

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 November 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

- POST 40/218** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES), REF NO. AGR 45/2021 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; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification 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: Masters degree (or higher qualification); Experience in the following: Database design; Video editing and YouTube. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to: Work independently in a team; Work accurately and precisely; Work under stressful conditions.
- DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.
- ENQUIRIES** : Dr V Henwood at Tel No: (021) 808 5377

- POST 40/219** : **SCIENTIST (PRODUCTION LEVEL): ENTOMOLOGY REF NO: AGR 10/2022 R1**

- SALARY** : Grade A: R628 014 - R676 539 per annum, (as per OSD prescripts)
Grade B: R718 062 - R766 278 per annum, (as per OSD prescripts)
Grade C: R809 634 - R953 715 per annum, (as per OSD prescripts)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree, with Entomology as a major subject; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in the appropriate field of practice; 3 years post qualification natural scientific experience in Entomology; A valid (Code B or higher) driving licence. Recommendation: MSc degree or higher qualification in Entomology; Experience in crops and production systems in the Western Cape (grain

systems, vegetables and alternative crops). Competencies: Knowledge of the following: Integrated pest management in cropping systems of the Western Cape and the management of entomology trials in cropping systems for optimal production and sustainability; Insect and pest management is required; Record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Communication skills at production and scientific level; Research connections with academic institutes involved in entomology and agronomy; Contact with industry and producers; Planning skills that involves managing a complex pest and insect management trial within cropping systems as well as the large data sets involved; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of entomology in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research services.

ENQUIRIES : Ms A Swanepoel at Tel No: (021) 808 5320

POST 40/220 : **CANDIDATE SCIENTIFIC TECHNICIAN: PLANT SCIENCES - WORCESTER REF NO: AGR 13/2022 R1**
(3-Year Contract Position)

SALARY CENTRE REQUIREMENTS : R272 745 per annum, (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Rangeland Science, Ecology, Nature Conservation or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in training Or applied for registrations with SACNASP as a Candidate Natural Scientist (proof attached) as registration is compulsory within six calendar months after appointment.; A valid driving license (Code B or higher). Recommendation: Knowledge of the indigenous plant species of the arid areas in the Western Cape. Competencies: Knowledge of the following: Scientific methodologies; Research and development; Computer-aided scientific applications; Legal compliance; Technical report writing. Skills needed: Decision making; Analytical; Creativity; Self-management; Customer focus and responsiveness; Communication (Written and verbal); Computer literacy; Planning and organising; Conflict management; Problem solving and analysis.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures; Provide technical support and recommendations/advice; Assist in development of databases, data management and subsequent analysis; Assist with administrative and related functions.

ENQUIRIES : Ms A. Swanepoel at Tel No: (021) 808 5320

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 07 November 2022

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

relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

- POST 40/221** : **ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 29/2022**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative processes; Public service Policies, regulations and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Analytic; Communication (Written and verbal).
- DUTIES** : Manage, co-ordinate and ensure optimal functioning of the administrative processes within the Directorate; Co-ordinate strategic planning documentation for the Directorate; Manage resources effectively and efficiently to enhance physical security systems and processes; People management.
- ENQUIRIES** : Ms E. Thorne at Tel No: (021) 483 5506
- POST 40/222** : **ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES REF NO: CS 30/2022**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations and procedures; Human resource management; Human Resource Development. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Communication (Written and verbal).
- DUTIES** : To develop and maintain security methodologies that facilitates improved management, risk management and security information management practices and processes; Develop and maintain a security information system for utilization by the organization Provide strategic support in relation to strategy and planning process documentation for the Program; Human Resource Development and Human Resource Management.
- ENQUIRIES** : Ms. C Buys at Tel No: (021) 483 7830

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- CLOSING DATE** : 07 November 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link:

<https://www.thensg.gov.za/training-course/sms-preentryprogramme/>

Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 40/223</u>	:	<u>DIRECTOR: SPORT DEVELOPMENT REF NO: CAS 39/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years' middle management experience; The successful completion of the Senior Management Pre-entry Programme. Recommendation: A valid code B drivers' license; and Additional studies in the sport and recreation sector. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies, and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes, and systems; Proven knowledge and understanding of the global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources, and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments.
<u>DUTIES</u>	:	Line Management; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr. Lyndon Bouah (Lyndon.Bouah@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

<u>POST 40/224</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 43/2021</u> <u>R1</u> (3-Year Contract Position)
<u>SALARY</u>	:	R176 310 per annum (Level 05), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective

federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Philasande Macwili at Tel No: (021) 483 9517
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 40/225 : **LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 41/2022**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sports, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification). Recommendation: Proven computer literacy. Competencies: A good understanding of the following: Processing of books and materials; Skills needed: Numeracy and literacy; Written and verbal communication; Organising; Interpersonal relations.

