

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

CLOSING DATE : 30 January 2023
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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/361 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL):
BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE
(STELLENBOSCH), REF NO: AGR 66/2022**

SALARY : Grade A: R326 031 - R347 925 per annum, (as per OSD prescripts)
 Grade B: R369 279 – R398 082 per annum, (as per OSD prescripts)
 Grade C: R420 318 - R 495 099 per annum, (as per OSD prescripts)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Science Degree (Bsc) Hon in Animal Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification small stock research experience; A valid (Code EB or higher) driving licence. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Assist in development of databases, data management and subsequent analysis; Accurate raw data capturing and interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Participate in the prescribed mentoring programme; Assist with administrative and related functions.

ENQUIRIES : Dr A Scholtz Tel No: (021) 808 5231
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 01/362 : **AGRICULTURAL ADVISOR: GARDEN ROUTE (RIVERSDALE) REF NO:
AGR 63/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem

- solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.
- DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC) in the delivery and implementation of projects.
- ENQUIRIES** : Mr C Lamberts at Tel No: (044) 803 3757
- 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 01/363** : **CLEANER: FARM SERVICES (TYGERHOEK RESEARCH FARM) REF NO: AGR 64/2022**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: Occupational health and safety protocols in the workplace; Manual general cleaning using provided tools and detergents; Operate cleaning/washing machinery and equipment; Handle/dispose all waste according to waste policy; Etiquettes and manners for visitor hospitality or assistance; Written and verbal communication skills; Ability to perform the following: Work well within a team; Do physical work; Work well independently and unsupervised; Accept accountability and responsibility; Work under pressure; Take initiative to perform core duties.
- DUTIES** : Cleaning of offices, corridors, conference and boardrooms; Cleaning and keeping of general kitchen and canteen areas; Cleaning and maintaining all the restrooms and storage rooms; Keep and maintain cleaning materials and equipment; Assist with general workplace tasks when necessary.
- ENQUIRIES** : Mr L Mabitsela at Tel No: (028) 425 4861
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).
- POST 01/364** : **FARM AID: FARM SERVICES (NORTIER RESEARCH FARM) REF NO: AGR 65/2022**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Plant science and research; Animal science and research; Handling of machinery and power

tools regarding maintenance of infrastructure; Handling of livestock Written and verbal communication skills; Ability to work independently as well as part of a team.

DUTIES : Perform the following: Routine activities in respect of crop production; Routine activities in respect of livestock; General routine activities; General routine activities in respect of infrastructure.

ENQUIRIES : Mr C Rheeder at Tel No: 021) 808 7789

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

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>

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OTHER POSTS

POST 01/365 : **ASSISTANT DIRECTOR: SECURITY ADVISORY SERVICES REF NO: CS 31/2022 (X2 POSTS)**

SALARY : R393 711 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. Recommendation: Working knowledge of Security Risk Management and ISO standards (ISO 31:000:2018 Risk management, ISO 22301:2018 BCM). Competencies: Knowledge of the following: Safety and security related legislation, standards and regulations (understanding and interpretation); Safety and security management and risk management processes. Skills needed: Applied strategic/creative thinking; Analytical; Problem solving and decision making; Report writing; Conflict resolution; Computer literacy (MS office package: Word, Excel, PowerPoint); Communication (Written and verbal). Ability to work independently and as part of team.

DUTIES : Ensure optimal operational functioning within the sub-directorate; Develop security solutions to mitigate risks for relevant departments; Coordinate and investigate breaches and mitigate recurrences within department; Coordinate and facilitate information and personnel security within departments; Develop and conduct safety and security awareness programmes; Conduct safety and security risk assessments and analyse risk; Attend security meetings with client departments.

ENQUIRIES : Ms K Schumann Tel No: (021) 483 4061

POST 01/366 : **REGIONAL MUSEUM MANAGER: METRO REF NO: CAS 50/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years administrative experience on a supervisory level within the museum or heritage sector; 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. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for national building and tourism development; Museum ethics; Primary, secondary and field history research techniques and practices; The techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Government driven initiatives; Relevant legislation, policies, prescripts and procedures; Project planning and management, Financial management; People Management processes. Skills needed: Collections and conservation management; Exhibition arrangement and implementation; Marketing or promoting; Sound organising; Planning and time management; Communication (written and verbal).

DUTIES : Manage and coordinate governance and administration of the regional museum and satellite museums as well as related activities; Manage and facilitate exhibitions, public, educational and outreach programmes; Manage stakeholder engagements, promote and market the regional museum and satellites; Financial management; People management.

ENQUIRIES : Ms L Hutton Tel No: (021) 483 9703

POST 01/367 : **REGIONAL MUSEUM MANAGER: CENTRAL KAROO (MOSSEL BAY) REF NO: CAS 49/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years administrative experience on supervisory level within the museum or heritage sector; 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. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for national building and tourism development; Museum ethics; Primary, secondary and field history research techniques and practices; The techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventative conservation; Education methodology in museums; Government driven initiatives; Relevant legislation, policies, prescripts and procedures; Project planning and management, Financial management; People Management processes. Skills needed: Collections and conservation management; Exhibition arrangement and implementation; Marketing or promoting; Sound organising; Planning and time management; Communication (written and verbal).

DUTIES : Manage and coordinate governance and administration of the regional museum and satellite museums as well as related activities; Manage and facilitate exhibitions, public, educational and outreach programmes; Manage stakeholder engagements, promote and market the regional museum and satellites; Financial management; People management.

ENQUIRIES : Ms L Hutton Tel No: (021) 483 9703

POST 01/368 : **ASSISTANT DIRECTOR: MUSEUM SUPPORT SERVICES REF NO: CAS 45/2022**

SALARY : R393 245 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Public Finance Management Act; Relevant Treasury regulations and general financial policies and procedures; Legislation governing affiliated museums in the Western Cape; Following skills: Financial

- Management; Office Management; Human Resource Management; Strategic Planning Skills; Problem solving; Project Management; Written and verbal communication; Computer literacy.
- DUTIES** : Provide the following: Financial support services; Administrative support services; Secretariat service for the subdirectorate; Liaise with relevant stakeholders regarding personnel matters; Maintain relevant Database and records of the directorate; People Management.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/369** : **MUSEUM OFFICER: SATELLITE MUSEUM SHIPWRECK (BREDASDORP) REF NO: CAS 48/2022**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as Batho Pele; Written and verbal communication skills; Proven computer literacy (MS Office). Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- ENQUIRIES** : Ms L Hutton at Tel No: (021) 483 9703
- POST 01/370** : **MUSEUM OFFICER: SATELLITE MUSEUM MONTAGU REF NO: CAS 47/2022**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 3 years experience in the museum/heritage sector environment. Competencies: Knowledge of the following: Purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as Batho Pele; Written and verbal communication skills; Proven computer literacy (MS Office). Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public, educational, and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/371** : **LIBRARIAN: MOSSEL BAY REGION REF NO: CAS 52/2022**
- SALARY** : R269 214 per annum (level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Experience in the following: Library; Supervisory; Administrative; 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: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal

communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

DUTIES : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region; s operational activity; Attend to personnel related functions.

ENQUIRIES : Mr J Mbanga Tel No: (044) 814 1490

POST 01/372 : **LIBRARIAN: OUDTSHOORN REGION REF NO: CAS 51/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Experience in the following: Library; Supervisory; Administrative; 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: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

DUTIES : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region ;s operational activity; Attend to personnel related functions.

ENQUIRIES : Mr J Mbanga Tel No: (044) 814 1490

POST 01/373 : **SPORT PROMOTION OFFICER: CLIENT SERVICES REF NO: CAS 53/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Sports Management or equivalent qualification. Recommendation: Relevant experience; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply; Competencies: Knowledge of the following: National Sport and Recreation Plan; Sport council and disability sport structures; PFMA; Skills in the following: Verbal and written communication; Proven computer literacy; Project Management Ability to work independently and as part of a team.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in conjunction with the stakeholders; Facilitate sustainable capacity development programmes in sport within the districts; Implement sport and recreation programmes in the districts for development of sport and recreation; Monitor and evaluate the compliance wit sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Ms C Pather Tel No: (021) 483 9865

POST 01/374 : **ARCHIVIST: CLIENT SERVICES REF NO: CAS 40/2022**
(12 Month Contract Position)

SALARY : R269 214 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Archival studies or with history as a main subject; A minimum of 1 year appropriate experience in archival field; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and experience in the following: Archives environment; Archival systems and procedures. Competencies: Knowledge of the following; Retrieval and automated storage systems; Current archival policies and legislation; Digitisation of Archival records; Handling archive material; Maintenance of scanning and digitisation equipment; Skills in the following: Verbal and written communication; Interpersonal and liaison; Proven computer literacy;

- Organising; Research; Ability to work independently and as part of a team; Create appropriate documentation and/or material for clients.
- DUTIES** : Collect digital/electronic records; Scan archives / records; Store and facilitate access to digitised records; Capturing of metadata and other information; General administrative duties; Assist with filing of records; Assist with stack; room duties.
- ENQUIRIES** : Ms C Ngobo Tel No: (021) 483 0434
- POST 01/375** : **MUSEUM ASSISTANT: SATELLITE MUSEUM (TULBAGH) REF NO: CAS 46/2022**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 1 year clerical experience within a museum/heritage environment. Competencies: Knowledge of the following: Western Cape Museums Ordinance Amendment Act and Museum Policies; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele". Skills in the following: Written and verbal communication; Proven computer literacy in MS Office packages; Planning and organising; Problem solving; Financial management; Presentation; Office administration and research techniques; Conflict management; Ability to work independently and as part of a team.
- DUTIES** : Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and arrange exhibitions; Assist with the promotion and marketing of the museum.
- ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703
- POST 01/376** : **REGISTRY CLERK: PROVINCIAL ARCHIVES SERVICE REF NO: CAS 43/2022**
(12 Month Contract Position)
- SALARY** : R181 599 per annum (Level 05), plus 37% in lieu of service benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties; The legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Retrieval and automated storage systems; Archives environment; Archival systems and procedures; Current archival policies and legislation; Skills needed: Written and verbal communication skills; Proven computer literacy; Interpersonal and liaison; Teamwork.
- DUTIES** : Providing registry counter services; Handling incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines; Process documents for archiving; Digitisation of archival records; Capturing of metadata and other information; General administrative duties and filing; Assist with managing transfer of records and filing of records; Assist with stack ; room duties.
- ENQUIRIES** : Ms C Ngobo Tel No: (021) 483 0434
- POST 01/377** : **ADMINISTRATION CLERK: LIBRARY SERVICE (OUDTSHOORN) REF NO: CAS 44/2022**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience; Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Teamwork; Flexibility; Interpersonal relations.

