

**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** : 13 March 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 07/276** : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 07/2023**
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Agriculture, Western Cape Government:  
Stellenbosch (X1 Post)  
Beaufort West (X1 Post)
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in animal disease control. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS Powerpoint, MS Outlook).
- DUTIES** : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.
- ENQUIRIES** : Dr G Msiza Tel No: (021) 808 5001/2 / 084 604 6705

**DEPARTMENT OF COMMUNITY SAFETY**

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#### OTHER POSTS

**POST 07/277** : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: CS 02/2023**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
 : Department of Community Safety, Western Cape Government  
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1 year 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. Recommendation: Working knowledge of the following: Risk Management ISO 31000, Business Continuity Management ISO 22301, Information Security ISO 27001 and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

**DUTIES** : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

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

**POST 07/278** : **ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND COORDINATION REF NO: CS 03/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Department of Community Safety, Western Cape Government  
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years relevant experience in an administrative 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: Administrative processes; Public service reporting; Financial processes and Batho Pele principles; Written and verbal communication skills; Conflict resolution; Problem solving; Computer literacy.

**DUTIES** : Render assistance and support in the following: Departmental performance reporting processes; Strategic planning processes; Departmental service delivery improvement initiatives; Processes for the submission of governance performance information; People Management.

**ENQUIRIES** : Mr L Stofile Tel No: (021) 483 6674 / Lulama.Stofile@westerncape.gov.za

#### DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

**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** : 13 March 2023

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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 07/279** : **CFO SUPPORT OFFICER: FINANCIAL MANAGEMENT REF NO: CAS 06/2023**

**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/equivalent or higher) in finance or related; A minimum of 6 years relevant experience in finance; 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 in the following: Financial management; Information systems; Reporting procedures; Supply Chain Management; Applicable financial legislation such as the Public Financial Management Act; Skills needed: Analytical thinking; Planning and organising; Computer Literacy; Interpreting regulations; Formulation and evaluation; Conflict Management; Interpersonal relations; Project Management; Accounting; Finance; Research; Problem-solving; Economic, financial or statistical analysis; Presentation; Budgeting; Service-oriented; Communication (Verbal and written).

**DUTIES** : Conduct research and analyse information in support of the CFO strategic management process; Collate information from the budget, strategic plan, supply chain management prescripts and other statutory prescripts to enable the CFO to make informed decisions and give sound advice to the Accounting Officer pertaining to submissions with financial implications; Monitor and analyse the Department's policies and procedures to stay abreast with all current laws and regulations; Facilitate the compilation and management of draft financial prescripts, regulations, instructions, legislation and circulars; Manage the office budget and advise the CFO of any red flags; Facilitate the compilation of statistical trends, predictions and developments thereof; Create an enabling environment for effective and efficient office management and administration; Render administrative support with regard to transversal CFO initiatives; Administer the processes for the tabling of reports; Support the CFO in preparing, reviewing and distributing monthly, quarterly and annual financial reports; Drive effective knowledge management for the Directorate.

**ENQUIRIES** : Ms B Rutgers Tel No: (021) 483 9525

**POST 07/280** : **PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: CAS 07/2023**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, 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: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Financial management; Information systems (LOGIS and BAS); Reporting procedures; Supply Chain Management; Applicable financial legislation such as the Public Finance Management Act; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Analytical thinking, Planning and organising, Computer Literacy, Interpreting regulations, Interpersonal relations.

**DUTIES** : Provide a secretarial/receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts and policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms B Rutgers Tel No: (021) 483 9525

**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** : 13 March 2023

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**OTHER POSTS**

**POST 07/281** : **DEPUTY DIRECTOR: GREEN ECONOMY PROGRAMMES (ENERGY), REF NO. DEDAT 01/2023**

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Economic Development and Tourism, Western Cape Government  
: An appropriate 3-year tertiary qualification (B-Degree or higher qualification) in Chemical, Mechanical, Electrical Engineering or other Engineering Economics, Finance, Business, Legal, Sustainability or Environmental Sciences; A minimum of years 3 management level experience; A minimum of 5 years project management experience. Recommendation: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; 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: Applied Strategic Thinking, Creative Thinking, Decision making, Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.