DUTIES : Conduct physical processing of books, this will include the following tasks: Collect, count and check titles of books in the stores; Paste pockets and dates slips to the books and submit master copy of completed list to machine room; Dispatch books to various regions; Ensure that books are boxed, weighed and submitted to courier; Ensure that spine labels are pasted on the books; Write and count titles after completion; Bar code, laminate books and record in file; Cover books, count copies and record in file.

ENQUIRIES : Ms M Hendricks Tel No: (021) 483 2436
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 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. 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. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

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 : 07 November 2022
NOTE :

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OTHER POSTS

POST 40/226 : **DEPUTY DIRECTOR: TOURISM REGULATION REF NO: DEDAT 16/2022**

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

- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in Commerce or Law degree (Tourism/Law/Public Administration); A minimum of 3 years management level experience. Recommendation: Experience in the following: Project management relating to tourism, economic development, public administration or law; The tourism industry; Regulatory environment; Working with SMMEs; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Stakeholder management and facilitation; Database management and record keeping; Facilitating Training Programmes within the tourism industry; Financial management relating to the PFMA; Skills needed: Decision making; Problem solving; Creative thinking; Project management; Team work; Conflict resolution; Report writing; Planning; Communication (written and verbal); Computer literacy.
- DUTIES** : Manage the development of work plans relating to the tourist guide unit; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the tourism sector and in particular the tourist guide associations etc; Develop, support, and implement the relevant aspects of destination management functions relating to tourism and in particular the tourist guiding mandate; Fulfil the role as the Western Cape Tourist Guide Registrar; Oversee, co-develop and support programmes to drive recovery, improve sector competitiveness and development of the tourism sector focussing on tourism regulation; Human Resource Management of the sub-programme; Management of financial resources of the sub-programme.
- ENQUIRIES** : Mr J. Stoltz at Tel No: (021) 483 9463
- POST 40/227** : **DEPUTY DIRECTOR: TOURISM SAFETY REF NO: DEDAT 17/2022**
- SALARY CENTRE** : R744 255 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in Commerce, Humanities or Built environment (Tourism/Urban Planning); A minimum of 3 years management level experience. Recommendation: Experience in the following: Project management experience relating to tourism, economic development, urban planning and management, property management or infrastructure management; Working in the tourism industry, public safety and urban management; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: People Management processes; Applicable policies and procedures; Financial management; Project management; Labour Relations; Capacity Building; Relationship management. Skills needed: Analytical thinking; Planning and Organisational; Communication (written and verbal); Accuracy and numeracy; Computer Literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving. Ability to analyse, conceptualise and implement policy.
- DUTIES** : Manage the development of work plans relating to the tourism safety unit; Develop and implement the tourism safety strategy for the province; Develop and implement a tourism safety communication plan and projects or programmes to support tourism safety infrastructure such as signage; Oversee the tourism safety and support programme; Provide support and develop capacity within the tourism safety ecosystem; Maintain networks with key stakeholders and ensure vertical and horizontal alignment; Human Resource Management of the sub-programme.
- ENQUIRIES** : Mr J. Stoltz at Tel No: (021) 483 9463
- POST 40/228** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 15/2022**
- SALARY CENTRE** : R321 543 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year Tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the

- following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; Skills needed: Communication (written and verbal); Ability to work independently and as part of a team; Report writing; Problem solving; Analytical; Planning and organising.
- DUTIES** : Provide the following services: Demand management; Acquisition management; Contract management; Logistics and payment; File and Database management; General administration.
- ENQUIRIES** : Mr M Hartman at Tel No: (021) 483 9148

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness 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 40/229** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
West Coast District
- SALARY** : R1 191 510 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Vredendal Hospital, Matzikama Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Experience: Appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent Requirements of the job: A valid Code B/EB/C1 driver's license and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet, and Email). Appropriate experience of managing clinical and support services.
- DUTIES** : Strategic and operational management of the Health Services in the Matzikama Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
- ENQUIRIES APPLICATIONS** : Dr E Ockhuis Tel No: (027) 213-2039
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test.
- CLOSING DATE** : 04 November 2022
- POST 40/230** : **MEDICAL OFFICER GRADE 1: MEDICO-LEGAL SERVICES**
Directorate: Assurance
(6 Month Contract)
- SALARY** : Grade 1: R833 523 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in

- respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid code B/EB Driver's License. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of good clinical practice guidelines. Knowledge of Western Cape Health and Wellness Policies.
- DUTIES** : Manage medico-legal malpractice claims that are brought against the WCGHW. This includes investigation, communication with health facilities, legal teams and expert witnesses. Medico-Legal advisory service and risk management service to the Department and Employees. Assessment of incapacity leave applications. Management of Medico-Legal office including appropriate prioritisation and task allocation to administrative team.
- ENQUIRIES** : Dr A Nitzsche Tel No: (021) 483-8851
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates 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." Please note that the afore-said concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for a change in registration status)"
- CLOSING DATE** : 04 November 2022
- POST 40/231** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)
- CENTRE** : Kleinmond Clinic Overstrand Sub-district and Hermanus CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Proof of current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).
- DUTIES** : Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective satellite Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, HAST School Health) and Quality Assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including security, cleaning, infection control and ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
- ENQUIRIES** : Ms MA Samuels Tel No: (028) 313-5200