- DUTIES** : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.
- ENQUIRIES** : Mr J Mbanga Tel No: (044) 814 1490

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- CLOSING DATE** : 30 January 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 01/378** : **DIRECTOR: ECONOMIC PLANNING RESEARCH AND DEVELOPMENT**
REF NO: DEDAT 25/2022
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Honours degree in Economics; 6 years middle management experience in an economic development research environment; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Master's in Economics Competencies: Programme and Project Management; People Management and Empowerment; Financial Management; Change Management; Strategic Capacity and Leadership.
- DUTIES** : Development economic research methodologies and systems; Conduct and manage provincial economic impact assessments; Drive and manage economic research; Ensure vertical and horizontal alignment of economic research policies and plans of relevant stakeholders; Develop and influence a policy framework input for draft provincial economic legislation; Strategic management; People management; Financial Management.
- ENQUIRIES** : Mr John Peters Tel No: (021 483 9417)
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 01/379 : **DEPUTY DIRECTOR: SKILLS PROGRAMS AND PROJECTS REF NO: DEDAT 19/2022**

SALARY CENTRE : R766 584 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 equivalent); A minimum of 3 years relevant management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in: Project management; Business environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; e-government environment, economy and information society. Skills in needed: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Policy Formulation; Organising and planning; Dispute resolution and conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.

DUTIES : Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Conduct financial management; Partnership with economic, skills and academic stakeholders; Support the skills ecosystem; Perform Human Resource Management.

ENQUIRIES : Mr N. Joseph Tel No: (021) 483 9011

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POST 01/380 : **ASSISTANT DIRECTOR: SKILLS PROGRAMS AND PROJECTS REF NO: DEDAT 22/2022**

SALARY CENTRE : R393 711 per annum (Level 09)
: 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 management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Policy

		Formulation; Organising and planning; Dispute resolution or conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.
<u>DUTIES</u>	:	Provide support in the following: Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Support the skills ecosystem; Develop partnership with economic, skills and academic stakeholders; Conduct financial management.
<u>ENQUIRIES</u>	:	Ms C van Niekerk at Tel No: (021) 483 0823
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	30 January 2023
<u>POST 01/381</u>	:	<u>ASSISTANT DIRECTOR: RED TAPE REDUCTION REF NO. DEDAT 23/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience working in a research, legal or policy 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. Recommendation: A post graduate qualification; Experience in the following: Monitoring and evaluation; Leading research projects; Using costs benefit analysis tools. Competencies: Knowledge of the following: Modern systems of governance; Supply chain management practices in government; The business industry and sectors; Project Management; Stakeholder Relationship Management; The concept of red tape and its reduction. Skills needed: Written and verbal communication; Planning; Organising; Report writing; Problem-solving; Research; Proven computer literacy (MS Office). ability to work independently and as part of a team.
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<u>ENQUIRIES</u>	:	Ms M Ellis at Tel No: 083 565 1867
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	30 January 2023

POST 01/382 : **ASSISTANT DIRECTOR: RED TAPE REDUCTION (CASE MANAGEMENT)**
REF NO: DEDAT 24/2022

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience working in a business 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. Recommendation: Bachelors degree with Research or Business Process Improvements; Experience in the following: Systems, data and reporting across a wide range of stakeholders; Communication techniques; Undertaking surveys and recommending process improvements. Competencies: Knowledge of the following: 3 spheres of government, and their roles; Monitoring and Evaluation; Basic research and writing surveys; The concept of red tape and its reduction; Stakeholder Relationship Management . Skills needed: Written and verbal communication; Planning; Organising; Report writing; Problem-solving; Analytical thinking; Computer literacy (MS Office).

DUTIES : Managing the Administration of the Case Management System of the Department; Identify blockages and inhibitors to economic growth and development; Support the advocacy and the creation of awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.

ENQUIRIES : Ms A. Augustus at Email: aeysa.augustus@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 30 January 2023

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 30 January 2023

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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/383 : **CONTROL GIS TECHNICIAN REF NO: EADP 30/2022**

SALARY : R466 482 per annum, OSD as prescribed.

<u>CENTRE REQUIREMENTS</u>	:	Environmental Affairs and Development Planning, Western Cape Government Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendation: Experience in environmental and town planning. Competencies: Knowledge of the following: Geographic Information Science; GIS Standards; Geo-database implementation; Understanding GIS applications and spatial data; Good communication (verbal and written) skills; Theory principles and practices of GIS; Networking, working with people and ability to meet customer expectations; Project Management skills; Personnel Management skills.
<u>DUTIES</u>	:	Manage, supervise and perform technical GISc activities; Maintain effectiveness within the GIS unit; Governance; Financial Management; People Management; Functional requirement analysis; Research.
<u>ENQUIRIES</u>	:	Mr A Gaffoor Tel No: (021) 483 5128
<u>POST 01/384</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND CONTRACT MANAGEMENT REF NO: EADP 27/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Environmental Affairs and Development Planning, Western Cape Government An appropriate 3 year B-Degree in Supply Chain Management or Financial Management; A minimum of 3 years supervisory level experience in Supply chain 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: National and Provincial instruments and legislation pertaining to Supply Chain Management, PPPFA, BBBEE; Departmental policies and procedures, delegations of the Accounting Officer System in terms of the PFMA, Treasury Instruction Practice Notes, Contract Management; Procurement and tendering processes.; Report writing and drafting of business cases, specifications and submissions. Skills needed: Analysing; Deciding and Initiating Action; Working with People; Following Instructions and Procedures; Relating and Networking; Computer literacy; Leading and Supervising; Written and verbal communication.
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Coordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and contract management; Management service and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Mr J Fritz Tel No: (021) 483 2750
<u>POST 01/385</u>	:	<u>WEB CONTENT DEVELOPER REF NO: EADP 29/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum (Level 08) Environmental Affairs and Development Planning, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Communications, Public Relations or Marketing related; A minimum of 3 years relevant experience; A valid code B 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 Web Development. Competencies: Knowledge of the following: Benchmarking; Latest trends in communication products; Design principles; Media publication; Photographic and electronic equipment; Audio-visual equipment and medium; Video recording and production; Social media platforms; Printing environment; Marketing; Project Management; Protocol; Web content development; Google analytics; Production; Electronic Manipulation; Photographic. Skills needed: Excellent communication (Verbal and written); Interpersonal; Problem solving; Attention to detail; Planning; Creative; Innovative; Organising; Research; Analytical; Conceptual, interpretive and formulation; Networking; Planning and organizing; Innovative problem-solving; Facilitation; Team building and strong inter-personal; Conflict resolution; Presentation; Negotiation; Influencing; Computer literacy; Basic numeracy.

- DUTIES** : Draft and consult on departmental communication plans(s) and protocols; Facilitate/coordinate departmental functions, workshops, conferences, exhibitions, road shows and other events; Liaise with line function managers to ensure that the department's intranet and internet web pages reflect factually correct and up-to-date information; Maintain and develop content for the Departmental social media accounts; Assist with media relations, media monitoring and daily external enquiries related to the department.
- ENQUIRIES** : Ms R Van Jaarsveldt Tel No: (021) 483 4052

DEPARTMENT OF HEALTH

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the advert for the post of Administrative Officer: Human Resources Development (EPWP) (12 Months contract). Directorate: People Development, advertised in Public Service Vacancy Circular 46 dated 02 November 2022 with Ref No: Post 46/601: has been amended as follows: Post Title: Administration Clerk: Human Resource Development (EPWP) (12 Months Contract), Remuneration: R181 599 per annum.

OTHER POSTS

- POST 01/386** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES**
Chief Director: Metro Health Services
- SALARY** : R938 748 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Victoria Hospital
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of three-year appropriate experience after registration as a Pharmacist with SAPC. Inherent requirements of the job: Prepared to be registered as a Responsible Pharmacist. Prepared to be registered as a Tutor with the South African Pharmacy Council. Prepared to share on-call duties. Willingness to deliver an after-hour service. Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that governs the practice of Pharmacy. Sound management, communication skills (written and verbal) in at least two of the three official languages of the Western Cape and conflict resolution skills. Computer literacy (MS Word, Excel and PowerPoint) as well as experience and knowledge of JAC and MEDSAS. Planning and organisational skills. Candidate will be required to submit a Proof of Continuous Professional Development when shortlisted. Knowledge of Finance and Supply Chain Management. Ability to function independently as well as part of a multi-disciplinary team. Appropriate supervisory experience.
- DUTIES** : Quality provision of pharmaceutical care to the Hospital patients by implementing and monitoring work procedures policies and guidelines, ensuring compliance to protocols and Standard Treatment Guidelines and providing information to prescribers and other healthcare workers at the facility. Overall responsibility and accountability for medicine supply management to ensure the safe and reliable procurement, storage control and distribution of quality pharmaceutical to patients. Effective monitoring and advice on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Effective general management and human resource management function.
- ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211 email: Graeme.Dunbar@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. 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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 03 February 2023
- POST 01/387** : **ICT TEAM LEADER**
Directorate: Information Technology
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Extensive experience in Enterprise Architecture frameworks. Extensive experience in Project Management. Extensive understanding of COBIT and ITIL principles. Extensive experience in an IT Environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Stakeholder Management, Project Management Lifecycle, Risk Management and Financial Management.
- DUTIES** : Manage Health ICT architecture (Business, Data, Application and Technology) Develop baseline architectures. Develop target architectures. Define relevant roadmaps for target architectures. Provide project management support services for new and existing health ICT Systems. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage performance of departmental IT projects. Manage, monitor and evaluate IT vendor performance against all relevant contracts and Service Level Agreements.
- ENQUIRIES** : Mr SE Mkhonza Tel No: (021) 483-8945
- 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** : 03 February 2023
- POST 01/388** : **BUSINESS ANALYST**
Directorate: Information Technology
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Information Management and Information Systems. Appropriate experience in developing business analyst outputs such as requirements analysis documentation, process mapping, business case and other general analysis. Appropriate experience in managing a team. Competencies (knowledge/skills): Knowledge in software development and the development lifecycle. Knowledge in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in people management practices required for managing a team. Knowledge in Budget management. Knowledge in Project Management.
- DUTIES** : Analysis and requirements gathering for software development and procurement of ICT solutions. IT and Business Strategy alignment and policy formulation Develop a departmental strategic ICT Plan and relevant Implementation plan. Contribute to and formulate IT strategies and relevant policies. Develop relevant business case for proposed IT projects. Assist with continuous integration and continuous deployment for software development projects. Manage and direct a team of business analysts. Budget management

of the sub-directorate. Review and amend current IT policies and strategies to ensure alignment.

