

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 February 2023
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 04/314** : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 02/2023**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. (Refer to note 4 below). Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.
- DUTIES** : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); Manage the planning and reporting on the Conditional grants of the Programme.
- ENQUIRIES** : Mr Darryl Jacobs Tel No: (021 808 5013)

## OTHER POSTS

**POST 04/315** : **SENIOR AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 04/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year tertiary qualification/Honours (BScAgric/BAgric Management or equivalent qualification); A minimum of 3 years experience in agricultural extension; A valid code B driving licence Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research... Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area ; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

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

**ENQUIRIES** : Mr. F. Mpona Tel No: (021) 808 5306

## DEPARTMENT OF COMMUNITY SAFETY

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

**CLOSING DATE** : 20 February 2023

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

## OTHER POSTS

**POST 04/316** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: CS 15/2022 R1**

**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 experience in an Internal Control and Governance environment. Recommendation: Auditing background; Experience in report writing. Competencies: Knowledge of the following:

Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Policy Development; Government financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Presentation, problem solving and research; Ability to analyse, conceptualise and implement policy.

**DUTIES** : Evaluate the effectiveness of financial prescripts through post auditing of BAS (Basic Accounting System, Logis (Logistical Information System) and PERSAL (Personnel and Salary Administration) payments; Develop and review compliance monitoring tools; Financial statements and high level review; Key stakeholder engagement.

**ENQUIRIES** : Mr D Prinsloo Tel No: (021) 483 5587

**POST 04/317** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CS 18/2022 R1**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (Advanced Diploma/BDegree or higher) in Supply Chain Management, Logistic or related; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation and policies; LOGIS and IPS/ePS; Applicable legislative and regulatory requirements, policies, and standards (National Treasury Act, PFMA, PPPFA, BBBEE act); BIDS, contracts, leases, and service level agreements in the Public Sector; Diverse stakeholder management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

**DUTIES** : Procurement advisory function, implementation of procurement planning, systems and processes to the Department and operational management relating to SCM; EPS and BID Administration; SCM policy development and guideline documents; Ensure monthly, quarterly and annual reporting; People management; Labour relations.

**ENQUIRIES** : Mr LR Lawrence Tel No:(021) 483 6059

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

### OTHER POSTS

**POST 04/318** : **PROJECT CHAMPION: WORLD HERITAGE SITES MANAGEMENT REF NO: CAS 04/2023**

**SALARY** : R491 403 per annum (Level 10)  
**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 rendering executive support functions to top management. Recommendation: Experience in the following: Heritage sector; Established networks in the South African Heritage sector; Working knowledge of World Heritage Nomination processes; A valid code B driving licence. Competencies: Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

**DUTIES** : Coordination of the nomination process and manage the inscription and operationalisation of the World Heritage Sites; Managing strategic projects of the Western Cape Government (e.g. World Heritage Sites) and explore their tourism potential (e.g. Cradle of Human Culture); Raise funds from the donor

community and relevant sector funding in order to protect and develop World Heritage and other sites and operate these prospective WHSs in terms of the requirements of the World Heritage Convention and the World Heritage Committee; Liaise with Heritage Western Cape, the South Africa Heritage Resources Authority and other relevant bodies that regulate World Heritage Sites Management and other project matters in the Western Cape; Develop budget for the World Heritage Sites and other projects in line with relevant legislations; Coordination of research outputs and identification of stakeholders in order to ensure project efficacy and efficiency; Development of a management tool for World Heritage Sites in the Western Cape.

**ENQUIRIES** : Mr M. Janse Van Rensburg Tel No: (021) 483 5959  
**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 04/319** : **OFFICE MANAGER REF NO: CAS 03/2023**

**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' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

**DUTIES** : Manage engagements: Ensure that the management support programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms C. Van Wyk at Tel No: (021) 483 9507/8  
**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 04/320** : **ADMINISTRATIVE OFFICER: INFORMATION ANALYSIS REF NO: CAS 01/2023**  
 (3 year contract position)

**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 1 year administration experience. Recommendation: A valid driving licence (Code B or higher). Competencies: Knowledge of the following: Information Analysis; Public Financial Management Act; Basic Budget Processes; Basic Human Resource Management; National Sport and Recreation Plan; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; Recreation; MOD Programme; Neighboring School Programme, School Sport and relevant next-level participation through culture, arts, recreation, education and sports activities

- and programmes; Marketing events, programmes and people; Event Planning; Event Management and Project Management. Skill needed: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language; Project Management; Presentation; Networking; Interperson; Diversity; Applying technology; Communication (Written and verbal).
- DUTIES** : Analysis and data capturing of statistical information; Provide an office administration service; Provide logistical support; Coordinate transversal policy and governance compliance reporting.
- ENQUIRIES APPLICATIONS** : Mr C. Meyer Tel No: (021) 483 9530  
: 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 04/321** : **DIGITAL- AUDIO-VISUAL CONSERVATOR REF NO: CAS 05/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) with Arts or History as a major subject; A minimum of 2 years experience working in the preservation and conservation field.. Recommendation: Working knowledge and experience in the following: Archives environment; Archival systems and procedures. Competencies: Knowledge of the following: Legislation, policies and procedures of Archives and Records Service; Archives environment; Archival systems and procedures; Current archival policies and legislation. Skills in the following: Relating and networking; Applying expertise and technology; Coping with pressure and setbacks; Formulation.
- DUTIES** : Preservation of digital and audio-visual records; Ensure that appropriate standards and practices are utilised in the preservation of archival records that consists of "new media" formats; Conservation treatment, repair, cleaning and storing of digital and audio-visual records; Skills development and administration.
- ENQUIRIES APPLICATIONS** : Ms M. Minicka Tel No: (021) 483 0446  
: 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 04/322** : **GROUNDSMAN: MELKBOS CULTURAL CENTRE (MELKBOSSTRAND) REF NO: CAS 02/2023**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: 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. Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities). Competencies Knowledge of repairs to plumbing and electricity Operating tractors, power tools, Time management; Basic communication skills; Interpersonal interaction; Ability to work independently and as part of a team; Ability to follow verbal and written instructions.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc.); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.
- ENQUIRIES APPLICATIONS** : Ms N Jeaven Tel No: (021) 483 9713  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 27 February 2023

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 February 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 04/323** : **PERSONAL ASSISTANT REF NO: DEDAT 02/2023**
- SALARY CENTRE** : R269 214 per annum (Level 07)  
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management. Recommendation: Dealing with high level confidential documents such as parliamentary enquiries and ensuring deadlines are met; Drafting presentations; Experience utilising digital systems such as (not limited to) Zoom, Microsoft Teams, Online sharing platforms. Competencies: Knowledge of the following: Departmental Operational Management Systems and procedures; Aspects of Contractual Management; Human Resource Management; Policies, prescripts, regulations and procedures; Financial Management; Procurement Processes; Petty Cash Management; Correspondence management; Digital systems such as (not limited to) Zoom, Microsoft Teams and Online sharing platforms; Proven computer literacy in MS Office (Word, Excel, and PowerPoint); Excellent (written and verbal) communication skills; Excellent telephone etiquette, planning, organising, and report writing skills; High levels of assertiveness and professionalism; The ability to communicate well with people and clients at different levels and from different backgrounds; Ability to work under pressure Ability to analyse documents and situations.
- DUTIES** : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services, including documents of a very sensitive nature ensuring the proper flow of information and correspondence to and from the HOD Office Procurement of goods and services in line with the relevant prescripts; Provide support to the manager regarding meetings (Virtual and Physical); Support the manager with the administration of the budget, Manage petty cash for the office of the DDG; Manage travel arrangements; Processing of all sundry payments and travel and subsistence claims; Analyse the relevant

public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.  
**ENQUIRIES** : Mr R Toefy Tel No: (021) 483 9225

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

### OTHER POSTS

**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** : 20 February 2023

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### OTHER POST

**POST 04/324** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EADP 01/2023**

**SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience within Supply Chain Management.. Recommendation: Advanced Diploma in Procurement and Supply Chain Management; Proven/demonstrate management experience in all Supply Chain Management disciplines. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain Management; Excellent report writing skills; Strategic planning skills; Must be able to meet strict deadlines; Able to render advice and guidance in an objective yet dedicated manner; Ability to multi-task under changing circumstances; Ability to lead and direct teams; Communication (written and verbal) skills; Proven computer literacy.