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test. Shortlisted candidates may be required to a competency assessment.
- CLOSING DATE** : 04 November 2022
- POST 40/232** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND OPD)**
Chief Directorate: Metro Health Services
- SALARY** : R571 242 (PN-B3) per annum
- CENTRE** : Eerste River Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of three official languages of the Western Cape. Good managerial, supervisory, motivation, negotiation, interpersonal, problem solving, change management, decision making, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Sound knowledge and understanding of the Emergency and Trauma department policies, guidelines and SOP's, and Nursing and Health Services related Acts, Legislation and Policies. Computer literacy (MS Word, Outlook, Excel, and PowerPoint). Knowledge and skills in conducting research and compiling comprehensive reports.
- DUTIES** : Supervise, support, guide, and lead staff to render quality care in the trauma and emergency department at your facility. Manage and monitor proper utilization of human, financial and physical resources Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care Initiate and participate in training and development and research within the Trauma and Emergency unit and nursing department, and provision of support to Nursing Services.
- ENQUIRIES** : Ms MM Luphondo Tel No: (021) 902-8010/57
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 November 2022
- POST 40/233** : **ASSISTANT DIRECTOR: FINANCE**
Directorate: Management Accounting
Sub-directorate: Billing System Support
- SALARY** : R382 245 per annum
- CENTRE** : Compliance Auditing and Training (Based at Stikland Hospital)
- REQUIREMENTS** : Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a financial environment. Appropriate experience especially in respect of Patient Fees, Patient Reception, Patient Administration, Billing and Pharmacy systems. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Firm

understanding of Chapter 18: Procedure Manual: Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Ability to analyse information and work with figures.

DUTIES : Ensure effective and efficient compliance auditing regarding Billing Systems, Hospital Fees policies and procedures to clients. Analyse and reconcile the data between the Financial and Billing Systems. Manage the compliance auditing of Hospital Fees policies and procedures. Ensure effective and efficient use of the Billing Systems and monitoring the data quality. Effective and efficient supervision, planning and co-ordination of activities in the sub-directorate.

ENQUIRIES : Ms S Daniels Tel No: (021) 940-4456
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 04 November 2022

POST 40/234 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R382 245 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.

ENQUIRIES : Mr JI Engel Tel No: (044) 802-4358
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 November 2022

POST 40/235 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (LOGIS SUPPORT)**
Directorate: Supply Chain Management

SALARY : R321 543 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate experience and advanced knowledge in Supply Chain Management system Logis with LOGIS system experience. Experience: Appropriate experience and advanced knowledge in Supply Chain Management system Logis with LOGIS system experience. Inherent requirements of the job: A valid (Code E/EB) drivers' licence. Willingness to travel, office base at Bellville. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Data analysis & reporting

Organizing Skills. Knowledge of procurement systems – LOGIS (Logis experience). Knowledge of LOGIS asset application. Conversant with the Department's procurement prescripts. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Teamwork and project management. Excellent human relations abilities and telephone skills.

DUTIES : Compilation and Maintenance of departmental manuals and procedures on LOGIS. Assist Hospitals with problems identified on LOGIS store as per Balance Scorecard of the department. Cleaning and maintenance of Departmental Item Records on LOGIS. Setup new asset structure for LOGIS barcoding project per facility as per Departmental policy. Rollout, implementation and support to SCM projects. Ensuring efficient reporting for LOGIS system Departmentally. Provide training and guiding staff on new application and scanning hardware. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration. On-going reporting on Projects.

ENQUIRIES : Mr J Coetzee Tel No: (021) 483-4302
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 November 2022

POST 40/236 : **PRINCIPAL PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT MATTERS AND COIDA)**
 Directorate: People Management Planning and Practices

SALARY : R261 372 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Excellent verbal and written communication skills. Good communication, conflict management, interpersonal leadership and supervisory skills. Ability to deal with high volumes of work and to work under pressure.

DUTIES : The successful candidate will undertake supervisory functions as well as the performance management of the section and will be responsible for COIDA administration and transversal matters that will include the following: Administer all aspects of Injury on Duty. Ensure effective application of COIDA cases. Administer capturing of applications on CompEasy and maintain COID in-house programme. Provide COIDA stats to various role-players. Assist with COIDA training and information sessions to various Institutions/Districts. Liaise with various role players (internal and external). Overtime, commuted overtime, resettlement costs, acting and other allowances. Applications for foreign travel and sabbatical leave. Handle telephonic and written enquiries as well as rendering advice and support to line managers.