ENQUIRIES : Mr SE Mkhonza Tel No: (021) 483-8945

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 : 03 February 2023

POST 01/389 : **REGISTRAR**
Chief Directorate: Metro Health Services

SALARY : R766 584 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : College of Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management or Development NQF Teaching or Educational qualification. Experience: Appropriate experience in training and skills development or higher education field. Inherent Requirements: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills Good interpersonal and time-management skills. Sound understanding of emergency care education and training. Ability to communicate effectively (verbal and written) in at least two official languages.

DUTIES : Assist the Principal/Deputy Principal with strategic planning. Assist with Council on Higher Education and Health Professions Council of South Africa compliance requirements. Assist with managing College finance and supply chain. Effective management of student administration and student support. Effectively manage the human resource, support services and labour relations functions.

ENQUIRIES : Mr K Moodley Tel No: (021) 938-4115

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 : 03 February 2023

POST 01/390 : **OPERATIONAL MANAGER NURSING (PHC)**
Garden Route District

SALARY : R588 378 per annum

CENTRE : Bridgton CDC, Oudtshoorn Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205

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 : 03 February 2023

POST 01/391 : **CHIEF MEDICAL BIOLOGICAL SCIENTIST (REPRODUCTIVE BIOLOGY)**

SALARY : R487 305 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Scientist in Reproductive Biology. Registration with the Health professional Council of South Africa as a Medical Biological. Experience: None after registration with the Health Professions Council of South Africa as a Medical Biological Scientist in respect of RSA-qualified employees. One-year relevant experience after registration with the Health Professions 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: Interest in and ability to do routine tests and administration and teaching and training of student interns in Reproductive Biology in a Reproductive Biology milieu. Competencies (knowledge/skills): Theoretical and practical knowledge of Andrology and assisted reproductive technology-related subjects and procedures. Ability to teach and train students interns in Reproductive Biology. Ability to work with computers and good communication skills. Ability to work well in a group. Ability to communicate in two of the three official languages of the Western Cape.

DUTIES : Effective clinical service in Andrology and IVF laboratory service. Daily routine laboratory procedures. Teaching and training of student interns (medical scientists and clinical technologists). Research in the field of Reproductive Biology. Administration duties regarding IVF coordination programme.

ENQUIRIES : Ms E Erasmus Tel No: (021) 938-5487
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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 03 February 2023

POST 01/392 : **PROFESSIONAL NURSE GRADE1 TO 2 (SPECIALTY: PSYCHIATRY) CLINICAL FACILITATOR**

SALARY : Grade 1: R400 644 (PN-B1) per annum
Grade 2: R492 756 (PN-B2) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advance Psychiatric Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Inherent Requirements: Perform after-hour and weekend duties for the departments and the hospital. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic/ advanced qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Basic Computer Literacy and ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and

		monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict-resolution skills. Good Organizational Skills and the ability to function under pressure.
<u>DUTIES</u>	:	Facilitate learning opportunities, Inservice training, orientation programmes for all nursing personnel and students. Provide professional, technical, and educational support for the provision of quality patient care through proper management of nursing care programmes in the Psychiatric units. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources, Promote and participate in research. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures, and standards pertaining to care provisions.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council."
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 01/393</u>	:	<u>LINEN MANAGER</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Public Administration or Project Management or Laundry. Experience: Appropriate experience in contract and /or project management and/or linen management. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint application as well as excellent communication skills and proficient in two of the three languages of the Western Cape. Extensive knowledge of the PFMA, Treasury Regulations and in particular Supply Chain Management procedures and must possess strong supervisory and leadership skills exposure. Ability to work under pressure and availability after-hours on standby, when required. Knowledge of the Provincial Government Western Cape: Hospital Linen Management Policy will be an advantage.
<u>DUTIES</u>	:	Management of a comprehensive laundering and linen management service for Groote Schuur Hospital on 24 hour / 365 days basis. Including Sewing Services and any other Support Services functions as required. Supervision of the Principal Linen Supervisor and staff and Human Resource Management within the component. Monitoring and management of the out-sourced laundering and linen management contract. Effective inventory and asset management control of linen and linen support to end users regarding control procedures. Control of budget for laundering and linen management service. Manage quality control of laundry delivered to the hospital.
<u>ENQUIRIES</u>	:	Mr VC Rossouw Tel No: (021) 404- 6316
<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.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 01/394</u>	:	<u>ANALYST DEVELOPER: INFORMATION MANAGEMENT (X4 POSTS)</u> Directorate: Information Management
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head office -Based at Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Information Management and Information Systems. Competencies (knowledge/skills): Knowledge and experience in software development and the development lifecycle. Knowledge and experience in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience using cloud technologies (Azure, AWS, Oracle)
- DUTIES** : Provide second-line support for key ICT solutions Analysis and requirements gathering for software development and procurement of ICT solutions. Develop and maintain software solutions and its related components. Complete documentation (Entity relationship diagrams, context diagrams etc.) for the software being developed. Assist with continuous integration and continuous deployment for the software development projects.
- ENQUIRIES** : Mr N Fredericks at (071 682 5817)
- 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** : 03 February 2023
- POST 01/395** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**
Directorate: Information Management (Based at Tygerberg Hospital)
- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in IT or IM. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Experience: Appropriate experience in implementation of Systems in WCG. Appropriate experience in Project management. Competencies (knowledge/skills): In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems like PHCIS, Clinicom, HECTIS, CARES, Free Bed Enquiry etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. Proficiency in at least two of the three official languages of the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Teamwork. Excellent time management.
- DUTIES** : Initiate, plan and monitor deliverables of the project. Oversee the implementation of the project. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Updating open calls via BMC. Conduct and participate in meetings with facilities and other stakeholders. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications and systems. Provide facilities with telephonic and online support when needed.
- ENQUIRIES** : Mr J Maharaj Tel No: (021) 938-6513
- 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** : 03 February 2023
- POST 01/396** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Head Office, Cape Town
- SALARY** : R331 188 per annum
- CENTRE** : Western Cape College of Nursing, (on the Premises of Stikland Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management/Public Administration/Public Management. Inherent requirement: Valid (Code B/EB) driver's licence. Experience: Appropriate People Management Administration experience (Personnel Administration, Employee Relations, People Development and Occupational Health and Safety. Extensive Supervisory experience. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Proven experience and management of Approved Posts Lists (APL). Ability to function under pressure and handle high work volume with strict deadlines. Problem solving skills. Sound planning and organizing skills. Sound time management skills. Knowledge and applied practical skills of the PERSAL salary system. Sound knowledge of human resources practices and prescripts. Computer literacy (MS Office Package, MS Outlook, PERSAL). Strong supervisory skills. Knowledge of the operations of a Higher Educational Institution from a people management perspective, is advantages.

DUTIES : Adherence to and correct application of people administration practices, policies and procedures, including employment practices, Conditions of Service and Terminations, Staff Performance Management System, Recruitment and Selection, Establishment Control. Assist with implementing systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department and College. Assist with compliance with the Auditor General requirements and HR audit reports and ensure sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HRAAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Co-ordinate employee relations and people development functions. Supervise and training of staff in the people management component.

ENQUIRIES : Ms V October Tel No: (021) 483-3360

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

NOTE : Candidates shall be subjected to a practical test.

CLOSING DATE : 03 February 2023

POST 01/397 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R269 214 per annum

CENTRE : Swellendam and Cape Agulhas Sub-district, (Stationed at Bredasdorp)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good working knowledge and experience in Health Information System (SINJANI; PHCIS; Ideal Clinic Monitoring System & DHIS). Advanced computer literacy in MS Windows (Word and Excel, PowerPoint & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.

DUTIES : Co-Ordinate all health statistics in Sub District. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub District health information co-ordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub district.

ENQUIRIES : Ms G Van Der Westhuizen Tel No: (028) 514-8400

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

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

CLOSING DATE : 03 February 2023

POST 01/398 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X2 POSTS)**
Overberg District

SALARY : R269 214 per annum

- CENTRE** : Caledon Hospital, Theewaterskloof Sub-District (X1 Post)
Hermanus Hospital, Overstrand Sub-District (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate (or Equivalent).
Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirement of the job: Ability to work in a very physically demanding environment. A valid (Code B/EB) drivers license. Willingness to work extra hours and be on standby duties. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Proficient (verbal and written) communication in at least two of the three official languages of the Western Cape. Independent decision-making, problem-solving and interpersonal skills. Knowledge of stock control, policies, procedures, service outputs and Service Level Agreements for Outsourced Services. Numerical literacy, data management and good computer literacy (proficiency in Excel, windows, and e-mails).
- DUTIES** : Effective management and supervision for the support sections including Transport, Linen Bank, Telecommunication and registry, Waste, Food Services, Workshop, Access Control and Fire Alarm Systems. Effective management of out-sourced contract services. Effective management of resources including finance and assets. Perform HR functions and Development of Support Services personnel and general support to the Medical Manager.
- ENQUIRIES** : Mr NK Adams Tel No: (028) 313-5200 Hermanus Hospital / Ms N Fudu Tel No: (028) 212-1070 Caledon Hospital
- 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** : 03 February 2023
- POST 01/399** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Cape Winelands District
- SALARY** : Grade 1: R268 584 per annum
Grade 2: R330 324 per annum
Grade 3: R400 644 per annum
- CENTRE** : Cape Winelands District Office, (stationed at Ceres Hospital)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife or Psychiatry (where applicable).
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 requirements of the job: A valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.
- DUTIES** : Facilitate the provision of holistic nursing care within the district (i.e. institutions, clinics, communities) to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff in regard of end-of-life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly

		meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES</u>	:	Ms K Lucas Tel No: (023) 348-8100, email: Kathleen.Lucas@westerncape.gov.za
<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. Shortlisted candidates will be subjected to a competency test. "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 on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 01/400</u>	:	<u>ELECTRO ENCEPHALOGRAPHIC ASSISTANT: GRADE 1 TO 2</u>
<u>SALARY</u>	:	Grade 1: R220 137 per annum Grade 2: R259 308 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Electro Encephalographic. Registration with a professional council: Registration with the HPCSA as Electro Encephalographic Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.
<u>DUTIES</u>	:	Preparation of EEG patients. Perform high-quality EEG's. Assist with the sleep EEG's and mobile EEG's. Perform general administrative tasks and keep EEG patient statistics. Maintain electro-encephalographic equipment. Assist with stock-taking and maintenance of EEG machines.
<u>ENQUIRIES</u>	:	Mr DI Le Roux, tel no. (021) 938-5500.
<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.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 01/401</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Garden Route District
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Oudtshoorn and Kannaland Sub-district, (stationed at Oudtshoorn Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.