**DUTIES** : Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit's projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub- directorate's responsibility; Management of the human resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Mr L. Pick Tel No: (021) 483 9476

**POST 07/282** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Economic Development and Tourism, Western Cape Government  
: An appropriate 3 year tertiary qualification (Advanced Diploma/B-Degree or higher) in Supply Chain Management or Financial Management; 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/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word,

- DUTIES** : 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.
- ENQUIRIES** : Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.
- POST 07/283** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 10/2022 R1**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1 year experience in a financial accounting environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: National Treasury Regulations; Provincial Treasury Instructions); Accounting standards; Communication (written and verbal) skills; Proven computer literacy (MS Office); Ability to work independently and as part of a team.
- DUTIES** : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.
- ENQUIRIES** : Mrs B Mott Tel No: (021) 483 9088

#### DEPARTMENT OF HEALTH

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

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

#### MANAGEMENT ECHELON

- POST 07/284** : **DIRECTOR: FINANCIAL ACCOUNTING**  
Chief Directorate: Financial Management
- SALARY** : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Finance or related field as recognized by SAQA. A Professional Qualification (ACA, CA, CPA, CIMA or equivalent) would be advantageous. Pre-entry Certificate for the Senior Management Services. Note Candidates not in possession of this entry requirement can still apply. However, course must be completed before appointment can be finalised. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in financial governance, financial accounting and management accounting services with at least 5 years' experience at a middle/senior managerial level. Inherent requirements of the job: A valid driver's license and willingness to travel. Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong communication skills as the role is required to deal with individuals from junior to senior level and global peers. Advanced Systems and applications experience. Good report writing and presentation skills. Strategic thinker with ability to respond fast, decisively, and appropriately to rapidly changing situations. Knowledge of the following is critical: Financial Acts and Regulations; Financial Reporting

Standards. Knowledge and/or understanding of the following would be advantageous: Health and Health Systems intelligence would be advantageous (specifically public health) Global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape. Program and project management.

- DUTIES** : Responsible for effective Departmental financial policies, systems and processes, and adherence thereof. Oversee all financial accounting operational functions of the Department. Produce Interim (quarterly) and Annual Financial Statements to ensure an unqualified audit opinion as well as managing the external audit process in a cost-effective manner. Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continuous basis the purpose, objective, priorities and activities of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Overall responsible for people management and development and Financial Management of the Directorate.
- ENQUIRIES APPLICATIONS** : Mr G Carrick Tel No: (021) 483-4292
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying this post. Short-listed candidates may be subjected to competency test/practical assessment.  
17 March 2023

#### OTHER POSTS

- POST 07/285** : **DEPUTY DIRECTOR: SERVICE IMPROVEMENT**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Office of the Director Clinical Services Improvement  
Minimum educational qualification: Appropriate 4-year Health related national diploma or degree or equivalent registerable with South African statutory health professions body. A post graduate qualification in Public Health. Experience: Appropriate experience leading and managing improvement projects and initiatives. Appropriate experience in managing and coordination of public health programmes or systems. Inherent requirements of the job: A Valid driver's license. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Good project management skills. Sound written and communication skills in at least two of the three official languages of the Western Cape. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of the public health programmes/interventions and services. Strong deciding and respond to change. Sound presenting and communicating information. Good change management and ability to work well with stakeholders at all levels.
- DUTIES** : To Coordinate and facilitate the development of service improvement initiatives to improve effectiveness, efficiency and equity throughout the service care continuum, using improvement science methodologies. To establish and drive the Solutions Factory concept. To build capacity and leadership to ensure a culture of continuous improvement in the Western Cape Province. Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. Management of Financial and Human resources.
- ENQUIRIES APPLICATIONS** : Ms L Najjaar Tel No: (021) 815-8865
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post. Candidates may be subject to practical test and competency assessment.  
17 March 2023
- POST 07/286** : **DEPUTY DIRECTOR: INNOVATIONS & PROTOTYPING**  
Chief Directorate: Emergency and Clinical Services Support

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

**CENTRE REQUIREMENTS** : Office of the Director Clinical Services Improvement  
 : Minimum educational qualification: A post graduate qualification in Public Health. Appropriate 4-year Health related national diploma or degree or equivalent registerable with a South African statutory health professions body. Experience: Appropriate experience in managing and coordination of public health programmes or systems. Appropriate experience leading and managing innovations or improvement initiatives. Inherent requirements of the job: Valid driver's licence. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Advanced computer literacy. Critical thinking skills. Deep knowledge of the programmes, services and service delivery model of the Department. Good creating and innovating skills and ability to work well with stakeholders at all levels. Good leadership and Governance. Good project management Skills. Sound written and communication skills in at least two of the three languages of the Western Cape.

**DUTIES** : Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. Management of Financial and Human resources. To create a culture for innovation at all levels in the healthcare system. To establish and maintain the provincial digital hub. To establish, facilitate and support the innovation hubs across the province. To identify, plan and coordinate innovation opportunities.

**ENQUIRIES APPLICATIONS** : Ms L Najjaar Tel No: (021) 815-8865  
 : 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. Shortlisted candidates may be subject to practical tests and competency assessment.