ENQUIRIES : Mr TJ Kwatala Tel No: (021) 483-3174
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidate who are shortlisted for interviews will be expected to complete a practical test.

CLOSING DATE : 04 November 2022

POST 40/237 : **PROFESSIONAL NURSE (PALLIATIVE CARE) GRADE 1 TO 3**
 West Coast District

SALARY : Grade 1: R260 760 (PN –A2) per annum
 Grade 2: R320 703 (PN –A3) per annum
 Grade 3: R388 974 (PN –A4) per annum

CENTRE : Vredenburg hospital, Saldanha bay Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function in a multi-disciplinary team (including the NPO sector). Experience in direct patient care. Understanding and knowledge of the core package of services for PHC and Level 1 hospitals. Excellent report writing skills. Experience with analysing statistical and patient data and management allocated resources. Good communication skills in two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).
<u>DUTIES</u>	:	Provide direct client care through provision of optimal, holistic nursing care compliant with the standards set by the service and professional and legal framework. Internal and external interface management with all stakeholders and staff. Support and capacity building of staff in wards and on-line advisory support across the district health service platform. Administration and service delivery design and support, resource management and report writing. Monitoring and evaluation of quality of services, health data, information, and policy implementation.
<u>ENQUIRIES</u>	:	Ms J de Nobrega Tel No: (022) 709-7214
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "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."
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/238</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: WELLNESS PROGRAM)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R260 760 (PN-A2) per annum Grade 2: R320 703 (PN-A3) per annum Grade 3: R388 974 (PN-A4) per annum
<u>CENTRE</u>	:	Vredenburg Community Clinic, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid (Code B/EB) driver's License. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs Verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface

management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

- ENQUIRIES** : Ms AR Louw Tel No: (022) 709-5066
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates 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."
- CLOSING DATE** : 04 November 2022
- POST 40/239** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R260 760 per annum
Grade 2: R320 703 per annum
Grade 3: R388 974 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Ability to function independently and in collaboration with the multi-disciplinary team to assess patient eligibility for palliative care and direct the team to ensure quality palliative care. Ability to manage own work, craft care plans and make the necessary referrals to the appropriate Health Facilities for continuity of care. Computer literacy (Microsoft Office).
- DUTIES** : Provision of optimal, holistic nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Maintain a constructive working relationship with nursing and other stakeholders Participation in training and research. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms J Ehlers Tel No: (044) 802-4356/7
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates 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."
- CLOSING DATE** : 04 November 2022
- POST 40/240** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Central Karoo District
- SALARY** : R176 310 per annum
- CENTRE** : Beaufort West Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience. Inherent requirement of the job: Do relieve duties ad Admissions which will require you to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Effective communication in at least two of the three official languages of the Western Cape. Computer literate. Knowledge of BAS, CLINICOM & UPFS systems.
- DUTIES** : Handling of all state monies (revenue and petty cash) Accountability for state monies Clinicom account duties Responsible for RAF and COID account maintenance, submissions and enquiries. BAS duties (Compiling & Capturing of BAS Transactions) Keeps record of payment of telephone debt Filing and general administrative duties. Relieve Admission and Fees Clerks.
- ENQUIRIES** : Mr R Maritz Tel No: (023) 414-8200
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 November 2022
- POST 40/241** : **DENTAL ASSISTANT: GRADE 1 TO 2**
Garden Route District
- SALARY** : Grade 1: R170 955 per annum
Grade 2: R201 372 per annum
- CENTRE** : Support & Outreach, Saldanha Bay PHC
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than two (2) years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the HPCSA as Dental Assistant and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of ten (10) years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Competencies (knowledge/skills): Knowledge of policies and protocols Knowledge of the correct names, uses, care and handling of all equipment, instruments and procedure. Knowledge of occupational hazards, e.g. Mercury poisoning, Hepatitis B, HIV/AIDS, Radiation Cross infection.
- DUTIES** : Clinical assistance with oral health procedures at all sites within sub-district where services are rendered. Preparation of dental rooms, instruments, and patients for procedures. Patient administration, as well as collation and submission of statistics. Monitoring and control of inventory, including ordering of stock. Efficient and effective management of patient administration, statistics and stock. Ensuring optimal quality of care for patients and adhering to all protocols with regard to infection control. Oral health promotion and provision of relevant oral health education and pre- and post-operative instructions.
- ENQUIRIES** : Mr RA Janoodien Tel No: (022) 713-1805
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 November 2022
- POST 40/242** : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services
- SALARY** : R147 459 per annum
- CENTRE** : Lenteguur Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, Linen and housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Overtime

and relief work in other wards to ensure effective provision of services. Competencies (knowledge/skills): Proper working knowledge of all cleaning, linen and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Ability to communicate (verbally and written) in at least two of the three official languages of the Western Cape. Knowledge of inventory/stock control. Ability to work in a team and independently.