- DUTIES** : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep records, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
- ENQUIRIES APPLICATIONS** : Ms C Roman Tel No: (044) 203-7264
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 03 February 2023
- POST 01/402** : **ADMINISTRATION CLERK: SUPPORT**
Overberg District
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
Overberg District Office, Caledon
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Ability to work independently and as part of a team. Effective communication, interpersonal, leadership and conflict resolution skills. Good typing, filling and computer skills (MS Office: MS Word, MS Excel and PowerPoint) and Outlook. Ability to communicate effectively (verbal and written) in 2 of the 3 official languages of the Western Cape.
- DUTIES** : All reception duties as well as maintaining the administration and management of the office of the Comprehensive Health Services. Assist in preparation of presentations, compile reports, documents and effective data capturing. Provide support with regards to monitoring and evaluation of program objectives, goals and targets of the Comprehensive Health Services Component. Support the verification process of NGO claims and data. Liaise with relevant role players in the programmes.
- ENQUIRIES APPLICATIONS** : Ms P Robertson Tel No: (028) 214-5827
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 03 February 2023
- POST 01/403** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
Overberg District Office
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Competencies (knowledge/skills): Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, and Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.
- DUTIES** : (key result areas/outputs): Perform all administrative duties pertaining to personnel administration, e.g., appointments, service terminations, transfers, leave, housing, pensions, probations, PILIR, probationary reports, commuted overtime, registration with professional bodies, paysheets, RWOEE acting allowance and COIDA. Responsible for capturing of PERSAL transactions and related salary administration transactions. Handle all personnel enquiries and correspondence (written and verbal) in line with policies, regulations, and circulars. Assist with Transversal Practices such as SPMS, employee awards, grade and pay progressions, OSD, overtime authorisations, early retirements, E-disclosers. Maintain effective records management system, pertaining to audits, filing, registers, and archiving. General support to supervisors. Senior personnel practitioner and colleagues as well as sub-districts.
- ENQUIRIES APPLICATIONS** : Mr WJ Talmakkies Tel No: (028) 214-5800
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 : 03 February 2023

POST 01/404 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
(Overberg District)

SALARY : R181 599 per annum
CENTRE : Hermanus 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 experience in Supply Chain Management. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook, and Excel). Communicate and interpersonal skills in at least two of the three official languages of the Western Cape. Knowledge of LOGIS, ESL AND EPS systems. Knowledge and exposure of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and Policies.

DUTIES : Obtain quotations for goods/services via the Electronic Purchasing System and ensure orders reach suppliers timeously. Ensure compliance with relevant laws and prescripts pertaining to Supply Chain Management. Drawing up of specifications and perform other duties in SCM/Finance component. Maintain the 0-9 file and ensure regular follow-up of orders and daily filing of source documents. Handle telephonic and written enquiries pertaining to SCM-related issues.

ENQUIRIES : Ms CE Langley Tel No: (028) 313-5220
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 : 03 February 2023

POST 01/405 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Oudtshoorn Hospital, Oudtshoorn Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge of LOGIS procurement system. Inherent requirement of the job: A valid (Code E/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Knowledge of LOGIS procurement system. Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to manage a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor movement of assets. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation, and adjudication on system.

ENQUIRIES : Mr DJ Carelse Tel No: (044) 203-7245
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 : 03 February 2023

- POST 01/406** : **ADMINISTRATION CLERK: FINANCE**
Cape Medical Depot
- SALARY** : R181 599 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a creditors control environment. Inherent requirement: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of LOGIS/ BAS and MEDSAS. Systematic thinking and attention to detail.
- DUTIES** : Capturing and processing of payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Accurately calculate and deduct penalties from payment. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Perform monthly supplier reconciliations.
- ENQUIRIES** : Ms C Buthezezi Tel No: (021) 483-8804
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 : 03 February 2023
- POST 01/407** : **ADMINISTRATION CLERK**
Directorate: Supply Chain Management (Western Cape Health Warehouse)
(1-Year Contract Post)
- SALARY** : R181 599 per annum, plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent qualification. Inherent requirement: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Experience: Experience in office administration and rendering support services in an administrative environment, store or warehouse. Experience in providing support service functions in an administrative setting.
- DUTIES** : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel Tel No: (021) 483-6407 or email:
Quinton.Manuel@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Candidates may be required to do a practical test.
CLOSING DATE : 03 February 2023
- POST 01/408** : **HEALTH PROMOTER**
Chief Directorate: Metro Health Services
- SALARY** : R151 844 per annum
CENTRE : Lotus River CDC
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Plan and implement health projects in facilities, schools, and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with

students, and assist them with health promotion projects, and compile community profiles. Effective development of clients through projects to change behaviour. Support to Facility Manager.

ENQUIRIES : Ms.G.Jones Tel No: (021) 703-3131
APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.
FOR ATTENTION : Mr.F.Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 February 2023

POST 01/409 : **SENIOR FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R151 884 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Excellent health. Responsible for own transport. Computer literate in Microsoft Excel.

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES : Mr R. Broekhuizen Tel No: (021) 918-1385
APPLICATIONS : The Chief Executive Officer: Karl Bremer Hospital, Private Bag X1, Bellville 7535.

FOR ATTENTION : Mr A Horak
NOTE : Candidates who are short-listed for interviews will be expected to complete a practical test.
CLOSING DATE : 03 February 2023

POST 01/410 : **SECURITY OFFICER (LOCKSMITH AND KEY CONTROL)**

SALARY : R128 166 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 10 (Std8). Registration with a Professional Council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in Security Services. Appropriate experience in Locksmith & key control management. Be able to work independently in a pressure environment. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis and after-hours callouts. Must be able to work under pressure and have proven problem solving skills. Be able to work in a team in a pressure environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations, and procedures. Skilled in locksmith functions and operating locksmith equipment. Proven key control management skills. Be responsible and diligent.

DUTIES : To provide an effective and efficient key control service to the hospital and manage the hospital locksmith workshop/tools/machinery and spare parts. Perform emergency maintenance when required/Do repairs to on all locking devices in the hospital. Effective stock management of the blank keys and equipment within the locksmith workshop. Maintain register of requisitions and routine maintenance schedule of locking devices. Renders a supporting function to the supervisor with the security services.

ENQUIRIES : Mr. J Roberts Tel No: (021) 938-4121

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V de Jager

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

CLOSING DATE : 03 February 2023

POST 01/411 : **TRADESMAN AID**
West Coast District

SALARY : R128 166 per annum

CENTRE : Swartland Hospital, Malmesbury

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Ability to do overtime and standby duties. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as safe keeping of tools. Assist with execution of maintenance plans.

ENQUIRIES : Mr CA Vermaak Tel No: (022) 487-9226

APPLICATIONS : The Manager: Medical Services: Swartland Hospital, Private Bag X2, Malmesbury, 7299.

FOR ATTENTION : Ms C Julius

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

CLOSING DATE : 03 February 2022

POST 01/412 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R128 166 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Grade 10 /Std 8 or equivalent. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience with workshop tools. Inherent requirement of the job: Ability to perform strenuous physical labour. Willingness to travel. Competencies (knowledge/skills): Ability to communicate in at least two of the three Official languages of the Western Cape. Ability to handle tools, parts and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.

DUTIES : Assist the Artisans in the execution of their duties. Assist with repairs and emergency breakdowns (including after hour repairs). Assist with the installation of plant, equipment and alterations. Carry out minor maintenance tasks. Clear areas where work has been carried out. Ensure that tools and materials are available when needed.

ENQUIRIES : Mr R Ganief Tel No: (021) 440 3191/2

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 : 03 February 2023

POST 01/413 : **CLEANER (X2 POSTS)**

SALARY : R107 196 per annum

CENTRE : Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Ability to read and write. Experience: Appropriate experience in cleaning and waste management. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Must have knowledge of routine cleaning processes, and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape.
- DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Ms M Wehr Tel No: (021) 404-4052
- 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** : 03 February 2023
- POST 01/414** : **DRIVER (LIGHT DUTY VEHICLE)**
- SALARY** : R107 196 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic Numeracy and literacy skills. Experience: Appropriate experience in transporting passengers and goods. Inherent requirement of the job: Must be in possession of a valid code B/EB (Code 8) driver` license. Must be in possession of a Valid PDP. Must be of sober habits. Must be willing to work overtime. Competencies (knowledge/skills): Sound knowledge of transport regulations. Sound knowledge of elementary fleet maintenance. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Must be able to work independently.
- DUTIES** : Schedule and plan transport routes to ensure responsible driving. Transport and load goods and safely transport clients and staff members. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor when needed.
- ENQUIRIES** : Mr A Geldenhuys Tel No: (021) 404-4421
- 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** : 03 February 2023
- POST 01/415** : **CLEANER (X2 POSTS)**
West Coast District
- SALARY** : R107 196 per annum
- CENTRE** : Riebeeck Kasteel Clinic (X1 Post)
Abbotsdale Satelite Clinic (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Support Waste Management. Adheres to loyal service ethics.
- ENQUIRIES** : Ms HL Andrew Tel No: (022) 482 -2729
- APPLICATIONS** : The Manager: Medical Services Swartland Hospital, Private Bag X2, Malmesbury,7300.
- FOR ATTENTION** : Ms A. Groenewald
- NOTE** : No payment of any kind is required when applying for this post.

CLOSING DATE : 03 February 2023

POST 01/416 : **MESSENGER**

SALARY : R107 196 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills in two of the official languages of the Western Cape.

DUTIES : Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad-hock task at medical records.

ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512

APPLICATIONS : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms Z Mtshisazwe

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

CLOSING DATE : 03 February 2023

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 : 30 January 2023

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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/417 : **STATE LAW ADVISOR REF NO: DOTP 66/2022**

SALARY : (LP 7: R797 901 per annum, all-inclusive salary package, LP 8: R939 876 per annum, all-inclusive salary package (OSD as prescribed)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in at least one of the below fields of specialisation, with a demonstrable interest in remaining fields: Child Law; Education Law; Labour Law; Administrative Law. A valid code B drivers ; license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The South African Schools Act, the Employment of Educator's Act, the Labour Relations Act, the Children's Act and the Promotion of Administrative Justice Act; Western Cape Parliamentary and Committee procedures; Education civil society and union representation environment. Skills needed: Communication (Written and verbal); Innovative problem-solving; Analytical; Presentation; Conflict resolution; Organising; Planning; Interpersonal; Computer literacy. Ability to work independant

DUTIES : Attend consultations with the Provincial Minister, departmental officials, legal advisors in the Litigation Directorate, outside legal counsel and state attorneys and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide both formal and informal legal advice and legal opinions to the Provincial Minister of Education, Head of Department for Education, Western Cape and other departmental

officials on procedural and substantive legal issues within the Education sector, including, amongst others, appeals to the Provincial Minister pertaining to educator discipline, learner expulsions and school admissions; Drafting of legal correspondence and replies on behalf of clients; Collaborating with the Litigation Directorate on litigious matters and assisting with the management of litigation matters involving the WCED.

ENQUIRIES : Nico Boshoff Tel No: 021 483 3377

POST 01/418 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 67/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree/National Diploma; A minimum of 3 years experience in a Supply Chain Management working environment. Recommendation: A valid code B driving licence. 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; Procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Supervisory; Report writing and presentation.

DUTIES : Bid administration and management and secretariat function for all quotation committees; Bid specifications, bid evaluation committee ;s and advisory function to all SCM committees; Manage the Electronic Purchasing System; Contract administration; Managing RT contracts; Verification of contract invoices before processing; Compliance verification of requisitions.

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

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 : 30 January 2023

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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 01/419 : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (MURRAYSBURG) REF NO: LG 11/2022 R1**

SALARY : R218 064 per annum (Level 06)
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. It is required that applicants are currently residing in Murraysburg. -Community Development Learnership Certificate; A valid (Code B or higher) driving licence.NB: People with disabilities that restrict driving abilities, but who have

reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

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

PROVINCIAL TREASURY

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

CLOSING DATE : 30 January 2023

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. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/420 : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 27/2022 (X2 POSTS)**

SALARY : R393 711 per annum (Level 09).
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Finance/Economics/Commerce/Law or Public Management; A minimum 3 years experience as a Procurement and Supply Chain Management professional; 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: Experience and understanding of: Vendor management and supplier development; Financial analysis and/or Risk Management. Competencies: Knowledge of the following: Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Skills needed: Written and verbal communication; Proven computer literacy; Analytical; Problem solving; Presentation; Research; Negotiation' Responsibility, reliability, honesty and loyalty; Contract Management; Creativity; Innovation; The ability to work under stress; Ability to manage many tasks simultaneously; Ability to work under pressure; Tolerance, patience and understanding.

DUTIES : Assess supply chain management municipal policy and monitor compliance thereof; Assist municipalities in providing them with supply chain management opinions and guidance; Designing and implementing supply chain management training interventions to develop supply chain management skill

and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of supply chain management at the supply chain management forums, focus groups and transversal district or commodity groups; Reporting of procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism; Provide strategic procurement support services to improve performance and efficiency of the supply chain management system, including value for money and leveraged benefits to the province.

ENQUIRIES : Ms L Sallies Tel No: (021) 483 3180

POST 01/421 : **ACCOUNTING PRACTITIONER REF NO. PT 30/2022 (X2 POSTS)**

SALARY : R393 711 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting; A minimum of 3 years relevant experience. Recommendation: Post graduate qualification in accounting. Competencies: Knowledge of the following: Application of data analytics; Accounting frameworks and Public sector accounting process; Skills needed: Written and verbal communication; Report writing; Strategic planning; Attention to detail and good interpretation of numbers; Ability to work under pressure and meet deadlines.

DUTIES : Assist and advise on the implementation of accounting frameworks in terms of Modified Cash Standard/ Generally Recognised Accounting Practice; Develop, assess and revise where required, training material on accounting frameworks based on Modified Cash Standard/ Generally Recognised Accounting Practice; Provide training on Modified Cash Standard/ Generally Recognised Accounting Practice as required; Gathering information linked to monthly and quarterly compliance reports and provide feedback to stakeholders; Research accounting related issues raised and provide feedback to stakeholders; Assess the IFS/AFS of departments and entities.

ENQUIRIES : Mr L Faniso Tel No: (021) 483 5171

POST 01/422 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 26/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 2 year post-Matric qualification in Information Management, Information Technology or a relevant field; A minimum of 7 years appropriate experience in technical editing/formatting of various publications, electronic filing. Recommendation: A valid (Code B or higher) driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing, office management or secretarial/ Office administration Diploma/ certificate
 Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

DUTIES : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other Provincial Treasury publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

ENQUIRIES : Ms S van der Merwe Tel No: (021) 483 4433

POST 01/423 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE RELATIONS MANAGEMENT REF NO: PT 25/2022 R1**

SALARY : R269 214 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Working experience of the following: Administration of performance management and the performance management system (PERMIS); Training and development; Recruitment and selection; Service benefits; Database management; PERSAL. Competencies: Knowledge of the following: Human Resource policies and Legislation; Service delivery innovation; Client Orientated and customer focus. Skills needed: Planning and Organising; Computer literacy in MS Office package (MS Word, MS Excel and Outlook); Communication (verbal and written) skills.

DUTIES : Coordinate and render the following: Departmental training and development matters and render administrative support to line managers; Administrative support with service benefits within the department; Administrative support with the recruitment and selection processes within the department; Administrative support with the application and implementation of Staff Performance Management Systems applicable to all levels (PERMIS); Database management.

ENQUIRIES : Ms K. Veary Tel No: (021) 483 8214

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 30 January 2023

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OTHER POST

POST 01/424 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: POLICY AND IMPLEMENTATION REF NO: DSD 77/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act; PFMA, National Treasury regulations; NTR's, Provincial Treasury Directives/Instructions; PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act; PFMA, National Treasury regulations; NTR's, Provincial Treasury Directives/Instructions; PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic

thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy.

DUTIES : Develop and review departmental policies; Build capacity among internal and external stakeholders; Develop, implement and maintain control framework for supply chain; Develop standard operating procedures; Review and align delegations; Identify needs for policies, guidelines, norms and standards in respect of all SCM practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Conduct policy evaluation; Develop and implement strategies to communicate SCM policy matters.

ENQUIRIES : Mr A Kamalie Tel No: (021) 483 8681

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 30 January 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 01/425 : **DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: TPW 262/2022**

SALARY : R1 105 383 per annum (Level13), (all-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Registered Built Sector Professional Qualification/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years middle-management experience related to this portfolio; A valid driving licence; Completion of the SMS (Senior Management Service) Pre-Entry Programme upon appointment. Recommendation: Ability to interpret and enforce the application of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Working knowledge of the following: Government practices, policies and procedures; Human Resource Management practices; Community Facilitation; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Public Finance Management Act, Treasury Regulations

and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIBD) Act, 38 of 2000; Broad Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP); Economic Reporting Framework; Western Cape Infrastructure Development Management System; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Sound Budgeting skills; Facilitation and Presentation skills; Technical Proficiency; Applied strategic thinking skills.

DUTIES : Establish, develop and implement an Acquisition Management System inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management; Drive the implementation in respect of Strategic Sourcing for strategic commodities in the Department; Ensure fully functional Committee Structures in the acquisition processes throughout the SCM System; Establish, develop and implement the framework for Infrastructure Delivery and Procurement Management inclusive of mechanisms, tools, templates and institutional bodies and coordinate the function for the Provincial Government; Ensure efficient and effective oversight and management of all financial resources of the Chief Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of human resources to achieve the predetermined indicators and service delivery imperatives as well as sound labour practices.

ENQUIRIES : Ms. P Van Der Merwe Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

CLOSING DATE : 30 January 2023
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OTHER POSTS

POST 01/426 : **REGIONAL MANAGER: PROPERTY MANAGEMENT REF NO: TPW 260/2022**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years property related management level experience. Recommendation: Inspectorate experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint).

DUTIES : Manage the following: The process of leasing in of immovable assets based on the accommodation requirements of users in terms of their service delivery needs Conduct regular site visits to ensure preventative measures; The disposal including leasing out of immovable assets superfluous to service delivery requirements Prevention of illegal Evictions from and Unlawful Occupation of Land in terms of Act 19 of 1998; All commitments to local authorities in terms of applicable municipal ordinances in respect of the region

Render support services to Regional Managers and Portfolio Officers; Debtors and creditors regarding immovable assets. Submit weekly itinerary to Manager for approval with substantiating documentation. Estate management such as security services, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registration of real rights, etc. Undertake regular site inspections; Management of the human resources of the Sub-Directorate to achieve the determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Compile detailed report of each site visit; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms S. Hindley Tel No: (021) 483 5549
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 01/427 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME COORDINATION, REF NO: TPW 246/2022**

SALARY : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)
 Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)
 Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Experience in the following: Transport infrastructure, road construction and/or maintenance or the asset management processes of transport infrastructure; Various design stages for multidisciplinary Roads projects; Compiling/preparing tender document and the tender process; Supervising technical staff /teams; Data monitoring and analytics of projects in the various phases; Exposure of financial-, human resource-, supply chain-, contract, management and scope monitoring during construction; Project management and report writing; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Mr A November Tel No: (021) 483 0536
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 01/428 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: TPW 247/2022**

SALARY : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)
 Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)
 Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory

registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software / databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Strong leadership, interpersonal and teamwork skills; Ability to perform data interpretation and analysis to assist with road asset planning and management; Ability to communicate with a range of stakeholders; Ability to identify asset condition and formulate and implement an improvement plan for asset service delivery.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES APPLICATIONS : Mr A November Tel No: (021) 483 0536
: 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 01/429 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REF NO: TPW 248/2022 (X3 POSTS)**

SALARY : Grade A: R750 696 - R801 105 per annum, (OSD as prescribed)
Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)
Grade C: R967 809 - R1 140 018 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 3107
: 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 01/430 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 270/2022**

SALARY : Grade A: R750 693 - R801 105 per annum

Grade B: R846 429 - R911 862 per annum
Grade C: R967 809 - R1 140 018 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification;
Three years post qualification experience; Compulsory registration with ECSA as a professional engineer; A valid (code B or higher) driving licence. Recommendation: Experience in: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); experience in the field of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Computer support design of building and services; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Willingness to travel on a regular basis. Competencies: Knowledge in the following: Design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation ; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement. Following skills: Research and development and echnical report writing skills; ;Interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure and meet tight deadlines.