**CLOSING DATE** : 17 March 2023

**POST 07/287** : **HEALTH DATA SCIENTIST (X2 POSTS)**  
 Head Office, Cape Town

**SALARY** : R491 403 per annum

**CENTRE REQUIREMENTS** : Directorate: Health Intelligence (Based at 4 Dorp Street, Cape Town)  
 : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in handling and manipulating large datasets using enterprise database technologies. Appropriate experience in building SQL-based ETL processes. Appropriate experience in advanced SQL programming. Appropriate experience building web-based reports, preferably using enterprise reporting tools. Appropriate experience team-based software development and management approaches. Appropriate experience data analysis based on large datasets. Appropriate experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

**DUTIES** : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis and developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

**ENQUIRIES APPLICATIONS** : Prof A Boulle, Email: [Andrew.Boulle@westerncape.gov.za](mailto:Andrew.Boulle@westerncape.gov.za)  
 : 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** : 17 March 2023

**POST 07/288** : **PERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: ARV)**  
 Chief Directorate: Metro Health Services

**SALARY** : R464 466 (PN-A5) per annum

**CENTRE** : Khayelitsha Community Health Centre

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Experience in working in an HAST (TB + ARV) setting.
- DUTIES** : Provide an effective and efficient comprehensive HIV/ARV primary healthcare package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff/health care users. Financial planning and maintaining indirect controlling of expenditure. Professional development of staff, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level. Collaborate with NPO to achieve targets and improve quality care.
- ENQUIRIES** : Mr DB Desmond Tel No: (021) 360 5207
- 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** : 17 March 2023
- POST 07/289** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**  
West Coast District
- SALARY** : Grade 1: R400 644 (PN-B1) per annum  
Grade 2: R492 756 (PN-B2) per annum
- CENTRE** : Lutzville CC (1 post)  
Klawer CC (1 post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Willing to work on the mobile health clinic bus. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
- DUTIES** : Effective management and execution of relevant curative programs (i.e., treatment of patients; adults and children). Effective management and execution of the child health program (i.e., administering of immunizations, weight monitoring and developmental screening). Effective management and execution of women's health services (i.e., ante natal and post-natal care and reproductive health services). Effective management and execution of the HAST program (i.e., TB, STI, HIV/AIDS management). Effective management of human resources (SPMS management, employee wellness, labour relations, training, and development). Adherence to budgetary requirements (i.e., budgeting and asset management) as well as Ideal Clinic standards.
- ENQUIRIES** : Lutzville - Ms SL Saul Tel No: (027) 217-1049, Klawer – Ms AJ Meyer Tel No: (027) 216-1216



<b><u>APPLICATIONS</u></b>	:	The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms M Tangayi
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48).
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/290</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT MANAGER (INFORMATION MANAGEMENT)</u></b> Directorate: Information Management (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, plus 37% in lieu of service benefits Head Office, Cape Town Minimum educational qualification: Appropriate three- year National Diploma/Degree (Information Technology, Information Management, Information Systems). Experience: Appropriate experience in Information System Project Management. Appropriate experience in implementing Health Information Systems, but not limited to WCG. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and be away from home. Competencies (knowledge/skills): Good presentation, communication and writing skills. Good analytical and problem-solving skills. Good interpersonal skills and ability to collaborate with others and to work as part of a team. Ability to work under pressure. Good time management skills. In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems like Persal, Adverse Incident Monitoring System, PHCIS, Clinicom, HECTIS, CAReS, etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. Proficiency in at least two of the three official languages of the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Excellent presentation and communication skills. Teamwork. Excellent time management.
<b><u>DUTIES</u></b>	:	Plan and co-ordinate key eHealth client projects. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Manage eHealth project resources and co-ordinate project forums/meetings. Updating open calls via BMC. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Oversee implementation, user support, administration and Maintenance of systems implemented in eHealth projects. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications, and systems. Provide facilities with telephonic and online support when needed. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements for eHealth projects. Create and maintain comprehensive project documentation for eHealth projects.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Vundle Tel No: (021) 483-3115
<b><u>NOTE</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 07/291</u></b>	:	17 March 2023
<b><u>POST 07/291</u></b>	:	<b><u>QUALITY ASSURANCE MANAGER</u></b> Chief Directorate: Metro Health Services

**SALARY** : R393 711 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience in a hospital or health service environment. Inherent requirement of the job: Valid driver's license (code B/BE). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework as well as the Occupational Health and Safety Act. -Teaching and training. Clinical document auditing. Knowledge of infection control practices. Understand patient information systems and the ability to interpret reports and recommend changes to improve data collection systems. Ability to understand and apply the patient safety incident management framework of existing legislation. Ability to think and function independently and to critically analyse data. Excellent report writing skills. Ability to work under pressure and meet tight deadlines. Analytical, problem solving and positive interpersonal skills. Operations of computer technology, i.e: word, PowerPoint, outlook, internet and excel. Working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards. Computer literacy in the full Microsoft Office Package.