**DUTIES** : Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.

**ENQUIRIES** : Mr J Fritz Tel No: (021) 483 2759

### 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 POST 3/333: Senior Administrative Officer: Human Resources (Pensions) Tygerberg Hospital, Parow Valley. Salary: R331 188 per annum advertised in the Public Service Vacancy 03 dated 27 January 2023 with Ref No: Post 3/333 has been cancelled.

## OTHER POSTS

- POST 04/325** : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A**  
Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R1 090 224 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: BTech, Degree, Honours Degree or National Higher Diploma in Built Environment. Registration with a professional council: Registered as a Professional Construction Project Manager with SACPCMP Experience: Six years post-qualification experience required. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Contract documentation and administration experience in and understanding of the design and construction of complex buildings with specific reference to healthcare facilities. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in programme and project management. Ability to work in a team. Sound interpersonal skills. Ability to work under pressure and meet deadlines Good verbal and written communication skills Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Project and programme management. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
- ENQUIRIES APPLICATIONS** : Ms L Spieringshoek-Martins, email: Lynn.Spieringshoek@westerncape.gov.za  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
24 February 2023
- POST 04/326** : **ENGINEER PRODUCTION: GRADE A TO C, ELECTRICAL (MAINTENANCE)**  
Directorate: Engineering and Technical Services (Bellville)
- SALARY** : Grade A: R750 693 per annum  
Grade B: R846 429 per annum  
Grade C: R967 809 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: An appropriate 4-year degree in Electrical Engineering (BEng/BScEng). Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g., BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable experience after registration as Professional Engineer. Appropriate experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Appropriate experience



in the compilation of specifications and procurement documentation. Registration with a professional council: Registered with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Inherent requirement of the job: Willingness to work extended hours, including travelling throughout the Western Cape. Be contactable 24 hours per day by cellular telephone. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Extensive experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Thorough knowledge of the Occupational Health and Safety Act, 1993. Expertise in hospital engineering. Infrastructure and related equipment procurement within provincial government. Excellent verbal and written communication, report writing and presentation skills Knowledge project and contract management. Experienced in the compilation of specifications and procurement documentation Proficiency in MS Office. Good interpersonal skills.

**DUTIES** : The provision of effective, efficient, and affordable infrastructure engineering services through inspections, maintenance, repair, training, evaluation and modification. Services assessment and inputs into maintenance plan. Provide engineering input regarding infrastructure projects and technical feedback to hospital management. Liaising with clients regarding information and work progress. Ensuring continuity of service schedules, prioritizing work and consideration of operational requirements. Ensuring equipment and working areas are compliant with Occupational Health and Safety Act.

**ENQUIRIES** : Mr CF Badenhorst Tel No: (021) 830-3752  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Potential candidates will be subjected to a security clearance and a practical test. The appointment will be subject to the signing of a performance agreement and an employment contract.

**CLOSING DATE** : 24 February 2023

**POST 04/327** : **SYSTEMS CONTROLLER: INFORMATION MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office, Cape (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): Proven experience as a Quality Assurance Tester or similar role. Familiarity with Agile frameworks and regression testing is a plus. Ability to document and troubleshoot errors. Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in software development lifecycle. Proficiency in at least two of the three official languages of the Western Cape. Excellent communication skills.

**DUTIES** : Perform Quality Assurance testing of ICT solutions. Report bugs and errors to development teams. Provide system, technical, functional, and other support to users. Assist in planning the communication of progress and project expectations to stakeholders. Identify and conduct both informal and formal training of ICT solutions to users.

**ENQUIRIES** : Mr Z Adams, email: [Zaahier.Adams@westerncape.gov.za](mailto:Zaahier.Adams@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 24 February 2023

**POST 04/328** : **SYSTEM CONTROLLER: MEDICINE MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Information Technology Experience: Appropriate working experience in Medicine Management Systems. Appropriate demonstrated experience and skills in Microsoft Excel, SQL querying and report writing. Inherent requirement of the job: A valid (Code B/EB) driver's license. A high

level of computer literacy. Competencies (knowledge/skills): Experienced in system support to be able to manage the Medicine Management systems used in the Province. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Experience in the use of Microsoft Excel. Microsoft SQL querying skills and report writing skills. Experience in the use of Impromptu® and Crystal® reporting software. Experience in the use of the CRD® software.

- DUTIES** : Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Responsible for the standard monthly and ad hoc reporting requirements using report writing tools. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
- ENQUIRIES** : Ms T Blockman at 072 321 2015
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 February 2023

**POST 04/329** : **TRAINER: INFORMATION MANAGEMENT**  
Directorate: Information Management (Based at Groote Schuur Hospital)

- SALARY** : R331 188 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Information Systems Training. Appropriate experience in conducting workshops and presentations to different stakeholders across all levels of business. Appropriate experience using task/project management tools (DevOps, JIRA, Confluence, etc.). Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and experience in Information technology applications/software training. Computer literacy (MS Word, Excel, PowerPoint and Access). Training event management. People management practices and procedures.

**DUTIES** : Analysis and requirements for applications/software training needs for the Department. Develop and maintain training policies and procedures. Manage a team of application/software trainers. Complete training documentation for the software being developed or procured. Plan, organise and conduct workshops and presentations. Contribute to testing software being developed. Assist in the development of training material for systems. Provide second line support for key ICT solutions. Market and promote Information Technology training courses.

- ENQUIRIES** : Mr Z Adams, email ([Zaahier.Adams@westerncape.gov.za](mailto:Zaahier.Adams@westerncape.gov.za))
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 February 2023

**POST 04/330** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (SECURITY SERVICES)**  
Directorate: Facilities Management (Security Services Management)

- SALARY** : R269 214 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Senior Certificate (or equivalent). Inherent requirement of the job: Working outside of normal office hours. A valid (Code B/EB) driver’s licence. Willingness to travel within the Western Cape Province. Working knowledge of Microsoft

Office 365. Competencies (knowledge/skills): A working knowledge of a regulatory process and applicable generic administrative procedures. Knowledge of contract management and administration. Excellent computer skills required (PowerPoint, Word, Excel, Forms, SharePoint and Outlook). Presentation skills. Excellent report writing skills.

**DUTIES** : Assisting and supporting in the office with regard to the administration of security services and decision-making. Assist and support with the secretarial functions. Consolidate security reporting from Health facilities, service providers and other stakeholders and present information in management reports. Liaising with Health facilities and other stakeholders regarding security services, related legislation and related issues.