DUTIES

: Design and installation of electrical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development ; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Mr Y Jacob Tel No: (021) 483 8514

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/431** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2), REF NO: TPW 37/2021 R4**
- SALARY** : Grade A: R750 693 - R801 105 per annum, (OSD as prescribed)
Grade B: R846 429 - R911 862 per annum, (OSD as prescribed)
Grade C: R967 809 - R1140 018 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- DUTIES** : Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.
- ENQUIRIES APPLICATIONS** : Mr X Smuts Tel No: (044) 272 6071
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 01/432** : **PROFESSIONAL SURVEYOR (PRODUCTION LEVEL): SURVEY AND MAPPING REF NO: TPW 249/2022**
- SALARY** : Grade A: R646 854 - R696 834 per annum
Grade B: R739 605 - R789 267 per annum
Grade C: R833 922 - R982 326 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
An appropriate 4-year Survey/Geomatics degree (BSc - Survey/Geomatics) or relevant qualification; A minimum of 3 years post qualification survey experience; Compulsory registration with SAGC as Professional Surveyor; Compulsory registration with SAGC as Professional Land Surveyor to perform cadastral surveys; A valid code B (or higher) driving license. -Exposure to expropriation, and registration survitudes managing of a survey professional team. Competencies: Knowledge of the following: Programme and project management; Survey design and analysis; Research an development; Computer-aided survey applications; Legal compliance; Technical report writing; Creating high performance culture; Skills needed: Networking; Professional judgment; Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy;

- Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.
- ENQUIRIES APPLICATIONS** : Ms M Hendrickse Tel No: (021) 483 3107
: 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 01/433** : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 237/2022**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) ; A minimum of 7 years working experience in the traffic law enforcement field of which 3 years must be on a supervisory level; All valid driving licenses (A and EC); No criminal record. Recommendation: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspections Skills needed: Driving; Excellent Communication (written and verbal); Proven computer literacy; Project Management; Financial Management; Negotiation; Customer Relationship Management.
- DUTIES** : Manage the following: The implementation of operational law enforcement plan; Service delivery improvement. Ensure effective and efficient: Leadership; Asset Management; Financial Management; Human Resource management.
- ENQUIRIES APPLICATIONS** : Ms V. Chetty Tel No: (021) 483 8257
: 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 01/434** : **CONTROL ENGINEERING TECHNICIAN REF NO: TPW 238/2022 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : Grade A: R466 482 per annum, (OSD)
: Department of Transport and Public Works, Western Cape Government
: An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B). Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making.
- DUTIES** : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107
: 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 01/435** : **ASSISTANT DIRECTOR: PROPERTY PLANNING REF NO: TPW 264/2022**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree equivalent or higher); A minimum of 3 years supervisory level experience in an asset management of related environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable

access to transport, may also apply. Competencies: Knowledge of the following: Property planning, compliance and enablement with specific reference to planning, heritage and environmental legislation; Accommodation planning, allocation and management; Property information and database management; Immovable asset management systems and technologies. Following skills: Computer literacy (MS Office); Communication (written and verbal); Time management, Project planning, organising and networking; Budget planning and reporting; Problem solving and decision making; leadership; Supervisory.

DUTIES : Manage and report on property planning matters related to the immovable asset portfolio, including: The optimal utilisation of immovable assets; Verification and ratification of accommodation needs; Ensuring compliance to enable infrastructure delivery; Monitoring outcomes of condition Assessment to improve asset performance. Manage information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems; requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration and collaboration across departments and government spheres. Plan and communicate budget requirements and manage budget allocations to achieve goals and execute assigned duties; Human Resource Management, including: Undertaking supervisory responsibilities and managing performance to achieve goals and maintain excellence in service delivery; Promoting sound labour relations; communicating on managerial level with regard to own and sub-ordinates, functions, responsibilities and performance to set goals.

ENQUIRIES : Mr D Fourie at 073 318 7944
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 01/436 : **ASSESSOR: ASSESSMENT REF NO: TPW 255/2022**

SALARY : R393 711 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/administrator level experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Inter-governmental relations; Communication, media management, public relations, public participation and public transport; Records management; Office administration; Minibus taxi industry; Criminal Procedure Act; Anti- Corruption and Fraud Legislation. Skills needed: Communication (Written and verbal); Conflict management; Analysis. Ability to work in a team and handle conflict situations.

DUTIES : Advise and make recommendations on matters referred to the Registrar relating to the exercise or performance of the Registrar's powers and duties; Undertake any investigation and report its findings and recommendations to the Registrar; Mediate in conflict situations between association and operators; Represent the Office of the Registrar on project management teams, Inter-governmental meetings and workshops dealing with the transformation of the public transport system and public transport matters; Monitor compliance with the code of conduct and the constitution and to hold hearings where there is non-compliance; Liaise with municipalities and other government departments to obtain information required to make informed decisions; Assist with the following: The capacitating of municipalities on regulatory processes, transport legislation and associated regulations and to outline the role of the municipality in the regulatory process; The education of the industry on regulatory processes, transport legislation and associated regulations.

ENQUIRIES : Mr A Isaacs at Tel No: (021) 483 0252
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 01/437 : **ASSISTANT DIRECTOR: REGISTRATION AND COMPLIANCE REF NO: TPW 254/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years experience on a supervisory level within the Public Transport Management or similar environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Relevant regulation and legislation; Latest advances in public management(theory and practices); Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South African public sector; Financial Management; Communication (written and verbal) skills. Ability to handle conflict and to render advice and guidance in an objective yet dedicated manner.

DUTIES : Assist with the following: Management of registration of transport institutions and their members; Monitoring compliance of transport institutions and their members; Management of the transport relations function; People management and empowerment; Engage with stakeholders/role-players in the public industry.

ENQUIRIES : Mr A Isaacs Tel No: (021) 483 0252
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 01/438 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: TPW 235/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in Financial Accounting, Supply Chain Management or Commerce; A minimum of 3 years supervisory level experience in Accounting, Auditing, Finance or Supply Chain Management. Competencies: Knowledge of the following: Asset Management; Accounting; SCOA Skills needed: Excellent Excel; Strategic Thinking; Problem solving and decision making; Computer literacy in MS Office Package; Communication skills (written and verbal); Report writing.

DUTIES : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register. Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution.

ENQUIRIES : Ms P. van der Merwe Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/439 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 275/2022**

SALARY : R393 711 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 in an information

and data management or similar environment; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Working with communities and educational facilities; Traffic environment; Administration and finance. Competencies: Knowledge of the following: Road Safety and office practices and principles; Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures; Report writing; The following skills: Communication (written and verbal); Administrative and financial planning; Computer literacy (MS Word, Advanced Excel, PowerPoint); Monitoring and evaluation methods, tools and techniques; Numeracy; Project administration; Supervisory; Report writing; Research and analytical; Planning and organizing; Presentation and facilitation. Ability to work under pressure and meet deadlines; Reliable; Self-motivated.

DUTIES

: Coordination of information and knowledge management functions to provide reliable and meaningful information through disseminating and manipulation of data and information; Coordinate information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports; Enhance service delivery; Support transparency; Support integration/collaboration across department's government spheres; Provide a professional information and data support service through the compilation of business/operational plans; Coordinate and oversee the provision of education, training and conducting of awareness programmes applicable to road safety and information and data processes necessary in the optimal use of technological hardware and software utilised to obtain information and data; Perform specific data management and administrative functions which includes general administration, leave administration, processing of statistics, loss, asset control and fleet management; Supervise human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Assist Manager with Budgets, expenditure and income reports and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

ENQUIRIES

: Ms AC Fennie Tel No: (021) 483 1500

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 01/440

: **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 283/2022 (X2 POSTS AVAILABLE) – OVERBERG/CENTRAL KAROO**

SALARY

: R393 711 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 5 years relevant experience in one or more of the following fields: Road safety education, Training, Law Enforcement, Developmental Communication or related field; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: working with under privileged communities particularly in fields that look at how to change dangerous behaviours; Development of educational and instructional content or other developmental methods needed to reach target audiences in underprivileged area; Research, monitoring and evaluation. Competencies: Knowledge of the following: Practices, methods and principles that when applied and implemented will lead to safer road and traffic environments, especially for underprivileged communities; Record of working with communities, educators, educational institutions, or institutions used to bring change and community development; Skills in the following: Verbal and written skills in at least two of the three official languages of the Western Cape; Managerial and administrative; Public speaking and facilitation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc). Ability to work independently and as part of a team.

DUTIES

: Effective planning that should result in the successful implementation of the determined number (per annual performance and quarterly operational plans) of road safety interventions in the district where prospective candidate will be appointed; Provide leadership and manage staff and resources in the

respective district where prospective candidate will be appointed, with the aim of achieving the intervention targets set out in the annual performance and operational plans; Provide solutions and remedies when operational challenges prevent the achievement of targets as set out the annual performance and operational plans; Address human resource challenges that could hamper the achievement of annual performance or operational plan targets. Provide the administrative support needed to ensure operational plans, including monitoring and reporting on those plans, in the district where prospective candidate will be appointed are executed effectively; Provide creative and practical input to managers/supervisors, needed to address the road safety challenges where the prospective candidate will be appointed.

ENQUIRIES APPLICATIONS : Mr A Kafaar Tel No: (021) 483 6000
 : 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 01/441 : **ASSISTANT DIRECTOR: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 242/2022**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/ Bachelors Degree or higher); A minimum of 3 years supervisory level experience; 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.
 : -Extensive knowledge and experience in Human Resources; Exposure to professional needs for training programmes and Performance Management; Knowledge and experience in roads engineering or related services; Experience in developing instructional and training programmes; Proven experience in written communication; Ability to collect data and assess program ;s monitoring and evaluation activities; Strong interpersonal and communication skills; Strong leadership and coaching skills; Willingness and ability to travel regularly throughout the Western Cape. Competencies: Knowledge of the following; Public Finance Management Act (PFMA); Road and Transport Legislation and Policies; Skills Development frameworks; OSD on Engineering and Related occupations; Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Communication (written and Verbal); Problem solving and decision making skills.