**DUTIES** : Manage, evaluate and report on all aspects of the quality assurance program. Manage, evaluate, report on and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change are recognised and rewarded. Identify best practice and help units to implement them to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Coordinate all aspects of the Ideal Hospital Framework, including assessments and activities for accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints and various other related committees to improve quality of care and service user's satisfaction.

**ENQUIRIES** : Ms E Silence Tel No: (021) 940-4402  
**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** : 17 March 2023

**POST 07/292** : **ARTISAN FOREMAN GRADE A (REFRIGERATION /AIR-CONDITIONING)**  
 Directorate: Engineering and Technical Support

**SALARY** : R318 090 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Appropriate five years post qualification experience in a relevant field. Inherent requirements of the job: A valid (Code B/EB) driver's license. Good communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with SAQCC Gas would be desirable.

**DUTIES** : Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures.

Ordering, procurement and control of maintenance material and equipment for the workshop.

**ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770  
**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** : 17 March 2023

**POST 07/293** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
 Chief Directorate: Metro Health Services

**SALARY** : R269 214 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Supply Chain Management (Warehouse, Procurement and Assets). Appropriate working experience on BAS and LOGIS system. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations Sound knowledge of all financial management systems and regulations: BAS, LOGIS, Financial and treasury instructions PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook).

**DUTIES** : Ensure that documents of demand and acquisition are done according to policies and protocols. Warehousing supervision is adhered to; ensuring stock levels are maintained and available upon demand. Internal control is met with valid contracts, including supervision of theft and losses, and stock control. Systems management of Logis is done on a daily, weekly, monthly basis to ensure compliance. Asset Management managed according to Asset Management control, barcoding, counting as per arrangement with SCM head. All Reporting of SCM are correct and submitted within the timeframe. HRM/HRD/Supervision of all SCM personnel and provide training when needed.

**ENQUIRIES** : Ms SBM Prinsloo Tel No: (021) 816-8558  
**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** : 17 March 2023

**POST 07/294** : **ADMINISTRATION CLERK: REGISTRY**  
 Chief Directorate: Metro Health Services

**SALARY** : R181 599 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate medical records experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Good verbal and written communication skills in at list two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a medical records department, good understanding of the department protocols, Acts, and hospital fees, policies and procedures – Chapter 18.

**DUTIES** : Render an effective and efficient Medical Records service according to DOH policies. Maintain and Repair patient folders and prepare case notes for Archiving. Complete relevant Clinicom system transactions. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system and attending

to relevant queries (verbal, written and systematically). Maintain an effective filling system co-operation and support to Supervisor, Colleagues, and members of the Management team. Relieve in other departments as operationally required.

**ENQUIRIES APPLICATIONS** : Ms E Van der Westhuizen Tel No: (021) 833 9445  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 17 March 2023

**POST 07/295** : **DRIVER (LIGHT DUTY VEHICLE)**  
Garden Route Health District

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Riversdale Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy (ability to read, write and basic numeric skills.). Experience: Appropriate driving experience in transportation of personnel and goods. Inherent requirement of the job: Valid (C1/EC) (Code B/EB) drivers' licence) with a valid Public Driving Permit. Willingness to work after hour standby duty and overtime. Sound communication with internal and external clients (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Ability to lift heavy items. Dress according to departmental specifications. Must have sober habits. Competencies (knowledge/skills): Ability to effectively multi-task, function independently, under pressure, unsupervised and to accept accountability and responsibility. Knowledge of transport regulations.

**DUTIES** : Transport of official passengers, post, packages, medicine and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes, procedures and Road Traffic Act. Ensure accurate completion of logbooks and routine administration. Ensure all vehicles are kept clean and tidy. Effective delivery and collection of all blood products and specimens. Upload, unload and delivery of medication, goods, packages and equipment within the Hessequa Sub-District and PGWC. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.

**ENQUIRIES APPLICATIONS** : Mr H Crous Tel No: (028) 713-8642  
: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023

**POST 07/296** : **GENERAL WORKER (STORES ASSISTANT)**  
Chief Directorate: Emergency and Clinical Services Support)  
Directorate: Pharmacy Services, Cape Medical Depot

**SALARY** : R107 196 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Experience in a warehouse environment. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the area.