**ENQUIRIES APPLICATIONS** : Mr A Punwasi Tel No: (021) 483-9030  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : A practical competency test may form part of the interview process.  
**CLOSING DATE** : 24 February 2023

**POST 04/331** : **STERILIZATION OPERATOR: CSSD**

**SALARY CENTRE REQUIREMENTS** : R151 884 per annum  
: Groote Schuur Hospital, Observatory  
: Minimum educational qualification: Basic Numeracy and Literacy. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work in any department within CPD (CSSD & Gas). Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Basic understanding of disinfection, decontamination, and sterilization.

**DUTIES** : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Assist with cleaning, maintenance and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment in a cost-effective manner. Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective communication and Human Resource Development. Cost Containment with regards to human and material resources.

**ENQUIRIES APPLICATIONS** : Mr A Mohamed Tel No: (021) 404-2071  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 24 February 2023

#### **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** : 20 February 2023

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

to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 04/332</u></b>	<b><u>DIRECTOR: DISASTER OPERATIONS REF NO: LG 01/2023</u></b>
<b><u>SALARY</u></b>	R1 105 383 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Disaster Management or related qualification; A minimum of 6 years relevant middle-management experience; A minimum of 3 years relevant disaster management experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Sound knowledge of emergency and disaster management concepts, programmes and practices; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships; Report writing, data acquisition and analysis; Knowledge Management; Service Deliver Innovation.
<b><u>DUTIES</u></b>	To oversee the co-ordination, monitoring and support of the following: Disaster preparedness and response functions as specified in the Disaster Management Act; Disaster institutional capacity (IGR); Disaster recovery functions as specified in the Disaster Management Act; coordinates and contributes to the implementation of government's disaster management policies, programs and projects; Human Resource Management; Sound Labour relations within the directorate; Financial Management; Participate in the strategic management and performance management processes; Strategic capability and leadership Disaster Management Intergovernmental relations; Disaster Preparedness and response; Disaster Recovery.
<b><u>ENQUIRIES</u></b>	Mr C Deiner Tel No: (021) 937 6301

#### **OTHER POSTS**

<b><u>POST 04/333</u></b>	<b><u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 02/2023</u></b>
<b><u>SALARY</u></b>	R766 584 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Constitutional legislative an inter-governmental dispensation in South Africa; COGTA prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Skills needed: Analytical thinking; Conflict management; Organisational; Budgeting; Information systems and data base interrogation; Negotiation; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecasts; Interpret annual financial statements; Analyse municipal budgets and financial management systems.
<b><u>DUTIES</u></b>	Coordinate and manage municipal information in the province; Monitor and evaluate municipal performance; Execute follow-up research arising from municipal performance reports; Prepare recommendations for municipal

		support and interventions; Assist in the drafting of annual municipal performance report in terms of section 47 of the Municipal Systems Act; Manage human resources and performance in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr N Rylands Tel No: (021) 483 0646
<b><u>POST 04/334</u></b>	:	<b><u>DEPUTY DIRECTOR: LEGISLATION SUPPORT REF NO: LG 07/2023</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years management level experience. Recommendation: LLB graduate; Admitted as an Attorney. Competencies: Knowledge of the following: Local government legislation; Finance; Purpose of the directorate; Functions of sub-directorate within the directorate; Skills needed: Analytical; Interpersonal; Management; Written and verbal communication; Motivational; Conflict Management; Leadership.
<b><u>DUTIES</u></b>	:	Maintain institutional functionality of municipalities; Maintain and amend establishment notes, due diligence of senior manager appointments in municipalities; Co-ordinate publication of by-elections; Co-ordinate pre and post local government preparation; Facilitating training to municipal councillors and officials on local government legislation; Advise on legislation; Administer legal resource centre; Human resource management; Financial management.
<b><u>ENQUIRIES</u></b>	:	Mr K Makan at Tel No: (021) 483 4365
<b><u>POST 04/335</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISASTER RISK REDUCTION REF NO: LG 08/2023</u></b> (12 Month Contract)
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/Bachelors Degree or higher) in Disaster Management, Environmental and Geographical studies or related fields; A minimum of 3 years supervisory level experience. Recommendation: Working knowledge of Geographic Information Systems (GIS). Competencies: Knowledge of the following; Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures as applied in all three spheres of government with the focus in disaster risk reduction; Human Resource Management; Financial Management; Strategic Planning; Skills needed: Disaster risk reduction; Crisis management; Organisational; Project management; Negotiation; Information technology; Written and verbal communication; Ability to work under pressure (in emergency or disaster situations); Manage and lead people; Deal with the public; Motivated and focused; Decisiveness; Work independently.
<b><u>DUTIES</u></b>	:	Assist in implementation of an early warning system for the drought and secondary hazards; Assist in the implementation of special intervention programmes for the drought and other hazards; Assist in the management of human resources, performance management and finances in the sub-directorate; Support the departments processes.
<b><u>ENQUIRIES</u></b>	:	Mr L Nokoyo Tel No: (021) 937 6359
<b><u>POST 04/336</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: LG 06/2023</u></b> (12 Months Contract Position)
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), plus 37% in lieu of service benefits
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in local government, intergovernmental relations or stakeholder management environment. Recommendation: Knowledge and experience in project management, strategic management, human resource management and financial management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities; Legislation and policy frameworks applicable to local government (Constitution, Municipal Structures Act, Municipal Systems Act, Municipal Structures Act); Minute writing and report writing. Skills needed: Computer literacy in MS Office Package (Word,

- Excel, PowerPoint, etc); Communication skills (written and verbal). Ability to work independently and as part of a team.
- DUTIES** : Rendering logistical and administrative support to the Intergovernmental component through compiling and providing input for operational plans (Project Plan, Standard Operating Procedures, Quarterly Performance Reports, Annual Performance Plan); Finalise minutes and draft resolution reports for submission iro Minister's and Mayoral Forum Technical Committee (MinMayTech), Minister's and Mayoral Forum (MinMay), Premier's Coordinating Forum (PCF), District Coordinating Forum Technical Committee (DCFTech) and District Coordinating Forum (DCF); Assist with the compilation of budget reports (monthly cashflow, Mid Term Expenditure Framework), track expenditure in line with the budget and procurement of all goods and services; Compilation and finalising of claims (S&T, cell phone, overtime); Controlling of Sub directorate assets (coordinating and submission of control verification & information), processing of invoices for payment; Attendance of MinMayTech, MinMay, PCF, Joint District Approach (JDA), Provincial and Municipal Interface ('Meet and Greet'), DCFTech and DCF as an when required; Follow up resolutions and key outcomes for Provincial and Municipal Interface ('Meet and Greet'), MinMayTech, MinMay and PCF
- ENQUIRIES** : Mr N.J. Witbooi Tel No: (021) 483-4249
- POST 04/337** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: LG 30/2022 R1**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Local Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Accounting; A minimum of 3 years relevant supervisory experience within Financial Accounting environment. Recommendation: Relevant financial accounting experience. Competencies: Knowledge of the following: Financial norms and standards; Financial systems such as Easyfile, Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Skills in the following: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Management of the following: Payments and clearing of accounts; Salary administration; Banking and Personnel. Assist with compilation of financial statements; Reporting.
- ENQUIRIES** : Ms H Saul Tel No: (021) 483 2184
- POST 04/338** : **ADMINISTRATIVE OFFICER: DISASTER RISK REDUCTION PLANNING REF NO: LG 04/2023**  
(12 Month Contract Position)
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), plus 37% in lieu of service benefits  
: Department of Local Government  
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant administration experience Recommendation: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); 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: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management; Strategic planning; Proven computer literacy; Communication (written and verbal) skills; Ability to work under pressure.
- DUTIES** : Provide administrative support in the following areas: Risk reduction planning component; The management of a comprehensive disaster risk and vulnerability assessments; The establishment and maintenance of a Spatial Information System; The implementation of an early warning system; The implementation of special intervention programmes.
- ENQUIRIES** : Ms J. van Schalkwyk Tel No: (021) 937 6353

**POST 04/339** : **ADMINISTRATION CLERK: FIRE AND RESCUE SERVICE REF NO: LG 03/2023**  
(X2 Positions available for a 24 Month Contract Period in Tygerberg)

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Minute taking experience. Competencies A good understanding of the following: Admin and filing procedures; Creation of spreadsheets; Project financial projections. Skills in the following: Computer literacy MS Office (Word, PowerPoint, Excel); Written and verbal communication. Ability to work independently, in a team and under pressure.

**DUTIES** : Provide administrative support to the section: Fire Brigade Services; Exercise the control expenditure; Assist with staff records and storeroom; Minute taking and logistical support at workgroups.

**ENQUIRIES** : Ms R Page Tel No: (021) 937 6355

**POST 04/340** : **ADMINISTRATION CLERK: SERVICE DELIVERY INTEGRATION REF NO: LG 09/2023**  
(12 Month Contract Position)

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant 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 and understanding of the following: Provincial budgetary cycle and associate processes; Expenditure control processes; Administration systems including filing and record keeping; Stakeholder Management. Skills in the following: Written and verbal communication; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Conceptual, analytical and formulation; Planning and organising; Ability to work independently and as part of a team.

**DUTIES** : Render project based logistical and administrative support including financial, human resource management, preparation and correspondence; Liaise with Provincial departments and all other stakeholders; Administer the database relating to projects; Proactively deal with all correspondence.

**ENQUIRIES** : Ms N Mbadlanyana Tel No: (021) 483 9016

#### DEPARTMENT OF THE PREMIER

**CLOSING DATE** : 20 February 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POSTS

**POST 04/341** : **STATE LAW ADVISOR: MEDICO- LEGAL AND GENERAL LITIGATION SERVICES REF NO: DOTP 08/2023**

**SALARY** : LP 7: R797 901 per annum, all-inclusive salary package, (OSD as prescribed)  
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 the following: Medico legal and general litigation courtand legal drafting;

Healthcare setting or environment; Litigation and/or provision of legal opinions in matters arising from medical negligence; Civil and criminal litigation relevant to medical negligence. Competencies: Knowledge of the following: Medical terminology, disciplines and hospital procedures; Constitutional and Administrative Law; Legislation and case law relevant to medico legal litigation trends and developments. Skills needed: Communication (verbal and written); Time management; Legal drafting; Relevant litigation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc). Ability to work independently and as part of a team.

**DUTIES** : Attending consultations and court proceedings; Providing substantial input into litigation matters; Managing the preparation and facilitation of litigation matters; Assist and provide legal advice when settlement negotiations are conducted; Advising, providing formal legal opinions and drafting legal correspondence on intended or pending litigation cases; Drafting court pleadings in medico legal matters.

**ENQUIRIES** : Ms N. Allen Tel No: (021) 483 3953

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

**POST 04/342** : **DEPUTY DIRECTOR: CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE REF NO: DOTP 02/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Human or Social Sciences; A minimum of 3 years' management level experience in human resource development or similar environment. Recommendation: Knowledge of PSETA Quality Management System (QMS) and ISO9001: 2015 QMS. Competencies: Advanced knowledge of: The theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Strategy development, strategy management and strategy monitoring and review processes in a human resource development environment. Knowledge of: PSETA Quality Management System (QMS) and ISO9001: 2015 QMS; the policies of the government of the day; The of Constitutional, legal and institutional arrangements governing the South Africa public sector; Human resource management and Financial management; Computer literacy, training audit; strong instructional design (face-to-face and on-line learning), analytical and problem-solving skills, Communication (written and verbal) and project management skills.

**DUTIES** : Research, design, develop, accredit and update/review relevant transversal training curricula, learning programmes for the WCG, utilising a variety of learning methodologies, including online platforms; Manage the process of assessment and moderation and verification with regards to all SAQA aligned training interventions. Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Manage a resource centre for the Chief Directorate People Training and Empowerment Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037

**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 04/343** : **DEPUTY DIRECTOR: MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: DOTP 03/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Human or Social Sciences or equivalent; A minimum of 3 years' management level experience in human resource development or similar environment. Recommendation: Knowledge of PSETA Quality Management System (QMS) and ISO9001: 2015 QMS. Competencies: Advanced



knowledge and understanding of the following: Communities of Practice pertaining to an innovation ecosystem; Leveraging technology to promote innovation; Knowledge management in the innovation space, including linkages to are pository of smart practices; Theory and practice of human resource development, including outcomes-based education and training (OBET); The statutory and strategic human resource development frameworks of the public service; The implementationof human resource development interventions in an adult learning environment; The subject matters which the Sub-directorate is responsible for; Curriculum development; Quality assurance in a human resource development environment; Human resource development needs analysis; Training and development impact assessment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africapublic sector; People management; Financial management. Skills needed: Communication and deliberation; Analytical and innovative problem-solving; Conceptual and formulation; Networking, liaison and consultation; Negotiation, persuading and influencing; Research; Leadership and adaptable/agile decision-making; People management, team building and interpersonal; Planning and organising; Computer literacy.

**DUTIES** : Manage the provision and facilitation of innovative, special, and management and leadership learning programmes; Operational management, inclusive of the execution of assigned portfolio interms of the establishment and maintenance of the Innovation Huband the provision of innovation facilitation services; Development and implementation of a future-focused and integrated management and leadership development framework; Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037  
**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 04/344** : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: DOTP 04/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) ; A minimum of 3 years management level experience in an institutional environment. Recommendation Experience in financial management, facilities management, supply chain management in the Public Sector. Competencies: Knowledge of the following: Project management; Benchmarking; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Employment Equity Act; Labour Relations Act. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

**DUTIES** : Research, design, develop accredit and update/review relevanttransversal training curricula, learning programmes for the WCG, utilising a variety of learning methodologies, including online platforms; Manage the process of assessment and moderation andverification with regards to all SAQA aligned training interventions. Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation fo rStandardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Manage a resource centre for the Chief Directorate People Training and Empowerment Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Mr NS Miti Tel No: (021) 865 8046/ 483 2929  
**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 04/345** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 01/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience within a human resource development environment. Recommendation: Experience in a human resource development curriculum design and quality assurance environment. Competencies: Knowledge of the the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Communities of Practice pertaining to the learning and development (L&D) ecosystems. Skills needed: Curriculum development including the online environment; Strong networking, communication and deliberation; Research; Analytical and problem-solving; Conceptual and formulation.