DUTIES : Responsible for overall control, organising, performing and coordinating of tasks related to food, linen and hygiene services. Ensure the control of cleaning, sorting, counting, unpacking and wash/sluice linen and patient clothing. Effective management with regard to ordering, utilization, control of cleaning, household items and equipment. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well related HR matters.

ENQUIRIES : Mr Z Gayiya / Ms B McKay Tel No: (021) 370-1341/ 1404/1248
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 November 2022

POST 40/243 : **DRIVER (LIGHT DUTY VEHICLE)**
 Chief Directorate: Rural Health Services

SALARY : R104 173 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and Valid Public Drivers Permit (PDP). Physically fit to lift and load heavy items. Willingness to work overtime and perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least 2(two) of the 3(three) official languages of the Western Cape. Knowledge of transport regulations. Knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net. Folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

FOR ATTENTION : Mr K. Cornelissen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 November 2022

POST 40/244 : **FOOD SERVICES AID**
 Chief Directorate: Metro Health Services

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

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

ENQUIRIES : Mr R Cupido Tel No: (021) 571-8040
APPLICATIONS : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
FOR ATTENTION : Mr L Johnson
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.
CLOSING DATE : 04 November 2022
POST 40/245 : **LINEN STORES ASSISTANT (CSSD)**
 Chief Directorate: Metro Health Services
SALARY : R104 073 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience as Linen Stores Assistant in CSSD. Inherent requirements of the job: Willingness to work shifts and overtime, including public holidays and weekends. Willingness to relieve in other departments. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Appropriate experience in assembling and packing of different theatre and ward linen packs. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
DUTIES : Demonstrate knowledge of folding linen, assemble and pack for theatre and wards. Sort and bag soiled linen and monthly linen stock count of all theatre linen. Check linen received from laundry daily. Ability to sort out and count soiled linen daily. Mop and dust Main Central Sterilisation Services Department (CSSD) and the linen room.
ENQUIRIES : Ms AC Theron Tel No: (021) 850-4708
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION : Ms JL Julies
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 November 2022

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 07 November 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 40/246 : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 29/2022**

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

CENTRE REQUIREMENTS : Department of Local Government, Western Cape Government
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS 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: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.

DUTIES : Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning, monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management, human resources management and financial management for the Directorate.

ENQUIRIES : Ms N Zamxaka at Tel No: (021) 483 4449

OTHER POSTS

POST 40/247 : **ASSISTANT DIRECTOR: DISASTER MANAGEMENT AND FIRE BRIGADE SERVICES REF NO: LG 24/2022**
 (2 Positions Available For a 3 Year Contract),

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year fire fighting tertiary qualification; A minimum of 5 years practical experience in a management position in a Fire Brigade; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Incident Command Systems Training. Experience in the following: Creation of new contracts and Service Level Agreements (SLAs); Project financial projections; GIS implementation and strategies. Competencies: Knowledge of the following: Fire operations, command and control and inspection programs; GIS Tools; Incident Command Training; The Department's financial directives and instructions (PMFA); Procurement requirements; Human resources management; Budgeting procedures; Expenditure control; Relevant Acts: Fire Brigade Services Act; National Veld and Forest Fire Act; National Building Regulations and Standards Act; Road Traffic Act; Hazardous Substances Act; Occupational Health and Safety Act; Disaster Management Act; NFPA, BS, ISO, SANS and SABS Standards and Codes for fire service; Communication skills (Written and verbal).
- DUTIES** : Provides the following: Leadership for developing, implementing, and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Technical guidance and assistance to Local Government Fire and Rescue Services to improve fire prevention, protection, and life safety of citizens; Information about fire service prevention, protection and life safety interventions and capabilities and performs Category of Authorized Persons investigations. Develop and maintain cooperative agreements between Local Government, Designated services, and other fire agencies; Develop new or proposed plans, policies, procedures, and guidelines and makes recommendations on the need for new or modified policies regarding fire prevention, protection, and life safety; Determine fire prevention, protection and life safety priorities, goals, and objectives and the subsequent strategies and methods and monitors interventions appropriately; Maintain specialized workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Present training programmes and information sessions to enhance fire prevention, protection, and life safety interventions; Evaluate the effectiveness of public fire prevention, protection and life safety programmes by collecting and analysing relevant data and statistics; Co-ordinate and network as appropriate with counterparts in adjoining jurisdictions and with officials at the regional, provincial and national levels; Coordinate and prepares a variety of plans, project plans, budgets, reports, presentations, and records; Participates in continuing education programmes, conferences, seminars to strengthen individual knowledge and skills.
- ENQUIRIES** : Mr. E. Du Toit at Tel No: 021-9376357 or 0739951609

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

OTHER POSTS

- POST 40/248** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO: DOTP 05/2022 R1**
- SALARY CENTRE** : R382 245 per annum (Level 09)
: Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A minimum of 3 years' experience in the IT environment. A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.

DUTIES : Plans, organizes and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.