**ENQUIRIES APPLICATIONS** : Ms C Buthelezi Tel No: (021) 483-8804  
: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood  
**NOTE** : No payment of any kind is required when applying this post. Candidates may be required to do a practical test.  
**CLOSING DATE** : 17 March 2023

- POST 07/297** : **MESSENGER**  
Chief Directorate: Metro Health Services
- SALARY** : R107 196 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate messenger service experience. Inherent requirement of the job: Valid code B driver's License. Competencies (knowledge/skills): Proficient in at least two of the three official languages of the Western Cape. -Ability to work independently and unsupervised. Basic computer literacy skills.
- DUTIES** : Collect, distribute documents and mail in the hospital. Deliver, collect mail and postbag to the post office. Opening of mails. Updating of notice boards. Assist the registry with daily functions if and when required. Perform driving duties as indicated.
- ENQUIRIES** : Mr C Alexander Tel No: (021) 503-5016  
**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. Potential candidates might be subjected to a competency test.
- CLOSING DATE** : 17 March 2023
- POST 07/298** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Contract until 31 March 2025)
- SALARY** : R107 196 per annum, plus 37% in lieu of Service benefits  
**CENTRE** : Laingsburg Hospital & Primary Health Care Clinic  
**REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy (ability to read, write and basic numeracy skills) Experience: Appropriate motor-vehicle driving experience. Inherent requirement of the job: Valid Code B/EB motor-vehicle driver's license. After hours standby duties. Ability to lift heavy items. Must have sober habits. The ability to communicate in two of the three official languages of the Western Cape. Competencies (Knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations Willingness to work after hour standby duty and overtime.
- DUTIES** : Transportation of post, packaging, equipment, goods and official passengers. Ensure proper maintenance of fleet vehicles. Administration and processing of government vehicle documentation eg.log sheets Support to Supervisor eg. Ideal hospital audits relating to transport. Assist with management of hospital store.
- ENQUIRIES** : Ms C Bothma Tel No: (023) 814-2015  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 March 2023
- POST 07/299** : **EMS SESSIONAL CLEANER (X11 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services  
(3 Year Contract: 01 April 2023 – 31 March 2026)
- SALARY** : 10 hours per week @ R70.60 Per hour  
**CENTRE** : EMS Cape Winelands Stations: De Doorns, Touwsriver, Robertson, Bonnievale, Montagu, Ceres, Tulbagh, Paarl, Stellenbosch, Wellington, EMS Overberg Stations: Hermanus, Bredasdorp, Caledon Operations & Communications, Grabouw, Swellendam, Botrivier, Villiersdorp, Riviersonderend, Barrydale, EMS West Coast Stations: Bitterfontein, Vredendal, Citrusdal, Clanwilliam, Lamberts Bay, Darling, Porterville, Vredenburg, EMS Central Karoo Stations: Murraysburg, Prince Albert, Laingsburg, EMS Garden Route Stations:Plettenburg, Knysna, Mosselbay, Riversdale, Heidelberg, Calitzdorp, Oudtshoorn, Dysselsdorp, Ladismith, George Rescue Base & Fleet office
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital / health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in different

- departments according to operational needs and requirements. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.
- DUTIES** : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Effective Maintenance & removal of Medical and Domestic Waste. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Effective maintenance of grounds. Optimal support to Facility manager, supervisor and colleagues.
- ENQUIRIES** : EMS Winelands District Office - Mr I Naidoo Tel No: 023 346 6022 / Ms A. Botha Tel No: 023 346 6022  
 EMS Overberg District Office – Ms H Esterhuizen Tel No: 028 312 1063 / Mr M Jacobs Tel No: 028 284 9100, EMS West Coast District Office – Mr E Pedro, Tel No: 022 433 8853 / Ms S. Andrew Tel No: 022 433 8853  
 EMS Garden Route District Office Mr L Nankoo Tel No: 044 802 2517 / Ms L. Jacobs Tel No: 044 802 2521  
 EMS Central Karoo District Office – Mr J Jansen Tel No: 023 449 8202 / Ms L. Jacobs Tel No: 044 802 2521
- APPLICATIONS FOR ATTENTION** : Director Emergency Medical Services, Private Bag X24, Bellville 7530.  
**NOTE** : Ms M Lambert  
**CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 March 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** : 13 March 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 07/300** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATION) REF NO: LG 12/2023 (X2 POSTS)**  
 (12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive salary package)  
 : Department of Local Government, Western Cape Government  
 : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification) in the field of Forensics, Commerce, Law, Auditing or related; A minimum of 3 years relevant management level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in local government law, criminal law, administrative law, forensic investigations and criminal prosecutions. A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes;

Financial management prescripts and processes; Communication (written and verbal) skills; Proven computer literacy in Ms Office Package; Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with law enforcement and other organs of state; Problem-solving and negotiation skills; Ability to work under pressure and meet deadlines; Goal orientated and driven.