**DUTIES** : Provide professional curriculum design services to the Directorate Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programmes. Contribute to the following learning delivery services within the Directorate Training: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial departments; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of training interventions; Special human resource development projects allocated to the Sub-directorate; Carry out all course administration; Liaise with provincial, national and international role-players in respect of training and development matters; Provide input in respect of the operational work of other units of the Chief Directorate as required and in respect of the operational management of the Directorate and/or Sub-directorate, with particular reference to the development of business and operational plans.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037  
**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 04/346** : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 11/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Labour Relations, Human ResourceManagement or Law; A minimum of 3 years supervisory experience in Labour Relations or similar; A valid driving licence (Code B or higher).. Competencies: Extensive knowledge of the following: National and Provincial instruments and legislation pertaining to human resourcesmanagement with specific reference to the Public Service Act,Public Service Regulations, Employment Equity Act; Mentoring and coaching practices; Staff performance management system;Disciplinary and grievance procedures; Human Resource Management; Labour Relations Act as well as other relevant labour relations prescripts; Skills needed: Good communication (written and verbal); Networking; Facilitation; Negotiation; Computer literacy; Leadership; Motivation; Research; Analytical; Conceptual;Interpretive; Formulation; Listening and Interviewing skills.

**DUTIES** : Function as a manager/supervisor will entail the following:Supervision; Unit perational planning; Participate in strategic planning; Monitor and manage the

day-to-day workflow in teams; Manage and administer the staff appraisal system/ process; Training and development; Monitor and control expenditure of budget; Brief and assist Counsel in Review matters; Perform the following functions and manage the units who perform the following: Handle and supervise misconduct matters; Handle and supervise grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct, disputes and grievance matters; Handle and supervise disputes.

**ENQUIRIES** : Mr S. Goldschmidt Tel No: (021) 483 5118  
**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 04/347** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 17/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Social Work/Organisational Psychology/Human Resource Development or related field of study; A minimum of 5 years' experience in employee wellness programmes or employee assistance programmes; 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: Experience and knowledge in the following: EHW Program methodology, monitoring and evaluation; Contract management and Supply Chain Management Procedures. Competencies: Knowledge of the the following: Policies and frameworks regarding employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Researching and Analysing; Relating and Networking; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Leading and Supervising; Adhering to Principles and Values; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Coping with Pressures and Setbacks. Skills needed: Proven computer literacy; Communication (written and verbal); Consulting and networking; Conscientiousness and accuracy; Report writing; Supervising; Analytical; Numeracy.

**DUTIES** : Communication and awareness of EHW services and programme; Management of EHW advisory services and EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Reporting on EHW utilisation and trend; Supervising the EHW Practitioner(s).

**ENQUIRIES** : Ms F. Gallie Tel No: (021) 466 9704  
**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 04/348** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 (X4 POSTS)**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills

needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.

**DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order to prevent labour unrest; Render support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Mr S. Goldschmidt Tel No: (021) 483 5118

**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 04/349** : **ASSET MANAGEMENT OFFICER REF NO: DOTP 16/2023**

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Public Finance, B.Comm or Internal Auditing; A minimum of 3 years experience in the asset management environment, warehouse management or inventory management. Recommendation: A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: PFMA; Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset or Inventory Management system. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook etc.) Communication (written and verbal); Client and goal oriented; Numeracy; Project planning and Problem solving. Ability to work independently and.

**DUTIES** : Attend to all administrative functions and physical activity in effectively managing the asset and inventory management environment and registers; Analyse data, produce reports, perform monthly reconciliations, and assist in the compilation of financial statements of assets and inventory; Perform and lead a team during the asset and inventory verification process; Project manage the disposal process and assist with general asset planning; Draft circulars and Standard Operating Procedures and Policies; Perform asset and inventory management presentations and attend to internal and external queries; Fulfill supervisory functions including staff performance management, coaching, mentoring and discipline. Ability to work independently and as part of a team.

**ENQUIRIES** : Mr M. Nell Tel No: (021) 483 0174

**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 04/350** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 12/2023**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management / warehouse management / inventory management environment. A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Written and verbal Communication; Client and goal oriented' Ability to work independently and as part of a team.

**DUTIES** : Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care).

**ENQUIRIES** : Mr W Brits Tel No: (021) 483 8187

- 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 04/351** : **GROUNDSMAN: FACILITIES (KROMME RHEE) REF NO: DOTP 05/2023**
- SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Working knowledge of terrain work maintenance and handyman tasks. Relevant experience in planting of trees, flowers, grass and other plants. Competencies Knowledge of terrain work, sewage systems, pipes and irrigation systems. Communication skills; Basic literacy skills.
- DUTIES** : Maintenance of grounds (terrain); Assist with the preparation of training venues for functions and courses; Checking of service ability of machinery and equipment; Drive the tractor or other vehicles when needed; Maintenance of sewerage system; Managing the water levels of the reservoir; Perform handyman tasks on the grounds.
- ENQUIRIES** : Mr E Plaatjies Tel No: (021) 865 8051  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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@immmploy.com](mailto:westerncape@immmploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 27 February 2023

**DEPARTMENT OF SOCIAL DEVELOPMENT**

- CLOSING DATE** : 20 February 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 04/352** : **POPULATION ANALYST: POPULATION DEVELOPMENT (RESEARCH AND GIS) REF NO: DSD 07/2023**
- SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Demography, Sociology, Geography, GIS); A minimum of 3 years experience in Research (Population Geography and Demography) or similar environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but

have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems; Skills: Proven Computer literacy; People management and empowerment; Planning and organizing.

**DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.

**ENQUIRIES** : Mr G. Miller Tel No: (021) 483 4168 or (C): 0836347634  
**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 04/353** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (X1 POST IN KANNAL AND X1 POST IN BITOU), REF NO: DSD 05/2023**

**SALARY** : R401 691 - R465 669 per annum, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

**ENQUIRIES** : Ms M Hendricks Tel No: (044) 814 1685  
**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 04/354** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND MONITORING REF NO: DSD 02/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (Bachelors Degree or higher) in Human Resource, Financial management, Social Sciences or Quality Assurance/Investigative fields; A minimum of 6 years supervisory level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and Quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management processes; Skills needed: Strong conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex

- applications; Team building and strong inter-personal; Written and verbal communication; Problem solving and decision making; Financial management; Change management; Problem solving and analysis; Client orientation and customer focus.
- DUTIES** : Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Develop and manage a short and medium-term quality assurance plan that ensure compliance to legislative frameworks; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high-risk interventions and advise the Director on the impact that these risks may pose; People management and finance.
- ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040
- 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 04/355** : **OFFICE MANAGER: BUSINESS PLANNING AND STRATEGY REF NO: DSD 03/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Witten and verbal communication; Problem solving; Conflict resolution.
- DUTIES** : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forth coming from meetings; Provide support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the of office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr M Johnson at Tel No: (021) 483 3781
- 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 04/356** : **SOCIAL WORKER: SOCIAL WORK SERVICES (X2 POSTS IN KHAYELITSHA) REF NO: DSD 06/2023**
- SALARY** : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)  
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)  
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)  
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of SocialWork) that allows professional registration with the South African Council for Social

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

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms M Harris Tel No: (021) 001 2145  
**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 04/357** : **ADMINISTRATION CLERK: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 01/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

**ENQUIRIES** : Mr C Sauls Tel No: (021) 483 3839  
**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 04/358** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO: DSD 04/2023 (X3 POSTS IN KHAYELITSHA)**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer



- literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES APPLICATIONS** : Mr K Marthinus Tel No: (021) 483 8833  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 20 February 2023
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

### MANAGEMENT ECHELON

- POST 04/359** : **DEPUTY DIRECTOR GENERAL: ROADS REF NO: TPW 18/2023**
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: A recognised B Eng Degree (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA in Civil Engineering; Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng.); A minimum of 8 years Senior Management level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.
- DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the branch; Align programmes and operational support; Participate in the

departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the branch against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Manage road programme and operational support; Manage road planning; Manage road design; Manage the construction and maintenance of the road network on contract; Manage the construction and maintenance of the road network in-house; Ensure efficient and effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES** : Ms J Gooch Tel No: (021) 483 2826  
**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 04/360** : **CHIEF DIRECTOR: PROVINCIAL PUBLIC PRIVATE PARTNERSHIP (PPP)**  
**REF NO: TPW 19/2023**

**SALARY** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised in Town Planning / Regional Planning / Business Administration / Law; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification in Finance/ Business Administration/ Law. Master's degree in business administration. Extensive experience in a financial sector or commercial environment. Competencies: Extensive knowledge of applicable policies and procedures; Management principles; Knowledge of the following: Management Principles; Public Service procedures; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills; Applied strategic thinking.