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

POST 40/249 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO. DOTP 38/2022 R1**

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); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Supervisory; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.

DUTIES : Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.

ENQUIRIES : Mr R. Williams at Tel No: (021) 483 0598

PROVINCIAL TREASURY

CLOSING DATE : 07 November 2022

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The

selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 40/250</u>	:	<u>DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 24/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package). Please note that the remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Treasury, Western Cape Government Master's degree in Economics/Finance/Business Administration/Public Policy; 6 years appropriate middle management experience; and A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; and The successful completion of the Senior Management Pre-entry Programme. Competencies: Computer literacy; Analytical skills; Problem solving skills; Conflict resolution skills; Presentation skills; Sound organising and planning skills; Research and econometric skills; and Negotiation skills.
<u>DUTIES</u>	:	Programme delivery; Assessment of municipal budget policy documents as part of the annual Strategic Integrated Municipal Engagement Process; Assessment of Service Delivery and Budget Implementation Plans, Quarterly Non-Financial Reports, Mid-Year Budget Reports and Annual Reports of municipalities; Socio-Economic research which includes the publication of the Municipal Economic Review and Outlook and Socio-Economic Profiles which assist municipalities in planning and budgeting; People Management; and Financial and non-financial performance sustainability and accountability.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Damons Tel No: (021 483 6127) Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

<u>POST 40/251</u>	:	<u>DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: PT 18/2022</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Treasury, Western Cape Government An appropriate B-Degree (or equivalent qualification) in finance, economics, commerce or the built environment; A minimum of 5 years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Property,

Infrastructure, Built environment or public private partnership; Contract law; Qualification in Project Management. Competencies: Knowledge of the following: Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS); Public Finance Management Act (PFMA); Treasury Regulations; Division of Revenue Act (DoRA); Construction Industry Development Board (CIDB) Act; Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act; Asset Management guidelines; National Treasury Regulations; Financial and econometric modelling; PPP projects; Property management; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Strategic planning and analytical.

DUTIES : Promoting PPP and building capacity in client department of municipal (provincial departments and municipalities); Provision of technical assistance (provincial departments and municipalities); Monitoring and compliance with relevant regulations governing PPPs; Financial management; Effective human resource management.

ENQUIRIES APPLICATIONS : Mr K Langenhoven at Tel No: (021) 483 6849
: 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 SOCIAL DEVELOPMENT

CLOSING DATE : 07 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 40/252 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 59/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.

DUTIES : Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite, BizProjects, BizPerformance, BizBrain).

ENQUIRIES APPLICATIONS : Ms S Nieftagodien at Tel No: (021) 483 6279
: 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 40/253 : **COMMUNITY DEVELOPMENT SUPERVISOR: COMMUNITY DEVELOPMENT PROGRAM IMPLEMENTATION AND COORDINATION (METRO SOUTH) REF NO: DSD 58/2022**

SALARY : Grade 1: R369 258 - R413 739 per annum
Grade 2: R438 945 - R524 121 per annum

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years experience in Community Development or similar environment after obtaining the required qualification. Competencies: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The understanding of social dynamics of communities. Skills needed: Presentation; Problem solving; Computer literacy; Communication (Written and verbal); Research and report writing; Financial Management and Supervisory. Ability and competence to: Coordinate community development structures and manage projects; Influence individuals and group to participate in their own self-empowerment ventures.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in Departments / Provinces, NGO's, Local Community structures and Faith based Organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure and efficient and effective service.

ENQUIRIES APPLICATIONS : Mr Q Arendse at Tel No: (021) 763 6206

: 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 40/254 : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 61/2022**

SALARY : Grade 1: R369 258 – R413 739 per annum, (OSD as prescribed)
Grade 2: R438 945 - R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government

: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following

complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration and or designation of facilities, NPO's, child headed households, shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms P Momoza at Tel No: (021) 483 4015
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 40/255 : **SOCIAL WORKER (1 POST IN ATHLONE AND 3 POSTS IN WYNBERG), REF NO: DSD 62/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
 Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
 Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
 Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr Q Arendse at Tel No: (021) 763 6206
: 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 40/256 : **SOCIAL WORKER: MONITORING AND EVALUATION (CHILD PROTECTION) REF NO: DSD 60/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R589 896 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr T Kwakwini Tel No: (021) 483 4115
: 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 TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 07 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will

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

OTHER POSTS

POST 40/257 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 127/2022**
(3 Contract Positions Available For 2-Years)

SALARY CENTRE REQUIREMENTS : R628 014 per annum, (all-inclusive salary package), (OSD as prescribed)
: Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: 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; Follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Ms M Hofmeyr at Tel No: (021) 483 2427
: 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 40/258 : **CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES IN PAARL AND OUDTSHOORN REF NO: TPW 128/2022**
(8 Contract Positions for 2-Years)