**DUTIES** : Plan, conduct, assess and report on Investigations in terms of Section 106 of the Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Compile accurate and good quality performance information; Manage performance targets and reports; Submit Monthly and Annual reports; Manage the: Human resources of the component to achieve the pre-determined performance and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Component's budget and manage expenditure, through responsible implementation of practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113

**POST 07/301** : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT REF NO: LG 11/2023 (X2 POSTS)**  
(12 Months Contract)

**SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years 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. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Conducting investigations into economic crime within the public sector; Legislation, prescripts, policies, acts and procedures; Proven computer literacy; Planning and organising skills; Communication (written and verbal) skills; Ability to work independently and within a team; Project management skills; Problem solving skills.

**DUTIES** : Plan, conduct, assess and report on investigations in terms of Section 106 of Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Performance and information management and reporting; Perform an oversight role over expenditure in terms of the procurement of service providers and consultants.

**ENQUIRIES** : Ms J Louw Tel No: (021) 483 9071

#### **DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE** : 13 March 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 07/302** : **DEPUTY DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 20/2023**

<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher qualification) in Social and Administrative Sciences or related qualifications as recognised by SAQA; A minimum of 3 years relevant middle management experience; A valid code B (08) driving licence. Recommendation: Social policy expert/Children's Rights expert; LLB/ LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge of the following: Advocacy; Social policy; Child rights; Research and governance; Public budgeting; Needs, interests and rights of children; Critical issues and challenges which children face and stakeholders within the sector; Provincial executive support systems and services; Strategy development, strategy management and strategy monitoring and review processes and tools development; Good corporate governance norms and standards; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Presenting and Communicating Information; Adhering to Principles and Values; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Relating and Networking; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant social policies and child rights tools ; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.
<b><u>DUTIES</u></b>	:	Manage the monitoring of the level of service delivery to children in the Western Cape; Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape; Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Subdirectorate.
<b><u>ENQUIRIES</u></b>	:	Ms D Reid - Donelle.Reid@westerncape.gov.za
<b><u>POST 07/303</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 19/2023 (X2 POSTS)</u></b> (Contract for a 24 Month Period)
<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 the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social and Administrative Sciences or related qualification as recognised by SAQA; A minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Public communication, public education, public engagement and discourse management processes; People management processes; Financial management processes; Research methodologies; Public sector monitoring and evaluation practices; Needs, interests and rights of children and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Deciding and initiating action; Entrepreneurial and commercial thinking; Skills: Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.
<b><u>DUTIES</u></b>	:	Monitor the level of service delivery to children in the Western Cape; Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape; Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children's Commissioner; Perform supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Ms D Reid - Donelle.Reid@westerncape.gov.za
<b><u>POST 07/304</u></b>	:	<b><u>CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 27/2022 R1</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation; Experience in .Net/ASP.NET, (PL SQL, HTML) ,Oracle Apex, ORACLE Database and integration with Opentext ECM. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<b><u>DUTIES</u></b>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training. Systems analysis: Develops functional and technical specifications to meet the business needs of the client. Software development: Constructs and implements application programs. Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<b><u>ENQUIRIES</u></b>	:	Mr W.M. Malan Tel No: 021 483 4522 or 082 443 1166
<b><u>POST 07/305</u></b>	:	<b><u>PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 18/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum (Level 07)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 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. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
<b><u>ENQUIRIES</u></b>	:	Ms B Cairncross Tel No: (021) 483 6837
<b><u>POST 07/306</u></b>	:	<b><u>CHIEF HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 15/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum (Level 07)
	:	Department of the Premier, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: A 3 year tertiary qualification; PERSAL Introductory and Persal Personnel Administration certificate; Working knowledge of service conditions e.g. Injuries on Duty, Allowances, Deductions, Salary Maintenance and Long service awards and pension administration. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Compensation for Occupation Injuries and Diseases Act and Labour Relations Act; PSCBC resolutions; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation) skills; Strong leadership skills.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of people management administration practices (Injury on Duty, Allowances, Salary maintenance and deductions); Prepare reports on people management administrative statistics; Provide people management practices advisory services; Ensure the registration of new Injury on Duty cases with the Compensation Commissioner and the execution of transactions related to

Injury on Duty; Administer and liaise on pension administration matters in conjunction with GEPF; Auditing of files in preparation for the Auditor-General process in terms of Injury on Duty and other service conditions (e.g. Allowances).

**ENQUIRIES** : Ms F Solomons Tel No: (021) 483 3307

**POST 07/307** : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 14/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of the Premier, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Human resource management experience; PERSAL Introduction certificate. Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal).