**DUTIES** : Strategic capability and leadership; Provides a vision, sets the direction for the organisation and/or unit and inspires others to deliver on the organisational mandate; Develop the Provincial Public Private Partnership (PPP) framework, i.e., strategy, policy, guidelines, norms, standards and protocols. Framework to unlock, prepare, enable, and leverage Provincial Property for both public and private sector participation; Define strategies for financial models, economic models and potential revenue models for Provincial Properties; Define, develop stakeholder strategies to leverage the Provincial property portfolio. Facilitate processes to enable investment in the Provincial property portfolio. Strategy, policy, guidelines, norms, standards and protocols; Oversee the implementation and maintenance of Provincial Public Private Partnership (PPP) policies in the Western Cape; Manage an effective and efficient transversal support service for Provincial Public Private Partnership (PPP) projects in the Western Cape; Manage Provincial Public Private Partnership (PPP) contracts; Manage and report on all Provincial Public Private Partnership (PPP) projects; Project and Programme Management; Develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources; Compiles and manages budgets, control cash flow institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service deliver; Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals.

**ENQUIRIES APPLICATIONS** : Ms. JT Gooch Tel No: (021) 483 2826  
: 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 04/361** : **CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: TPW 20/2023**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.

**DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the Chief Directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Ensure the effective coordination and monitoring of EPWP; Manage EPWP construction interventions within the province; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Chief Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES APPLICATIONS** : Ms. JT Gooch Tel No: (021) 483 2826  
: 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 04/362** : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: TPW 21/2023**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.

**DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into chief directorate goals; Develop and implements

strategies for the Chief Directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Manage programmes and projects that leads to the achievement of the long-term strategic objectives of the organisation; Analyse, prepare and update strategic immovable asset management plans, promotion of effective and efficient utilisation of the immovable assets and establish, maintain and update the property management information systems for the chief directorate as well as to develop and maintain the Immoveable Asset Register; Manage leases, disposals, estates and payment of creditors in Region 1 and Region 2; Manage the acquisition of immovable property; Render transversal financial and administrative support to the Immoveable Asset Management Chief Directorate; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Chief Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations

**ENQUIRIES** : Ms. JT Gooch Tel No: (021) 483 2826  
**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 04/363** : **CHIEF ARCHITECT: PROGRAMME / PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 25/2023**

**SALARY** : R939 408 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

**DUTIES** : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline- related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of

architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals; People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES** : Ms J Thomas Tel No: (021) 483 2004  
**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 04/364** : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: TPW 17/2023**

**SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 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: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing building by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures are compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES** : Mr R Monare Tel No: (021) 483 5310  
**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 04/365** : **DEPUTY DIRECTOR: TECHNICAL SERVICES (GEORGE) REF NO: TPW 27/2023**

**SALARY** : R908 502 per annum (Level12), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 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: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures are compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended

PublicWorks Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES** : Mr R Monare Tel No: (021) 483 5310

**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 04/366** : **DEPUTY DIRECTOR: MOVEABLE ASSET MANAGEMENT REF NO: TPW 04/2023**

**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 (B-Degree or higher qualification) in Financial Accounting, Supply Chain Management or Commerce; A minimum of 3 years management level experience in supply chain management and asset management, accounting or auditing. Recommendation: Working knowledge of SCOA. Competencies: Knowledge of the following: Accounting; SCOA; Skills needed: Proven computer literacy; Strategic thinking; Problem solving; Decision making.

**DUTIES** : Develop and oversee the implementation for the asset management system, including the establishment of the asset management unit and departmental policies and procedures; Ensure alignment with modified cash standard; Manage the development and maintenance of the strategic and annual asset management plans aligned with the departmental strategy and budget and in consultation with public works where applicable; Manage the development and maintenance of asset registers, including acquisitions, maintenance management, transfers and valuations; Manage the development of asset needs assessment, operational and disposal; Execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Evaluate the counts performed by the branches and critically analyse the conditional assessments documented; Re-assess useful lives of the assets; Manage the development, implementation mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Perform consolidation of all departmental asset registers; Prepare a business plan for the life cycle 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 04/367** : **BUSINESS ANALYST: ROAD SYSTEM DEVELOPMENT REF NO: TPW 12/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

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

**REQUIREMENTS** : An appropriate tertiary qualification (National Diploma/B-degree) or higher qualification in Information Systems and/or Engineering (B.Eng); A minimum of 6 years experience in Information Technology; 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: Proven experience in translating business requirements into system requirements; Proven experience in compiling business and IT systems documentation; Understanding of BIM for transport and roads infrastructure; Proficiency with UI/UX software; Exceptional writing, verbal communication and presentation skills; Experience in/or exposure to design and construction of large engineering projects; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modeling and re-engineering; Business Systems Analysis; Business Modelling; Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications; Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act,

<b><u>DUTIES</u></b>	: Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change management & analytics; Skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks; Map business processes and audit business systems; Prepare business cases for E-government, networking and systems development programmes/projects; Perform transversal business systems analysis; Perform post implementation business systems and impact evaluation; Develop a Provincial Master System and IT Plans; Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality; Ensure that the strategies and policies are implemented and adhered to; Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit; Actively contribute expertise to the project team in all areas of business analysis; Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages. : Mr J Neethling at 073 952 9707 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 04/368</u></b>	: <b><u>QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 48/2022 R1</u></b>
<b><u>SALARY</u></b>	: Grade A: R646 854 - R696 834 per annum Grade B: R739 605 - R789 267 per annum Grade C: R 833 922- R 982 326 per annum (Salary will be determined based on post registration experience as per the OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Transport and Public Works, Western Cape Government : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.
<b><u>DUTIES</u></b>	: Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on

expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

**ENQUIRIES** : Mr M Albertyn Tel No: (021) 483 5440  
**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 04/369** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL COMPLIANCE REF NO: TPW 27/2022 R1**

**SALARY** : Grade A: R517 725 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years; relevant post-qualification experience; A valid (Code B or higher) driving licence. Recommendation: Proven Exposure to Public Sector Management and staff management process and systems; Relevant experience in: The undertaking or review of EIA applications and/or environmental awareness raising or advising applicable to roads or road furniture and related assets, example borrow pits or structures; Integrated Environmental Management, including applicable legislation and policies; Registered with EAPASA as a Candidate EAP or as an EAP; Willingness to travel regularly. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Environmental management systems; Development and practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical and functioning of ecosystems, interactions and other environmental aspects; General Project Management; Skills needed: Problem solving related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing; Strategic planning and project/time management; Reviewing and problem solving; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Sound interpersonal skills; Ability to resolve conflict; Ability to research, synthesise and present information in a scientific manner; Ability to work as part of team and independently.