SALARY CENTRE REQUIREMENTS : R321 279 per annum, OSD as prescribed
: Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications; Mature candidate engineer; Completed ECSA Group A Outcomes (Description to be provided in CV); Experience in the following: Design and Construction (site) or Contract Management; Road infrastructure Projects. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and

- responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising.
- DUTIES** : Provide technological advisory services; Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Perform administrative and related functions; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Research and development; Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
- ENQUIRIES APPLICATIONS** : Ms M Hofmeyr at Tel No: (021) 483 2427
: 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 40/259** : **CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: TPW 129/2022**
(2 Contract Positions for 2-Years)
- SALARY CENTRE REQUIREMENTS** : R321 279 per annum, OSD as prescribed
: Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications; Experience in the following: Design and Construction (site) or Contract Management; Road infrastructure Projects; Geometric/Traffic experience and have worked with Traffic and Geometric Software; Mature candidate engineer; Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising.
- DUTIES** : Provide technological advisory services; Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Perform administrative and related functions; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Research and development; Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
- ENQUIRIES APPLICATIONS** : Ms M Hofmeyr at Tel No: (021) 483 2427
: 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 40/260 : **ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: TPW 125/2022**

SALARY : R 382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience; A valid Code B (08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Client Services; Budget and Financial Management; Human Resource Management. Willingness to regularly travel as required; Knowledge of Road Traffic legislation. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012), Revenue and debt management; Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations and Provincial Treasury Directives and Instructions; Municipal Finance Management Act, 2003 (Act 56 of 2003). Analytical thinking, problem solving and decision making; Proven computer literacy (Ms Office suite) with advanced proficiency in MS Excel; Planning, organising; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures in line with legislative and financial requirements regarding fees collection and disbursement pertaining to motor vehicle registration & licensing, driver and vehicle fitness testing fees, driving licence card production fees (payable to DLCA), vehicle transaction fees (payable to RTMC), and traffic infringement fees (payable to the RTIA); Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Implementation of policies and standard operating procedures, developed in line with legislative requirements and financial prescripts; Provide inputs to compile Service Level Agreements regarding fees collection and disbursement; Attend to audit, RTMC, DLCA and RTIA queries regarding fees collection and disbursement; Address over and underpayments by agents; Liaison with various clients and stakeholders by means of written and verbal communications as well as attendance of meetings.

ENQUIRIES : Mr R.W. Barreiro at Tel No: (021) 483 2061
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 40/261 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: TPW 126/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 5 years relevant supervisory experience in a financial accounting environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mrs K. Proctor-Fourie at Tel No: (061) 884 6572
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 40/262 : **TRANSPORT SAFETY FACILITATOR: LAND TRANSPORT SAFETY PROMOTIONS REF NO: TPW 134/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant supervisory level experience in road safety awareness campaigns; 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: Project Management; Project facilitation; Transport Safety environment; Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Legislation, regulations and policies impacting on land transport safety (NITA, RTA); Public Financial Management Act and its application thereof; Project management and coordination. Skills needed: Communication (written and verbal); Proven computer literacy; Planning and organising; Problem solving; Financial management; Report writing and formulation; Sound organization and planning; Excellent presentation. Ability to: Work under pressure; Communicate at all levels and across spheres of government.

DUTIES : Initiate land transport safety interventions through the provincial corridors or provincial wide; Coordinate, facilitate and implement land transport safety interventions in support of strategic goals; Convene project planning meetings with relevant stakeholder; Development of project plans with detailed budget plans; Monitoring, evaluating, and assessing performance in various projects; Compiling of executive reports, submissions and development of educational material; Facilitate advocating of land transport safety intervention through various media platforms; Conducting staff performance reviews; Ensure procurement and follow prescripts as prescribed practices; Establish, maintain and develop effective and efficient data management systems and tools that will enhance service delivery.

ENQUIRIES : Ms B. Mboya at Tel No: (021) 483 7853
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 40/263 : **ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICES REF NO: TPW 120/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 1 year administration experience. Recommendation: Certified Enterprise Content Management (ECM) or Knowledge Management qualification. Competencies: Knowledge of the following: Information and Knowledge management; Records management; Enterprise content management; Training; Technical proficiency; OpenText ECM software. Skill needed: Basic computer skill; Communication (Written and verbal); Presentation; Facilitation. Ability to work under pressure, meet strict deadlines and work in a team.

DUTIES : Render administrative services to users of the MyContent - Enterprise Content Management (ECM) system by providing first line technical support; Render user support and guidance in the use of the MyContent tool through daily visits to users, one-on-one support, and act as advocates for change management; Monitor and evaluate compliance to MyContent processes, policies and systems by regular visits to users, attendance of component meetings; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support; Assist in the Mentorship Programme by facilitating Mentor / Mentee relationships; Assist in arranging Lunch and Learn sessions for the Department; Assist in conducting the annual Knowledge Management Maturity Assessment.