**DUTIES** : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

**ENQUIRIES** : Ms F Solomons Tel No: (021) 483 3307

#### **PROVINCIAL TREASURY**

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

**CLOSING DATE** : 13 March 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 07/308** : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA) REF NO: PT 03/2023**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in internal audit, auditing, accounting or governance; Minimum of 3 years relevant experience in a financial governance environment. Recommendation: Working knowledge of report writing and administrative procedures relating to financial legislation. Competencies: Knowledge of the following: Administrative procedures relating to financial legislation; Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the internal audit framework; Verbal and written communications skills, including report writing; Ability to think analytical and use data to acquire insights.

**DUTIES** : Research, develop and update financial governance norms and standards; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the CGRO or other relevant governance monitoring; Maintain, rollout and update the Governance

Framework according to the need of the environment; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Support institutions with implementation of the governance framework; Project Management.

**ENQUIRIES** : Mr J Facoline Tel No: (021) 483 4388

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 13 March 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 07/309** : **SOCIAL RESEARCHER: RESEARCH REF NO: DSD 12/2023**

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate Post-graduate (Honours or higher qualification) in Social Science Research; A minimum of 3 years scientific research experience. Competencies: Knowledge of the following: Social policy research; Social survey methods; Latest advances in public management theory and practice; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project coordination; Skills needed: Proven computer literacy; Written, presentation and verbal communication; Conflict resolution; Monitoring, evaluation and reporting; Planning, organising and people management; Project management; Strategic thinking; Conceptual and formulation; Ability to display thought leadership in complex applications; Interpersonal; Report writing; Database management; Interpretative and conceptualisation or formulation ability; Ability to: Render advice and guidance in an objective yet dedicated manner; Multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuade and influence; Handle conflict; Lead and direct teams of professional and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive.

**DUTIES** : Design and plan social research programmes; Supervise and conduct own, commissioned research and other programme related activities; Disseminate and advocate research findings and results; Develop and evaluate new research methods; Human resource management; Client liaisoning.

**ENQUIRIES** : Mr G.D. Miller Tel No: (021) 483 4168/ [Gavin.Miller@westerncape.gov.za](mailto:Gavin.Miller@westerncape.gov.za)

**POST 07/310** : **SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (KRAAIFONTEIN) REF NO: DSD 11/2023**

**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. Recommendation: Experience within a secure care centre environment. 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 Jonkerman Tel No: (021) 826 6040

**POST 07/311** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (OVERSTRAND) REF NO: DSD 14/2023**

**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 Arendse Tel No: (023) 348 5300

**POST 07/312** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT)- KRAAIFONTEIN REF NO: DSD 10/2023**

**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 3 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** : Facilitate the budgeting process for facilitymanagement and inspections; Manage and oversee the supply chain process for the component and insourced facilities; Manage all financial administration services for component

and insourced facilities; Manage all logistical and administrative support services to ensure coordination between insourced and outsourced facilities; Management of staff; Human resource management.

**ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040

**POST 07/313** : **PERSONAL ASSISTANT: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 09/2023**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 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: Experience in social work services. Competencies: Knowledge and understanding of the following: Regulations, policies, prescripts and procedures; Financial Administration; Skills needed: Written and verbal; Telephone etiquette; Proven computer literacy; Organising; Reliable; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Self management and motivation.

**DUTIES** : Provide a secretarial and receptionist support service to the manager; Renders administrative support services; Supports the manager regarding meetings; Supports the manager with the administration of the managers budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

**ENQUIRIES** : Ms A van Reenen Tel No: (021) 483 0567

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 13 March 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 07/314** : **ASSISTANT DIRECTOR: REPORTING (FINANCIAL ACCOUNTING) REF NO: TPW 41/2023 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory experience in a Financial Accounting, Financial Management, Auditing or similar environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Proven computer literacy; Standard Chart of Accounts; Compilation of financial statements; Auditing. Competencies: Knowledge of the following: Financial Statements, reporting, audit, and applicable legislation; Government Financial Systems: (BAS / LOGIS / PERSAL /SCOA); Skills needed: Financial and Analytical; Problem solving and decision making; Written and verbal communication.

**DUTIES** : Manage the preparation of interim and annual financial statements; Manage, review, and provide interim and annual financial statement inputs and requirements; Manage and maintain month end closure processes and in year monitoring reports; Manage financial systems; Manage and maintain Standard Chart of Accounts; Operational management of Sub-component.

**ENQUIRIES** : Ms S Farao Tel No: (021) 483 5514  
**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 07/315** : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 89/2022 R1**

**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); A minimum of 3 years experience in a management and planning environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices affecting the planning and delivery of infrastructure; Research and planning methodology; Demonstrate the ability to engage in both independent research and as part of a team; Clarity and coherence in responding to policy/research questions; Sound organising, planning and time management; Demonstrate initiative and creativity; Liaise with personnel at all levels; Communication skills (written, verbal and presentation); Ability to perform under pressure; Function as a team member/ player; Ability to access research sources.