DUTIES : Manage and oversee the resources to ensure the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Manage information by applying tools and techniques to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

ENQUIRIES APPLICATIONS : Mr AK November Tel No: (021) 483 0536
 : 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 01/442 : **ASSISTANT DIRECTOR: STRATEGIC IMMOVABLE ASSET MANAGEMENT PLANNING REF NO: TPW 265/2022**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree, equivalent or higher); A minimum of 3 years supervisory level experience in an

asset management of related environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. -Relevant experience in immovable asset management. Competencies: Knowledge of the following: Public Sector Asset Management and Finance related legislation; Asset Management, Life-cycle planning and -management; Condition assessments; Immovable asset management systems and technologies (tools and application). Project Management; Public Management and Administration. Following skills: Computer literacy (MS Excel); Proven written and verbal communication; Time management, planning, organising and networking; Budget planning and reporting; Problem solving and decision making; leadership; Supervisory.

DUTIES : Manage asset and portfolio management matters in collaboration with relevant stakeholders, including: Determining and updating technical requirements for Facility Condition Assessments; Preparing, updating and submitting the Provincial Custodian Asset Management Plan; Assisting and providing training to user departments pertaining the drafting of their respective User Asset Management Plans; Providing input regarding Program Implementation and Integrated Development Plans; Assist with the preparation of inputs for portfolio asset management or infrastructure related plans; Manage and execute legislative compliance matters, where relevant. ;Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, reporting, enhanced service delivery and to support transparency and integration & collaboration across departments and government spheres; ;Human Resource Management, including: Undertaking supervisory responsibilities and managing performance to achieve goals and maintain excellence in service delivery; Promoting sound labour relations; Communicating on managerial level with regard to own and sub-ordinates ; functions, responsibilities and performance to set components goals; Assist with budget planning as well as with expenditure through responsible implementation of practices and in line with relevant requirements, including projecting budget requirements.

ENQUIRIES : Mr G Meyer Tel No: (021) 484 2601
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 01/443 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): REF NO: TPW 261/2022 (X3 POSTS)**

SALARY : Grade A: R380 433 - R410 112 per annum
 Grade B: R433 014 - R466 482 per annum
 Grade C: R495 099 - R583 209 per annum
 (Salary will be determined based on post registration experience as per OSD prescript)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist Or have submitted with ECSA for professional registration as a professional technologist; Compulsory registration with ECSA as a Engineering Technologist will then be applicable within 6 months from appointment. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile

and submit monthly and quarterly reports; Provide inputs to the operational plan; and 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 boards/councils on engineering-related matters.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107
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 01/444 : **ADMINISTRATIVE OFFICER: TRAFFIC LAW ENFORCEMENT REF NO: TPW 268/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years Administrative, Financial or Supply Chain Management experience. Competencies: Knowledge of the following: Various procurement processes; Administrative and Financial planning; Supply Chain Management; Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Problem solving. Ability to: Work under pressure and meet deadlines; Work independently as well as in a team.

DUTIES : Coordinate, distribute and regulate asset inventory from head office to traffic centres; Coordinate, monitor and control the activities relating to budgets and finance for the 13 traffic centres; Coordinate, monitor, verify and supervise claims and payments relating to service benefits; Coordinate and supervise certain activities relating to SCM, Limited Bid and Lease application forms for operating leases; Coordinate and supervise the activities relating to systems control; Supervision of staff.

ENQUIRIES : Ms V. Chetty Tel No: (021) 483 8257
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 01/445 : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VREDENBURG, VREDENDAL AND WORCESTER), REF NO: TPW 278/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (or equivalent qualification); A minimum of 6 years working experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma; A valid driving license (A and EC); No criminal record. Recommendation: An Examiner of motor vehicles diploma and or registered as an examiner of driving license. Competencies: Knowledge of the following: Road traffic and Public Transport policies and regulations; Law enforcement knowledge in Traffic and Public Transport; Vehicle inspections; Vehicle impoundment; Operational meeting, deployment and planning skills; Ability to utilise electronic systems and related in daily functions; Written and verbal communication skills.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation's; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties.

ENQUIRIES : Ms V. Chetty Tel No: (021) 483 8257
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 01/446 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING), REF NO: TPW 212/2022**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.
- DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.
- ENQUIRIES** : Mr L Titus Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za
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 01/447** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): REF NO: TPW 282/2022 (X3 POSTS)**
- SALARY** : Grade A: R326 031 - R347 925 per annum
Grade B: R369 279 - R398 082 per annum
Grade C: R420 318 - R495 099 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES** : Mr N van Gass Tel No: 081 250 5160
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 01/448 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): REF NO: TPW 243/2022 (X3 POSTS)**

SALARY : Grade A: R326 031 - R347 925 per annum
Grade B: R369 279 - R398 082 per annum
Grade C: R420 318 - R495 099 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; Or have submitted with ECSA for professional registration as a Engineering; Compulsory registration with ECSA as a Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

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

ENQUIRIES APPLICATIONS : Mr M Hendrickse at Tel No: (021) 483 3107
: 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 01/449 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: TPW 205/2022 (X3 POSTS)**

SALARY : Grade A: R326 031 - R347 925 per annum
Grade B: R347 279 - R398 082 per annum
Grade C: R420 318 - R495 099 per annum
(Salary will be determined based on post registration experience as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with

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

ENQUIRIES APPLICATIONS : Ms M Subailey Tel No: (021) 959 7700
 : 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 01/450 : **SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING REF NO: TPW 252/2022**

SALARY : Grade A: R326 031 - R347 925 per annum, (OSD as prescribed)
 : Grade B: R369 279 - R398 082 per annum, (OSD as prescribed)
 : Grade C: R420 318 - R495 099 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying, Cartography or relevant qualification; Minimum of 3 years post qualification technical experience; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Competencies: Knowledge of the following: Spatial perception and technical; Mapping (Computer aided and manual). skills needed: Planning and organizing, Communication (Written and verbal); People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.

DUTIES : Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.

ENQUIRIES APPLICATIONS : Mr M. Hendrickse Tel No: (021) 483 3107
 : 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 01/451 : **PROPERTY OFFICER: PROPERTY PLANNING REF NO: TPW 263/2022**

SALARY : R269 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 equivalent or higher) in property or built environment; A minimum of 2 years experience in immovable asset management; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of Property planning, compliance and enablement with specific reference to planning, heritage and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel and Outlook,); Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal).

DUTIES : Execute and report on responsibilities required to plan and facilitate the optimal utilisation of immovable assets, including: Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Monitor and ensure compliance and enablement of infrastructure delivery, including preparation of Power of Attorney or related documentation for relevant signatures; Monitor

outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance ;Obtain, provide and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems; requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres; Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.

ENQUIRIES : Mr D Fourie at 073 318 7944
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 01/452 : **SYSTEMS ADMINISTRATOR: ICT MANAGEMENT SERVICES REF NO: TPW 05/2022 R1**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with A+ Certification (or related); A minimum of 3 years relevant experience in IT/ICT environment.- 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. Competencies: Knowledge of the following: Information Systems Technology and Software; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Planning and organisational skills.; Communication (written and verbal) skills; Proven computer literacy.

DUTIES : Administer ICT Systems; Coordinate and facilitate the provision of user system and desktop support in liaison with Cel and other service providers; Develop and maintain documentation for both training and server purposes; Facilitate the assurance of Government Motor Transport (GMT) IT system security and governance in liaison with SITA & other service providers; Provide GMT Desktop Support Services; Provide ICT Infrastructure Management Support.

ENQUIRIES : Mr C. Kriegler Tel No: (021) 467 4745
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 01/453 : **REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 REF NO: TPW 149/2022 (X2 POST AVAILABLE IN OUDTSHOORN)**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Civil construction activities; Operating minor construction machines; Willingness to travel as required. A valid Code C driving license is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety;Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.

DUTIES : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

ENQUIRIES APPLICATIONS : Mr. P Gers and M Stegmann Tel Nio: (044) 272 6071
: 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 01/454 : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT (TRAFFIC LAW ENFORCEMENT) REF NO: TPW 269/2022**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an information and data management or similar environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; ;Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Planning and organising; Presentation and facilitation.

DUTIES : Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information and data support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

ENQUIRIES APPLICATIONS : Ms A.C Fennie Tel No: (021) 983 1500
: 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 01/455 : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES REF NO: TPW 257/2022**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or higher qualification); A minimum of 6 years experience in an information and data management or similar environment. Recommendation: Relevant experience in administration and finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Project administration; Administrative and financial planning; ;Skills in the following: Written and verbal communication; Computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research and analytical; Planning and organising; Presentation and facilitation.

DUTIES : Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information and data support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems. ;

ENQUIRIES APPLICATIONS : Ms A.C Fennie Tel No: (021) 983 1500
: 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 01/456 : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER)**
REF NO. TPW 266/2022 (X2 POSTS)

SALARY : Grade A: R199 317 - R221 214 per annum
Grade B: R234 780 - R260 574 per annum
Grade C: R274 092 - R339 468 per annum
(Salary will be determined as per OSD prescripts).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate (Welder); A valid Code EC driving license.
Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.

ENQUIRIES : Mr E Louw Tel No: (021) 959 7700
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 01/457 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP**
(FITTER AND TURNER) REF NO: TPW 267/2022

SALARY : Grade A: R199 317 - R221 214 per annum
Grade B: R234 780 - R260574 per annum
Grade C: R274 092 -R339 468 per annum
(Salary will bedetermined as per OSD prescripts)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence.Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr E Louw Tel No: (021) 959 7700
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 01/458 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP**
(DIESEL MECHANIC) REF NO. TPW 258/2022 (X4 POSTS)

SALARY : Grade A: R199 317 - R221 214 per annum
Grade B: R234 780 - R260 574 per annum
Grade C: R274 092 -R339 468 per annum
(Salary will be determined as per OSD prescripts)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate ; Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding , fitting and turning; Auto

- electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.
- DUTIES** : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.
- ENQUIRIES APPLICATIONS** : Mr E Louw Tel No: (021) 959 7700
: 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 01/459** : **ADMINISTRATION CLERK: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 234/2022 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) Competencies: A good understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organisation; Interpersonal relations; Flexibility; Teamwork.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Mr E Nel Tel No: (021) 483 4157
: 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 01/460** : **ACCOUNTING CLERK: MANAGEMENT AND FINANCIAL ACCOUNTING REF NO: TPW 202/2022**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as passed subjects. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Experience in finance. Competencies: A good understanding of costing and the requirements thereof; Skills needed: Written and verbal communication; Proven computer literacy; Problem analysis; Creative thinking; Technical proficiency; Ability to work independently and as part of a team.
- DUTIES** : Perform functional calculations; Recons all reports; Monthly journalisation of all claimable PR50 accounts for fuel supplied and jobs done by sign shop and PR51 of Radio shop; General correspondence and communications to relevant stakeholders; Handle all related queries.
- ENQUIRIES APPLICATIONS** : Ms J Hicks Tel No: (021) 959 7700
: 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 01/461** : **ADMINISTRATION CLERK: ROAD SAFETY MANAGEMENT REF NO: TPW 274/2022**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an information and data management or similar environment. Competencies: Knowledge of the following: Departmental prescripts and policies; General administrative functions; Report writing; Skills

- in the following: Communication (written and verbal); Basic numeracy; Proven computer literacy in MS Office; ; Planning and organising.
- DUTIES** : Asset/Inventory Control; Data management by collecting, capturing and collating of traffic law enforcement information and data to ensure data integrity and quality control standards are met; Registry functions and record keeping; General administrative function, processing of statistics and loss/asset control; Provide a professional information support service; Assist with the management of hardware and software utilised to obtain law enforcement information and data.
- ENQUIRIES** : Ms A.C Fennie Tel No: (021) 483 0839
- 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 01/462** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION REF NO: TPW 203/2022**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); 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: Relevant working experience in supply chain management. Competencies: A good understanding of the following: Asset Control, store and stocktaking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement; General administratio; Data capturing; Licensing; Repair authority; Traffic fines; Machine transfers; Loss and control liaison; Auctions; Management of stationary; Plant management competition.
- ENQUIRIES** : Ms J Hicks Tel No: (021) 959 7700
- 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 01/463** : **ADMINISTRATION CLERK: FLEET REPAIRS AND MAINTENANCE, GMT REF NO: TPW 281/2022 (X5 POSTS AVAILABLE IN MAITLAND)**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to utilise a GG vehicle in the execution of official duties. Driving and operating a government vehicles, as well as to be able to operate a navigation device, cell phone and a hands-free kit, digital camera and two way radio; As a R&M Service Desk Agent to book in and release vehicles, register Service Requests (SR's), publish Requests for Quotes (RFQ ;s), notify Clients Institutions, Merchants and GMT Units and Management on the approval thereof and to deal with telephonic and written enquiries. Competencies: Knowledge of the following: Fleet repairs and maintenance procedures, Road Traffic Act, Traffic violations Act, SCM policies and fleet reporting procedures wrt vehicle accidents, hijacking, towing and misuse of vehicles; Fleet Management and Procurement system; Electronic Content Management system; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Client liaison; Telepone etiquette; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team.
- DUTIES** : Processing vehicles booked in and/or towed to GMT's premises based in Cape Town, Maitland, and George and/or merchants, premises for repairs and maintenance. Once repaired and/or serviced contact Client Institutions to collect the vehicles from GMT and/or merchants; Register SR's (service requests) in GMT's Fleet Management system, and report on the status thereof to Client Institutions, Merchants and GMT Units and Management; Register

RFQ ;s (Requests for Quotes) in GMT's Fleet Management system, and schedule appointments with Merchants to quote on the vehicles; Capture data on GMT ;s Fleet Management system and compile TV6/28 withdrawal schedules, and refer to GMT management for approval; Maintain leave, trip authorisation, S&T and monthly cell phone claims and registers; Assist with the procurement of stationery and office and workshop equipment and materials; Prepare documentation for scanning, and validate that said content was scanned and uploaded successfully into Open Text ECM by GMT's Scan Centre as the content owner.

ENQUIRIES : Mr R Fourie Tel No: (021) 467 4747
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/464 : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (MOSSEL BAY), REF NO: TPW 276/2022**

SALARY : R181 599 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 administration and finance. Competencies: A good understanding of Traffic Contravention System (TCS) processes; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.

DUTIES : Assist with administrative and financial support service; Assist with the procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

ENQUIRIES : Mr N Arendse Tel No: (021) 483 0533
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 01/465 : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (SWELLENDAM) REF NO: TPW 277/2022**

SALARY : R181 599 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 administration and finance. Competencies: A good understanding of Traffic Contravention System (TCS) processes; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.

DUTIES : Assist with administrative and financial support service; Assist with the procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

ENQUIRIES : Mr N Arendse Tel No: (021) 483 0533
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 01/466 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 (OUDTSHOORN) REF NO: TPW 273/2022**

SALARY : R151 884 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC or higher); Professional drivers permit (PDP). Recommendation: Experience in the following: Working, handling and maintenance of various construction machines; The building, maintenance and repair of roads; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA on NQF Level 1 and higher; Willingness to work away from headquarters on a regular basis. Using caravans throughout the Central Karoo and Garden Route Districts. Competencies: Knowledge of the following: operation of construction plant; Building, maintenance, and repair of roads; Civil construction activities; Safety

- standards and road safety; Supervision of a team of workers; Written and verbal communication skills.
- DUTIES** : Build, repair and maintain roads and roads infrastructure; Build, repair and maintain road shoulders, waterways, and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines e.g., Front-end Loader, Bulldozer, Digger Loader, Excavator, Roller, Water Truck, Tip Truck, Grass Cutting machine, Tractor with broom, Crane Truck etc; Discipline subordinates and apply proper labour relations; Give training to Road Workers; Undertake the safeguarding of work areas and machines in terms of the OHS Act.
- ENQUIRIES APPLICATIONS** : Mr. M Stegmann Tel No: (044) 272 6071
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).
- POST 01/467** : **ROAD WORK SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (UNIONDALE) REF NO: TPW 158/2022**
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)
 : Department of Transport and Public Works, Western Cape Government
 : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.
- DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.
- ENQUIRIES APPLICATIONS** : Mr. P Gers Tel No: (044) 272 6071
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).
- POST 01/468** : **ROAD WORK SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (MURRAYSBURG) REF NO: TPW 164/2022**
- SALARY** : R151 884 per annum (Level 04)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
 : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.
- DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.
- ENQUIRIES APPLICATIONS** : Mr. E van Wyk Tel No: (044) 272 6071
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).
- POST 01/469** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 151/2022**
- SALARY CENTRE** : R128 166 per annum (Level 03)
 : Department of Transport and Public Works, Western Cape Government: Ladismith (X4 Posts)
 Laingsburg (X1 Post)
- REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
- DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure. Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
- ENQUIRIES APPLICATIONS** : Mr. D Plaatjies or Mr. M Ntsomi Tel No: (044) 272 3699
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/470 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 152/2022**

SALARY CENTRE : R128 166 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government:
Beaufort West (X2 Posts)
Klaarstroom (X2 Posts)
Prins Albert (X3 Posts)
Leeu Gamka (X2 Posts)

REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5).
Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr. R. du Preez Tel No: (023) 415 2611 or Mr. M Ntsomi Tel No: (044) 272 3699
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/471 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 241/2022 (X10 POSTS AVAILABLE IN MURRAYSBURG),**

SALARY CENTRE : R128 166 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5).
Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr. R. du Preez Tel No: (023) 415 2611 or Mr. M Ntsomi Tel No: (044) 272 3699
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/472 : **ROAD WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE: REF NO: TPW 280/2022**

SALARY CENTRE : R128 166 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government:
Oudthoorn Camp Maintenance (X3 Posts)
Concrete Worker (X1 Post)

REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5).
Recommendation: Experience in the following: Bricklaying, carpentry, plumbing, paint works and concrete work; Road Camp erection, repairing and the replacement of any required parts; Building, maintenance and repair of roads; Preparing formwork, installing rebar, mix, cast and finish concrete; Operating equipment, small construction machinery and big machinery. Willing to sleep out utilizing caravan. Competencies: A good understanding of safety standards and road safety; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team and independently; Self-motivated. Willing to sleep out using caravans in the Garden Route and Center Karoo Areas.

DUTIES : Assist with the following: The erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; The erection, repair and maintenance of road infrastructure; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist Camp Maintenance Supervisor to ensure that the DRE Road Camps are kept neat and tidy. Erect and dismantle concrete formwork and all associated equipment and material.

ENQUIRIES APPLICATIONS : Mr. D Plaatjies Tel No: 044 – 272 3699
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/473 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 231/2022**

SALARY CENTRE : R128 166 per annum (Level 03)
: Department of Transport and Public Works, Western Cape Government:
Oudtshoorn (X5 Posts)
De Rust (X1Post)

REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5).
Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr. D Plaatjies Tel No: 044 – 272 3699
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

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).

POST 01/474 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 128/2022 (X4 POSTS AVAILABLE IN GEORGE)**

SALARY : R128 166 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Willing to sleep out utilizing caravan. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr. D Plaatjies Tel No: (044) 272 3699
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/475 : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP REF NO: TPW 210/2022 (X8 POSTS AVAILABLE IN BELLVILLE)**

SALARY : R128 166 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification; A minimum of 6 months trade related 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. Competencies: A good understanding of the following: Road construction; Heavy construction vehicles and equipment; Welding processes; Repair and maintenance of construction vehicles; Cleaning of parts; Skills needed: Written and verbal communication; Interpersonal and organizational; Ability to use electrical and hand tools; Ability to work independently; Ability to drive heavy construction equipment.

DUTIES : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards; Do small repair work on vehicles; Washing of vehicles; Cleaning of workshop; Performing sand-spray and paint-spray tasks.

ENQUIRIES : Ms M. Van Wyngaardt Tel No: (021) 959 7700
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

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).

POST 01/476 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 REF NO: TPW 233/2022 (X6 POSTS AVAILABLE IN UNIONDALE)**

SALARY : R128 166 per annum (Level 03)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr. D Plaatjies or Mr. M Ntsomi Tel No: (044) 272 3699
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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).

POST 01/477 : **TRANSPORTER AID: CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: TPW 218/2022**

SALARY : R107 196 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 9 or equivalent qualification. Recommendation: Willingness to travel. Competencies: A good understanding of the following: Safety precautions and safety equipment regarding transporting of heavy road construction machinery; Routing road maintenance tasks; Geographic knowledge of Western Cape Province; Components of transporter; Written and verbal communication skills.

DUTIES : Servicing of low bed and mechanical horse (truck); Cleaning of low bed and mechanical horse; Guide transporter driver with reversing into narrow places; Guide transporter driver with loading earth-moving equipment on low bed; Checking road worthy conditions of transported daily; Assist Transporter driver to hook and unhook low bed from mechanical horse safely; Cleaning of truck inside and out; Ensure there are no loose lying objects in the driver's component; Fit safety equipment needed on transporter; Repair punctures; Assist mechanics in workshop.

ENQUIRIES : Mr E Louw Tel No: (021) 959 7700
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

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).