ENQUIRIES : Ms C. Jurd at Tel No: (021) 483 9983
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 40/264 : **PERSONAL ASSISTANT: DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO: TPW 115/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; 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; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts, policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr K. Booysen at Tel No: (021) 483 2403
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 40/265 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: TPW 133/2022 (2 POSTS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administration; Financial administration (e.g. Basic Accounting System payments, Subsistence and Travel claims, payment of expenditure accounts); Competencies: Knowledge of the following: Public Financial Management Act; Supply Chain Management; Information Management; Quality Control. Skills needed: Communication (Written and verbal); Report writing; Proven computer literacy (MS Office); Ability to work under pressure, meet strict deadlines and work in a team.

DUTIES : Coordination and management of project logistics and related administrative functions; Ensure that document management and information management are up to date; Coordination of project meetings; Responsible for the development of databases; Ensure that all finance matters such as invoices are timeously completed; Conduct research on transport related matters and maintain databases.

ENQUIRIES : Mr G. Spannenberg at Tel No: (021) 483 6925
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 40/266 : **ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: TPW 131/2022 (X3 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel).
- DUTIES** : Render general administrative support service; Assist with the following: Obtaining and verifying data on operator system; Public transport monitoring; Verification of timetable change; Verification of scheduled trips; Ensuring system compliance and system health checks; The administration of operator payments.
- ENQUIRIES** : Mr R. Collins at Tel No: (021) 483 8940
- 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 40/267** : **ADMINISTRATION CLERK: LAND TRANSPORT SAFETY PROMOTION REF NO: TPW 132/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative experience; Computer Literate; Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Administrative and clerical procedures; Information management systems; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel).
- DUTIES** : Updating of sub directorates projects; Maintain proper filing system and referencing of documents; Assist with organizing safety campaigns; Assist with taking minutes at meetings; Compiling and processing payments within the 30-day turnaround time; Assist with all travel arrangements within the directorate; Handling queries and tracking submissions relating to the directorate.
- ENQUIRIES** : Ms B. Mboya at Tel No: (021) 483 7853
- 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 40/268** : **ADMINISTRATION CLERK: EPWP COMPLIANCE MONITORING REF NO: TPW 135/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in data capturing on a Reporting System; A valid manual driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Internal office procedures, e.g. copy, sort, fax and verify document legibility; National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer and personal services (e.g. quality standards, etc); Disciplinary knowledge in Public administration; Administrative and clerical procedures and systems such as word processing, managing data, files and records, designing forms and other office procedures and terminology; Applicable EPWP systems knowledge; Procedures for receiving, responding to and managing data; Operation and maintenance of office machines and other equipment. Skills needed: Communication (written and verbal); Record keeping; Applying technology; Data capturing; Computer literacy.
- DUTIES** : Capturing of EPWP project data received from the various provincial departments and municipalities; Conduct compliance checks before commencement of capturing; Transfer raw project data to the relevant EPWP

offline template; Ensure that work opportunities are accurately captured on the relevant EPWP system; Authorise registration form, business plan and monthly progress report; Report timeously on capturing progress and challenges; Display high levels of EPWP system knowledge. Keep portfolio of evidence of projects received and work captured: Maintain proper records of all reporting as well as beneficiary details; Ensure that tracking matrix is up to date with all work received; Display high levels of accuracy with record keeping process.

ENQUIRIES : Mr J .Smit at Tel No: (021) 483 8533
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 40/269 : **TECHNICAL AID: FLEET PLANNING AND ACQUISITION (GEORGE) REF NO: TPW 130/2022**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET); A valid driving license (Code B or higher). Recommendation: Basic Education (Grade 10 or equivalent qualification); Experience operating hand tools and equipment in a workshop environment; Willingness to utilise a government vehicle in the execution of official duties. Competencies: Have a good understanding of the following: As a driver, of the Road Traffic Act, AARTO/Traffic violations Act and reporting procedures regarding accidents, hijacking/vehicle theft and vehicle maintenance; Jumpstart a vehicle and change a wheel; Able to complete forms and operate a cellphone with a hands-free kit, digital camera and two-way radio; Excellent customer service; Able to multitask and perform well in stressful situations; Work independently as well as in a team; Ability to perform routine tasks; Communication skills.

DUTIES : Fitment of vehicle decals and removal thereof; Fitment of number plates, licence and COF disks, GMT Toll free number sticker and punching key rings; On request to jumpstarting vehicles and charge vehicle batteries; Assist with moving vehicles onsite, and between the GMT premises based in Cape Town, Maitland and George; Perform general workshop duties, cleaning of vehicles and assist with the movement of office equipment and furniture; Assist with vehicle auction support duties; Assist the Technical Assistants to prepare vehicles for inspections and/or invite to quote.

ENQUIRIES : Mr R Fourie at Tel No: (021) 467 4747
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 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. 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). The post being applied for and the reference number must be clearly indicated on the Z83 application form.