**DUTIES** : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

**ENQUIRIES** : Mr A.K. November Tel No: (021) 483 0536/Mr J. Neethling at 0739529707  
**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 04/370** : **CONTROL GISc TECHNICIAN: ROAD GEOGRAPHICAL INFORMATION SYSTEMS REF NO: TPW 13/2023**

**SALARY** : R466 482 per annum, OSD as prescribed  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : 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 spatial data management and maintenance in a SDE environment; In-depth knowledge of and experience in advanced electronic mapping solutions; Successful completion of ArcGIS Procourses. Competencies: Knowledge of the following: Geodatabase implementation; GIS applications and spatial data; Theory, principles, and practices of GIS; GIS standards; GIS software applications; GIS software customisations; Basic understanding of technologies such as GPS,



- Photogrammetry and Remote Sensing; Projections; Principles of cartography; Skills needed: Problem solving and analysis; Decision making; Team work; Analytical; Creativity; Self-management; Customer service; Written and verbal communication; Proven computer literacy; Project Management.
- DUTIES** : Manage, supervise and perform technical GISc activities; Maintain GIS unit Effectiveness; People management; Functional Requirement analysis; Research, investigate and advice on new GISc technologies.
- ENQUIRIES APPLICATIONS** : Mr J Neethling Tel No: 073 952 9707  
: 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 04/371** : **ASSISTANT DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 34/2023**
- 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 or higher); A minimum of 3 years' experience in a Conflict and Risk Management environment or similar; 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 travel extensively and work irregular hours. Competencies: In-dept knowledge of: Legislative framework; Administration; Document flow processes. Skills needed: Communication (Written and verbal) and report writing; Conflict management; Analysis. Ability to: Work in a team; Handle conflict situations; Work under pressure; Meet strict deadlines; Draft proposals, policy documents and write official reports.
- DUTIES** : Staff and performance management including quarterly reviews; Mediate in public transport conflict; Monitor, visit conflict areas give and analyses report of possible conflict when required; Ensure updated reports of conflicts are being kept and maintained; Provide logistical support to externally appointed mediators or arbitrators; Engage stakeholders, receive information in respect of conflict and to test/verify the veracity of information; Attend stakeholders and other forums when required and compile outcome report; Manage and oversee the public transport incident database.
- ENQUIRIES APPLICATIONS** : Mr M. Erasmus Tel No: (021) 483 7836  
: 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 04/372** : **ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: TPW 125/2022 R1**
- 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 or higher); A minimum of 3 years supervisory level experience; A valid Code B (08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Client Services; Budget and Financial Management; Human Resource Management; Knowledge of Road Traffic legislation; Willingness to regularly travel as required. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012), Revenue and debt management; Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations and Provincial Treasury Directives and Instructions; Municipal Finance Management Act, 2003 (Act 56 of 2003). Analytical thinking, problem solving and decision making; Proven computer literacy (Ms Office suite) with advanced proficiency in MS Excel; Planning, organising; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.
- DUTIES** : Develop and regularly revisit policy documents and standard operating procedures in line with legislative and financial requirements regarding fees collection and disbursement pertaining to motor vehicle registration &

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

**ENQUIRIES** : Mr R.W. Barreiro Tel No: (021) 483 2061  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/373** : **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO: TPW 32/2023**

**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) in Project Management applicable courses; A minimum of 3 years' experience in information technology project management working environment; 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: Applicable certified courses in Project Management e.g., PMBOK certified or similar; Proficiency in MS Project or similar project management software; Proven experience in systems development life cycle; Exposure to government financial reporting and budgeting; Exposure to roads infrastructure Competencies: Proven understanding of the following: Information and Communication Technology and other relevant legislation and policies; Application of monitoring and evaluation methods and tools; Budgeting and Financial Management; Project Management; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; Human Resource matters. Skills needed: Communication (written and verbal); Strategic thinking; Data analytics; Organising; Research; Computer utilisation; Chairmanship; Decision making; Planning and co-ordination; Problem solving; Creativity; Conflict management; Analytical thinking; Technical analysis and reporting.

**DUTIES** : Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in: The development and/or implementation of computer-based systems; The design and/or implementation of network infrastructure technologies and/or projects; The customisation and/or implementation of outsourced information technology projects and the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing

**ENQUIRIES** : Mr J Neethling at 073 952 9707  
**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 04/374** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) REF NO: TPW 14/2023 (X7 POSTS)**

**SALARY** : Grade A: R380 433 - R410 112 per annum  
Grade B: R433 014 - R466 482 per annum

Grade C: R495 099 - R 583 209 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  
: 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 Engineering Technologist; Compulsory registration with ECSA as a Professional Engineering Technologist must be obtained within 6 months from appointment. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to its systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. 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 APPLICATIONS** : Mr J Neethling Tel No: 073 952 9707  
: 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 04/375** : **GISC TECHNOLOGIST (PRODUCTION LEVEL): ROAD GEOGRAPHICAL INFORMATION SYSTEM REF NO: TPW 15/2023**

**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 REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year GISC Degree or related Bachelor Degree; A minimum of 3 years post qualification GISC Technologist experience; Compulsory registration with SAGC as a GISC Technologist; A valid code B driving licence. Recommendation: In-depth knowledge of and experience in Python scripting in the ArcGIS Enterprise environment; Skilled in the use of Geoprocessing and spatial events based analyses; Successful completion of ArcGIS Pro courses. Competencies: Knowledge of the following: Project management; Programme and project management; Research and development; Legal compliance; Technical report writing; Creating high performance culture; Use science and technology effectively and critically; Skills needed: Strong GIS skills with two or more GIS packages (e.g. ESRI); Analytical, statistical and mathematical; Organization and management; Written and verbal communication; Proven computer literacy.

- DUTIES** : Technical functions; Collect and capture of data from various formats and sources; Participate in the design and implementation of spatial databases; Assist with the manipulation and analysis of data including quality assurance; Create and maintain spatial datatopology and attributes, format manipulation; Apply geo-referencing, datum and projection transformations; Verify spatial data and compile report as required; Capture meta data records; Participate in stakeholder relations; Undertake map production; Maintain GISc unit effectiveness; Disseminate Spatial Information stakeholders; Document GISc processes; GIS Implementation; Provide assistance in systems audit; Support user requirements analysis; Implement GIS standards; Keep up with developments in the geo-spatial industry; Participate in relevant GISc forum.
- ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707  
: 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 04/376** : **STATE ACCOUNTANT: FINANCIAL GOVERNANCE REF NO: TPW 101/2022 R2**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher qualification in Finance; A minimum of 1 year proven experience in a governance environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in report writing; Proven computer literacy; Willingness to travel when required. Competencies: Knowledge of the following: Internal Control Frameworks; Public Finance Management Act and regulations, instructions, guidelines and practice notes issued in terms thereof; Proven computer literacy; Skills needed: Analytical; Planning; Integrity; Presentation; Communication (written and verbal) skills.
- DUTIES** : Formulation of prescripts, procedures, best practices and guidelines; Manage and provide training on regularity framework; Evaluate compliance with financial systems/prescripts; Manage the external audit process; Compilation and monitoring of a Departmental Corporate Governance Improvement Plan.
- ENQUIRIES APPLICATIONS** : Ms S Hanekom Tel No: (021) 483 2919  
: 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 04/377** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: TPW 06/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher qualification; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Written and verbal communication skills; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving skills; Conflict management.
- DUTIES** : Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.
- ENQUIRIES** : Mr G February 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 04/378** : **REGIONAL COORDINATOR: PROVINCIAL COORDINATION AND COMPLIANCE MONITORING REF NO: TPW 23/2023**
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 1 year relevant 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: Internal office procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Ministerial determination-EPWP workers; Principles and processes for providing customer and personal services; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable EPWP systems; Sector plans; Procedures for receiving, responding to and managing data; Operation and maintenance of office machines and other equipment; Skills needed: Proven computer literacy; Written and verbal communication; Applying technology; Decision making and problem solving.
- DUTIES** : Capturing of EPWP project data received from the various provincial departments and municipalities; Coordinate and manage implementation of EPWP in the West Coast district; Maintain functioning of district forum; Coordinate the development of business by municipalities; Monitoring compliance initiatives; Information session interventions; Provide support to other job creation initiatives; Monitoring of conditional grants; Analyse reports; Manage EPWP office in the district; Provide technical support.
- ENQUIRIES** : Mr J Cloete Tel No: (021) 483 2597  
**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 04/379** : **PERSONAL ASSISTANT: KNOWLEDGE MANAGEMENT REF NO: TPW 100/2022 R1**
- 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) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Proven computer literacy; Organising; Good people skills; Communication (written, verbal and presentation) skills; Ability to: Communicate well with various stakeholders at different levels and from different backgrounds; Act with tact and discretion; Do research and analyse documents and situations.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Dr L Barbier at Tel No: (021) 483 8723/4117  
**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 04/380** : **ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: TPW 01/2023**
- SALARY** : R181 599 per annum (Level 05)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: 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. Competencies: A good understanding of the following: The Constitution of the Republic of South Africa; Public Finance Management Act; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act; Skills Development Act; National Archives Act; Protection of Personal Information Act; Employment Equity Act; Skills needed: Proven computer literacy; Written and verbal communication; Innovative and analytical thinking; Team and people orientation; Organised and Self Motivated; Ability to work under pressure.
- DUTIES** : Procurement of assets and expenses for management; Support services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT staff, Service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General administration; GMT maintenance.
- ENQUIRIES APPLICATIONS** : Mrs S Theys Tel No: (021) 469 7617  
: 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 04/381** : **ADMINISTRATION CLERK: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 11/2023 (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 04/382** : **ADMINISTRATION CLERK: OPERATING LICENCE AND, PERMITS REF NO: TPW 26/2023 (X4 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). Recommendation: Appropriate administrative Experience. Competencies: Knowledge of the following: National Land Transport Act 5 (2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act. Skills needed: Proven computer literacy; Communication (written and verbal); Analytical; Planning; Organising; Problem solving. Ability to: Work independently as well as in a team; Work under pressure and meet deadlines.
- DUTIES** : operating system; Publish application in government gazette; Referrals of gazetting; Effective utilization of the primary operating system; Research on electronic content management system; Additional tasks: assist with the processing of applications; Assist clients in person and telephonically.
- ENQUIRIES APPLICATIONS** : Ms J. Abrahams Tel No: (021) 483 0240  
: 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 04/383** : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 05/2023**
- SALARY** : R107 196 per annum (Level 02)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: Appropriate cleaning and food service experience. Competencies Knowledge of storage, inventory management; Basic communication skills; Interpersonal relations; Ability to work under pressure; Ability to work independently and as part of a team.
- DUTIES** : Manage and ensure the breakaway rooms, boardrooms are clean; Daily cleaning of kitchens, fridges, microwaves and utensils; Make requisition and manage stock of the cleaning materials; Report equipment that are not always in working condition; Work hand in hand with supervisor.
- ENQUIRIES APPLICATIONS** : Ms V Skele Tel No: (021) 483 2367  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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@immmploy.com](mailto:westerncape@immmploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 27 February 2023

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 04/384** : **CHIEF DIRECTOR: DISTRICTS REF NO: 1**  
Branch: Institutional Development and Co-Ordination
- SALARY** : R1 308 051 per annum. (Level 14), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
: An undergraduate qualification (NQF level 8) or equivalent qualification and 8 years of experience at senior management level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's licence.
- DUTIES** : Knowledge and Experience of education provisioning, the strategic utilization of information systems, quality assurance, district business planning, resource provisioning including LTSM, equipment and Learner Transport, and render a district level corporate service which satisfies the principles of Good Corporate Governance. To define and review on a continual basis the purpose,

objectives, priorities, and activities across Districts that lead to academic improvement and service delivery to schools. Participation in the Branch's strategic planning process. Active involvement in the development and management of the strategic and business plans across Districts, with special emphasis on District Improvement Plans. To evaluate the performance of Districts on a continuous basis against predetermined key measurable objectives and standards. To report to the Deputy Director-General on a regular basis on the activities of the districts and on matters of substantial importance to the Department. To identify areas of risk in the districts and to plan management actions to mitigate such risks. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate reporting and record keeping of the activities of the districts and of the resources employed by it. Play a leading role in the integration and co-ordination of the department services to the district. To co-ordinate and drive the delivery of quality education at education institutions across districts. This includes the following broad areas of service delivery: Education Provisioning, the strategic utilization of information systems, quality assurance, district business planning, resource provisioning including LTSM, equipment and Learner Transport, and render a district level corporate service which satisfies the principles of Good Corporate Governance. Knowledge and Experience of facilitating Institutional Management Governance (IMG), Specialised Learner and Educator Support (SLES), Curriculum advice to District Management, Circuit Managers and Curriculum Advisors, and promoting the delivery of the curriculum at all levels in schools. Facilitate Institutional Management Governance (IMG) advice to District Management, including Circuit Managers. Facilitate Specialised Learner and Educator Support (SLES) advice to District Management, Circuit Managers and SLES advisors with the purpose of promoting Inclusive Education. Facilitate Curriculum advice to District Management, Circuit Managers and Curriculum Advisors, and promote the delivery of the curriculum at all levels in schools. Ensure the application of Quality Assurance (Integrated Quality Management Systems and related Monitoring & Evaluation systems). Ensure planning, strategy and budgeting processes which support the WCED in the achievement of its goal. Knowledge and Experience of ensuring corporate support services at district level, operational interfaces with Head Office and external agencies Ensure corporate support services at district level. Ensure operational interfaces with Head Office and external agencies. Oversee all education institution rationalisation programmes. Provide communication and interface management services at District level. Knowledge and Experience of financial and human resource management. Manage own internal human capital responsibilities. Assess proposals by outside agencies and make decisions regarding their usefulness. Strategic Management in terms of the Chief Directorate. People Management in terms of the Chief Directorate. Financial Management in terms of the Chief Directorate.

- ENQUIRIES** : Mr AJE Meyer Tel No: 021- 467 2105  
**CLOSING DATE** : 24 February 2023
- POST 04/385** : **DIRECTOR: CAPE WINELANDS EDUCATION DISTRICT OFFICE REF NO: 2**
- SALARY** : R1 105 383 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Worcester  
 : An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional requirements: Proven relevant management experience in an education environment. Valid drivers' license. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.
- DUTIES** : Lead and manage the following sub-components within the district office:  
 Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists.



Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

**ENQUIRIES**  
**CLOSING DATE**

: Mr AJE Meyer Tel No: 021- 467 2105  
: 24 February 2023