following: The NLTA, PFMA, MFMA, ECM, DORA, RTA, Western Cape Road Traffic Administration Act, (Act 6 of 2012); National Road Traffic Act, 1996 (Act No. 93 of 1996) (Additional amendments included in Notice R53 of Government Gazette No. 33980, dated 1 February 2011); Road Accident Fund Act, 1996 (Act No. 56 of 1996); Road Traffic Management Corporation Act, 1999 (Act No. 20 of 1999). Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making.

**DUTIES** : Develop and Ensure Phased Implementation of the Safety Management System; Identify, facilitate the development, and guide elements of the implementation of impound Facilities in the Province; Guide and advise on the identification and implementation of Rail Safety Interventions; Develop, facilitate and monitor the implementation of Service Level Agreements (SLAs); Conduct qualitative and quantitative research to design, manage and deliver transport safety projects; Lead the identification and development of the sub-directorate strategic plans; Research and benchmark road safety policies and strategies (internationally); Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Manage 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.

**ENQUIRIES** : Mr M. Arendse Tel No: (021) 483 6364  
**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 38/278** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: HEALTH INFRASTRUCTURE REF NO: TPW 118/2022**

**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** : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering

design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Mr Y Jacob Tel No: (021) 483 8514  
**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 38/279** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 119/2022**

**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** : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment. Skills needed: Technical report writing; Creating high performance culture; Professional judgement; Networking. Generic skills: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

**DUTIES** : Manage service providers (PSPs, contractors, etc.); Manage and review PSP outputs and project documentation to ensure compliance with norms, standards and built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure;

Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation, etc. as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES** : Ms M. Greeff Tel No: 072 456 3953  
**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 38/280** : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: TPW 117/2022**

**SALARY** : Grade A: R628 014 - R676 539 per annum  
 Grade B: R718 062 - R766 278 per annum  
 Grade C: R809 634 - R953 715 per annum  
 (OSD salary determined as prescribed)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health and Safety (OHS-Act), National Building Regulations SANS and all relevant built environment legislation; Experience in project management, formulation of policies in a multi-disciplinary professional environment.. Competencies: Knowledge in the following: Programme/project management, research and planning procedures; Financial management; The following skills: Leadership, organising, networking and written and verbal communication skills; Ability to work under pressure, work in a team and meet deadlines; Conflict management.

**DUTIES** : Perform architectural activities on state-owned or lease buildings, structures or facilities; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Mr D Nugent Tel No: (021) 483 8084  
**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 38/281** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND REPAIR AND MAINTENANCE COORDINATION REF NO: TPW 113/2022**

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

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate qualification in a technical field as a qualified Motor Mechanic or Panel Beater (e.g NTC 3 equivalent or higher); A minimum of 6 years supervisory experience in the Motor Industry Trade or Fleet environment; A valid (Code C or higher) driving licence with PDP. Recommendation: Experience in the following: Government and/or other motor transport fleet agencies; RMI/SAMBRA (or equivalent) grading systems; Audatex/Abuntex system performing cost analyses. Competencies: Knowledge of the following: BBB-EE Act; Fleet Management Systems; ;Technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Office administration; Client Liaison Management. Skills needed: Good planning and organising; Problem solving; Negotiation; Conflict resolution; Communication (Written and verbal); Computer literacy. Ability to meet stringent deadlines (i.e. vehicle downtime management).

**DUTIES** : Oversee the daily operations of fleet repairs and maintenance with regards to quotes management, authorizations, invoice management and in-process scanning of R&M documentation; Review R&M requests for mechanical repairs, crash repairs, annual and kilometer servicing, maintenance, tire replacement, vehicle glass, auto electrical, tow ins and approve, reject or recommend requests to manager for approval; Plan and oversee daily, quarterly, bi-annual and annual inspection of the GMT fleet; Oversee the repair process of vehicles booked in at GMT or at merchants/dealerships and

coordinate requests for quotes (RFQ), audatex reports and auctioneers valuation; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with Vehicle Related Suppliers (i.e.Vehicle Dealerships, Panel Beater firms, etc.) for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Review GMT work distribution to Vehicle Related Suppliers; Review recommendations from Technical Assistants where vehicle quotes for repairs exceed the value of the vehicle or reached their economic life cycle and approve the use of parts or withdrawal from service; Review and recommend TV6/28 vehicle condition; Assessments to dispose of vehicles via online auctions; Establish and maintain appropriate systems of internal control and financial management to ensure compliance with governance prescripts; Provide training and guidance to R&M Technical Assistants, Drivers, and Technical Aids to drive with accountability to achieve organisational service standards; Detecting and preventing vehicle maintenance and repair fraud as well as institute recoverable cost claims against Client Institutions for non-compliance of fleet maintenance and repair prescripts.

**ENQUIRIES** : Mr R. Fourie Tel No: (021) 467 4747  
**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 38/282** : **ASSISTANT DIRECTOR: FINANCIAL GOVERNANCE REF NO: TPW 124/2022(X2 POSTS)**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B-Degree (or higher qualification); A minimum of 3 years supervisory experience in a governance, compliance, financial internal control or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Finance Management Act and regulations, instructions, guidelines and practice notes issued in terms thereof; Internal control frameworks; Skills needed: Analytical, planning and integrity; Written and verbal communication.

**DUTIES** : Ensure execution of annual internal control programme; Render an assurance service with regard to financial administration; Make tactical recommendations on submissions with financial implications to the relevant senior manager, CFO, cabinet, MEC, AO and Provincial Treasury; Coordinate, evaluate and prepare responses/submissions to oversight bodies, committees and forums; Oversee post auditing of expenditure vouchers; Human resource management and skill development; Financial management; Participation in strategic management.

**ENQUIRIES** : Ms G Hartley Tel No: (021) 467 4700  
**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 38/283** : **ASSISTANT DIRECTOR: LAND AND TRANSPORT DEVELOPMENT REF NO: TPW 123/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years supervisory experience. Competencies: Knowledge of the following: Public administration; Project management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the development of integrated public transport networks; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Written and verbal communication skills.

**DUTIES** : Assist in the provisioning of integrated public transport services and public transport infrastructure within non-metro municipalities; Assist in providing support and capacitation of non-metro local authorities with regard to the implementation of land transport services; Enable the implementation of NMT

and SNP plans and strategies; Facilitate, coordinate and provide project support in order to enable land transport integration; Manage information (data, knowledge, wisdom) by applying tools and techniques to inform decision-making, produce reports, enhance service delivery; Human resource management; Determine and communicate financial requirements to execute assigned deliverables.

**ENQUIRIES APPLICATIONS** : Mr G Martin Tel No: (021) 483 4095 / Gamza.Martin@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 38/284** : **TRANSPORT RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: TPW 121/2022 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year relevant experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. The successful incumbent must comply with the Impartiality clauses as defined in the National Land Transport Act, (Act 5 of 2009), Chapter 2, Section 13.1.(a-e) and 13.2. Recommendation: Working knowledge of the National Land Transport Act (2009) and National Transport Regulations. Competencies: Knowledge in the following: Western Cape Road transportation Act; Amendment law 8 of 1996; Minimum Standard Constitution, National Traffic Act (93 of 1996); SOP conditions; Public Service Act; Skills needed: Communication (written and verbal) skills, proven computer literacy, analytical, planning and organizing, reliable, problem solving approach; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team.

**DUTIES** : Co-ordinate registration of taxi associations; Ensure and monitor compliance of registered taxi associations and their members; Co-ordinate the transport related functions; Taxi industry empowerment; Engage with stakeholders /Role players in the public transport industry.

**ENQUIRIES APPLICATIONS** : Ms J Ndlovu Tel No: (021) 483 0260  
: 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 38/285** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD PROCLAMATION AND ROAD USE REF NO: TPW 140/2021 R1**

**SALARY** : 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).

**CENTRE REQUIREMENTS** : 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 code B driving licence.).Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

**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 D Fortuin Tel No: (021) 483 2012 / 082 670 4560  
**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 38/286** : **ADMINISTRATIVE OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 112/2022**

**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); Minimum of 1-year experience in rendering administrative and research support; 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: Public Policy analysis; Public Policy Development process; Relevant legislative, regulations, policies and practices affecting the planning and delivery of Infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration. Skills needed: Communication (written and verbal); Report writing; Presentation; Proven computer literacy (MS Office); Ability to work under pressure, meet strict deadlines and work in a team.

**DUTIES** : Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc pertaining to the line function responsibilities of the sub-directorate; Manage procurement of goods and services for the sub-directorate by means of the prescribed procurement procedure; Identify, develop, review and comment on infrastructure strategies and policies; Develop well-researched briefs, papers, reports and plans to influence decision-making, culture and thinking in the DTPW and the WCG; Engage stakeholders in relation to long-term policy and strategy development; Develop infrastructure projects and plans (not implement) with high socio-economic and environmental sustainability impact.

**ENQUIRIES** : Mr C. Cloete Tel No: (021) 483 4880  
**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 38/287** : **PERSONAL ASSISTANT: LAND TRANSPORT SAFETY MANAGEMENT REF NO: TPW 116/2022**

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

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

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

**ENQUIRIES  
APPLICATIONS**

: Mr G. Spannenberg Tel No: (021) 483 6925  
: 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 38/288**

: **DRIVER: FLEET PLANNING AND ACQUISITION – GMT (GEORGE) REF NO: TPW 114/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

: R104 073 per annum (Level 02)  
: Department of Transport and Public Works, Western Cape Government  
: Ability to read and write/Adult Basic Education and Training (ABET); A minimum of 7-months relevant experience; A valid code EC driving license with PrDP. Recommendation: Relevant experience as a driver; Willingness to utilise a GG vehicle in the execution of official duties and to travel and overnight on occasion. Competencies: Knowledge of the following: Driving and operating a (flatbed) tow truck; Jumpstart a vehicle and changing a wheel; Basic administration to complete forms as well as to be able to operate a route navigation device, smart phone and a hands-free kit, digital camera, two-way radio and a tablet/laptop; Knowledge (as a driver) of the Road Traffic Act, Traffic violations Act and reporting procedures wrt accidents, hijacking/vehicle theft and vehicle maintenance; Verbal and written communication skills; Computer literacy; Ability to work under pressure and meet deadlines; Good telephone etiquette; Good client liaison; Ability to work in a team.

**DUTIES**

: Deliver vehicles to merchants for conversions, quotations, services, repairs and collect on completion of the work; Perform GMT tow truck duties for local and long-distance trips as well as perform VIP standby duties (i.e. after hours call out and roadside assistance); Transporting vehicles from GMT to the auction site (for monthly auctions); Transporting new, relief and redundant vehicles between GMT's premises based in Cape Town, Maitland and George; Assist with fitment or removing decals from vehicles at the GMT premises or at Client Departments premises; Assist with charging vehicles batteries, jumpstarting vehicles at GMT premises and call outs to VIP Clients.

**ENQUIRIES  
APPLICATIONS**

: Mr R Fourie Tel No: (02) 467 4747  
: 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, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm)  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

: NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.