**DUTIES** : Identify, develop, review and comment on infrastructure strategies and policies; Develop well-researched briefs, papers, reports and plans to influence decision-making, culture and thinking in the Western Cape Government; Engage stakeholders in relation to long-term policy and strategy development; Develop infrastructure projects and plans (not implement) with high socio-economic and environmental sustainability impact.

**ENQUIRIES** : Ms G Gorrah Tel No: (021) 483 0993  
**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 07/316** : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): METRO EAST/WEST REF NO: TPW 37/2023**

**SALARY** : Grade A: R380 433 – R410 112 per annum, (OSD as prescribed)  
Grade B: R433 014 – R466 482 per annum, (OSD as prescribed)  
Grade C: R495 099 – R583 209 per annum, (OSD as prescribed)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B( or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).

**DUTIES** : Provide technological support services: Support the team in required architectural services such as site surveying; Preparation for presentations; Collating information relating to a proposed project, such as preparation of measured drawings of existing buildings; Assess detail design specifications and working drawings; Perform administrative and related functions; Research and development.

**ENQUIRIES** : Ms W Kadzere Tel No: (021) 483 0504  
**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 07/317** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 22/2023**

**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  
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.

**DUTIES** : Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies in the roads construction and maintenance environments, such as trail/test sections for different materials types and equipment.

**ENQUIRIES APPLICATIONS** : Mr C. Malgas Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/318** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022 R2**

**SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524 - R386 487 per annum  
Grade C: R408 075 - R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed).

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as a Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work;

- Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr S De Vries Tel No: (079) 674 7523  
: 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 07/319** : **ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (GEORGE) REF NO: TPW 39/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years administrative experience. Competencies: Knowledge of the following: Public transport and related matters; Land Transport Permit System (LTPS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Electronic Information Management; PTRS System; Inter-governmental relations and stakeholder interventions; Skills needed: Written and verbal communication; Conflict resolution; Ability to work under pressure and meet deadlines; Problem solving; Analytical.
- DUTIES** : Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on PTRS; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
- ENQUIRIES APPLICATIONS** : Ms L Batt Tel No: (044) 813 2902  
: 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 07/320** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: TECHNICAL SERVICES (GEORGE) REF NO: TPW 07/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in Safety Management; A minimum of 3 years experience in the built environment; 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: Applicable legislations pertaining to Occupational Health and Safety Act; Conditions of employment; Compensation for Occupational Injuries and Diseases Act; Environment Conservation Act; Building construction activities; Bills of quantity specifications; Plans and working drawings and project management; Western Cape Maintenance framework; Office accommodation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to: Work under pressure; Independently and in a team.
- DUTIES** : Managing of health and safety aspects during contract administration on all projects implemented by the directorate; Managing health and safety plans for maintenance and construction projects; Prevent any contractor from executing



construction works which is not in accordance with approved health and safety plans; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Draft and type submissions, default letters to contractors for non-compliance to the Occupational Health and Safety Act; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable precripts/policies and procedures; Inspect contractors equipment on sites and file reports; Prepare health and safety specifications for construction works; Conduct technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance to the Occupational Health and Safety Act and building regulations.

**ENQUIRIES APPLICATIONS** : Mr R Monare Tel No: (021) 483 5310  
 : 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 07/321** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO: TPW 257/2022 R1**

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

**DUTIES** : Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES APPLICATIONS** : Mr W. Groenewald Tel No: (023) 551 1021  
 : 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 07/322** : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT (TRAFFIC LAW ENFORCEMENT- PAROW/BRACKENFELL) REF NO: TPW 269/2022 R1**

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

**DUTIES** : Perform specific data management and administrative functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES APPLICATIONS** : Ms A.C Fennie Tel No: (021) 983 1500  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 07/323** : **ADMINISTRATIVE OFFICER: ROAD SAFETY MANAGEMENT (PAROW/BRACKENFELL) REF NO: TPW 271/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years administration experience in an information and data management or similar environment. Recommendation: Experience in the following: Administration; Financial administration and Information Management. Competencies: Knowledge of the following: The Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Administration and financial planning. Skills needed: Communication( Written and verbal); Report writing; Proven computer literacy (MS Word, Excel, PowerPoint); Basic numeracy; Report writing; Research; Analytical; Planning and organizing.

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

**ENQUIRIES APPLICATIONS** : Ms A. Fennie Tel No: (021) 483 0839  
: 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 07/324** : **FOOD SERVICES AID: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 40/2023**

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)  
: Department of Transport and Public Works, Western Cape Government  
: ABET Level 2 certificate (Grade 5 or equivalent qualification). Recommendation: Appropriate cleaning and food service experience. Competencies: A good understanding 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 and 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 T Mazonke Tel No: (021) 483 5190  
: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : 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: