

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

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/341 : **SENIOR AGRICULTURAL ECONOMIST (MARKET ANALYSIS):
MARKETING AND AGRIBUSINESS REF NO: AGR 10/2023**

SALARY : R491 403 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honors' degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products' legislation. Competencies: Knowledge of economic and financial analytical techniques; Proven computer literacy (MS Office); Skills needed: Statistical; Negotiation; Communication (written and verbal).

DUTIES : Conduct Product focused Market Research with the major emphasis on new or niche sectors and products; Produce trade analysis reports on market requirements such as sanitary and phytosanitary measures and technical requirements, rules and certificates of origin; Trade remedies and applied tariff rates for different markets and supply advice to clients; Communicate with industry role players and represent the Western Cape on various platforms (locally and internationally); Oversee the execution of projects by the Agricultural Economists.

ENQUIRIES : Ms L Thabethe Tel No: (021) 808 7733
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 10/342 : **AGRICULTURAL ECONOMIST: MARKETING AND AGRIBUSINESS
(ELSENBURG) REF NO: AGR 09/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects; A valid (Code B or higher) driving licence. Recommendation: Food Science courses as part of your tertiary qualification; Experience in agricultural value chain(s); Working knowledge of the following: Agricultural marketing environment; Agricultural value chain/s; Agro-processing sector. Competencies: Knowledge of the following: Clear articulation of the challenges faced by the agricultural sector in relation to value addition; Understanding niche markets and value adding for agricultural products; Proven computer literacy; Excellent networking, report writing and presentation skills; Ability to communicate technical information accurately; Written and verbal communication skills.

DUTIES : Perform market research with key emphasis on agricultural products, markets and value chains based on the department strategic/operational plan; Produce

		agricultural market information reports and other related systems/databases; Communicate with industry role players and represent the Western Cape on various platforms; Respond timely to enquiries relating to agricultural market information; Perform administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Thabethe Tel No: (021) 808 7733
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/343</u>	:	<u>ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LAINGSBURG) REF NO: AGR 08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05)
	:	Department of Agriculture, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience. Competencies: Sound organisational and leadership abilities; Good written and verbal communication; Ability to work in a team, work under pressure and prepare and deliver good presentations.
<u>DUTIES</u>	:	Provide secretarial and administrative support to the Agricultural Advisors; General office administration; Provide secretariat and logistical support for all meetings and events; Travel to such meetings to provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele Principles.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Erasmus Tel No: (023) 414 9209
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/344</u>	:	<u>ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION REF NO: AGR 38/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05)
	:	Department of Agriculture, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Division of Revenue Act; Proven computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Procure, collect and maintain stationery and other goods and services for the section; Compile and capture general journals to ensure the integrity of financial data on the Basic Accounting System; Maintain asset and liability accounts as well as other bookkeeping related tasks; Reporting, reconciliations and registers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Huisamen Tel No: (021) 808 5037
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/345</u>	:	<u>FARM AID: CROPPING SYSTEMS (TYGERHOEK) REF NO: AGR 12/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R107 196 per annum (Level 02)
	:	Department of Agriculture, Western Cape Government
	:	Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: A valid driving licence; Proven experience in technical teams assisting research projects on canola, legumes and grain crops. Competencies: Good understanding of the following: Protein and grain crops; Ability to: Follow relevant technical instructions in the research environment and distinguish between crops and weeds; Perform hard manual labour; Detect changes and variation and understanding a basic trial plan; Written and verbal communication skills.
<u>DUTIES</u>	:	Perform routine activities in respect of supporting plant sciences research through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation (e.g. cleaning and houghing) etc.; Perform general routine activities which would include inter alia the

**ENQUIRIES
APPLICATIONS**

following: Cleaning facilities; Disposal of farm waste material; Provide water supply for livestock and farming buildings.

- : Ms L Smorenburg Tel No: (028) 425 4864
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
3. Email your application to, westerncape@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).
: 11 April 2023

CLOSING DATE

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS

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

CLOSING DATE

- : 03 April 2023

NOTE

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

MANAGEMENT ECHELON

POST 10/346

- : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 03/2023**

**SALARY
CENTRE
REQUIREMENTS**

- : R1 308 051 per annum (Level 14), all-inclusive salary package
: Department of Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Business Continuity Management, Enterprise Risk Management, Occupational Health and Safety. Competencies: Proven knowledge of the following: Security Risk Management; Legislation, Regulatory frameworks, Policies and best practices; Information Systems;

Procurement and tendering processes; Policy development and strategy management, monitoring and review processes; Performance Management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Accounting Finance and Audit; Information Technology; Formal Training; Legal administration; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

- DUTIES** : Strategic Management; Provide advice, guidance in relation to safety and security risk management; Develop transversal policy documentation; Strategy Formulation; People Management; Financial Management.
- ENQUIRIES** : Adv. Y Pillay Tel No: (021) 483 9212

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** : 03 April 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 10/347** : **CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 11/2023**
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Arts. Recommendation: Experience of the following: Community liaison; Client management; Electronic systems; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management (application of the key principles); Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Financial, operational management and administration of facility bookings; Management of correspondence, enquiries and complaints; Provide administrative and technical support to the component; Management of basic research into best practice models into management of similar facilities and recording the findings; Give input into policies and frameworks related to the usage of the cultural facilities and facilitate the implementation thereof; Management of information (storage / filing); Collect, analyse, compile and update data of all bookings as well as revenue collection related to the seven cultural facilities.
- ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722

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** : 03 April 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification

purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/348 : **DEPUTY DIRECTOR: FINANCIAL SERVICES AND ICT SECTOR REF NO: DEDAT 05/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher in economics, development studies or investment management; A minimum of 3 years management level experience. Recommendation: Qualification or experience in research; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Western Cape Economy; Services sector; Investment Promotion and Development; Skills needed: Written and verbal communication; Proven computer literacy; Research and report writing; Ability to work independently and as part of a team.

DUTIES : To develop operational financial services and ICT sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Financial Services and ICT programmes being designed and developed through national and provincial government policy; Human Resource Management; Financial Management.

ENQUIRIES : Ms I van Schalkwyk Tel No: (021) 483 9494

POST 10/349 : **ASSISTANT DIRECTOR: STRATEGIC COORDINATION REF NO: DEDAT 06/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma/BDegree (equivalent or higher qualification); A minimum of 3 years relevant experience within a strategic and operational support environment. Recommendation: Proven experience in the coordination and assessment of strategic documents (including Annual Reports and Annual Performance Plans) and coordinating and reporting on strategic matters within a national or provincial government department. Competencies: Knowledge of the implementation and reporting on the following: Provincial and national government strategic planning strategies and frameworks; Policies, legislation, guidelines, standards, procedures and best practices in applicable areas, including Human Rights Mainstreaming, POPIA and PAIA; Strategic management processes, including Ethics, Values-driven Change Management and Service Delivery Improvement Planning; Public Finance Management Act; Basic Knowledge of Economics; Skills needed: Proven computer literacy (MS Office); Planning and organising; Facilitation/coordination; Problem solving; Communication (written, verbal, presentation, report writing); Ability to work independently and as part of a team; Policy analysis

DUTIES : Coordinate departmental strategic processes including Annual Performance Plan, Annual Report, Strategic Plan (Midterm review) and Annual Operational Plan; Facilitate the Department's reporting on strategic matters by project managing the process and all strategic reporting and activities as they relate to all interactions with the National Departments, Department of the Premier, Provincial Treasury and the Office of the Auditor General; Facilitate strategic

support to the Department through the management and reporting of cross-cutting issues relating to departmental strategic responsibilities, including Service Delivery Improvement, Human Rights Mainstreaming and Valuesdriven Change Management; Raise awareness on POPIA, PAIA and Ethics.

ENQUIRIES : Ms M Carstens Tel No: (021) 483 9223 /Martie.Carstens@westerncape.gov.za

POST 10/350 : **ADMINISTRATIVE OFFICER: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 04/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Post school qualification (1-2 years) in Knowledge Management or Data Management; A minimum of 3 year relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant software packages; Relevant legislation, policies, prescripts and procedures, including, Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA) and data management; Public Finance Management Act (PFMA); Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication; Project management; Accounting finance and audit; Information technology; Economic and financial analysis; Legal administration.

DUTIES : Render line administrative support services; Co-ordinate reporting activities and maintain the relevant systems; Provide knowledge management, enterprise content management (ECM) and procurement support; Assist with the administration of the user asset management plan, business continuity plan and security services.

ENQUIRIES : Mr D Stevens Tel No: (021) 483 9243

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 03 April 2023

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OTHER POSTS

POST 10/351 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EADP 19/2022 R1**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act; The Treasury Regulations and Finance Instructions; Transversal public sector accounting systems. Skills needed: Computer literacy in MS Office package (Word, Excel, PowerPoint, Internet, Email); Written and verbal communication; People Management; Research; Presentation

DUTIES : Monitoring and compiling of financial reporting; Overall assessment and compilation of the Interim and Annual financial statements; Conduct appropriate system maintenance and monitoring and perform month/year-end

		closure in compliance with the guidelines issued by National and Provincial Treasury; Managing the preaudit process; Management of staff.
<u>ENQUIRIES</u>	:	Mr Y. Horniet Tel No: (021) 483 8337
<u>POST 10/352</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES REF NO: EADP 02/2023</u>
<u>SALARY CENTRE</u>	:	R393 711 per annum (Level 09) Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	4-year LLB Degree (equivalent or higher qualification) in Law; A minimum of 3 years litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Knowledge and understanding of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills; Computer literacy (MS Office); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support to officials in the Department; Comments on national and provincial draft legislation; Assistance with formulating requests for legal opinions.
<u>ENQUIRIES</u>	:	Ms T Faber Tel No: (021) 483 8332
<u>POST 10/353</u>	:	<u>TECHNICAL ASSISTANT: POLLUTION AND CHEMICALS MANAGEMENT), REF NO: EADP 03/2023</u> (12 Month Contract Position)
<u>SALARY CENTRE</u>	:	R331 188 per annum (Level 08), plus 37% in lieu of benefits Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Honours Degree in Natural, Environmental, Engineering Sciences or equivalent qualification; A minimum of 3 years' technical experience in an environmental field, including pollution and/or water resource management or other such related sectors; A valid (code EB/B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in the following: Application of environmental legislation, especially related to pollution management; Project development and management; Undertaking data analysis and research report writing; Project management experience; Integrated environmental resource management. Competencies: Knowledge of environmental legislation, especially related to pollution management; Skills needed: Communication (written and verbal); Report writing and data management; Proven computer literacy; Attention to detail and time management; Ability to research scholarly articles and source information.
<u>DUTIES</u>	:	Support the administrative requirements and provide technical and research assistance linked to project development and implementation; Provide specialist environmental comment and input on environmental and technical reports and assist in developing business case studies, project specifications and scope of work and reviewing of strategic frameworks, policy and legislation; Support specific projects regarding report writing, environmental monitoring, data analysis and ecological rehabilitation; Support stakeholder engagements and communication initiatives with regards to the projects being implemented.
<u>ENQUIRIES</u>	:	Ms A Horn Tel No: (021) 483 8100/ 079 097 9271

DEPARTMENT OF HEALTH

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the advert for the post Assistant Director: People Administration, Chief Directorate: Emergency and Clinical Services Support advertised in the Public Service Vacancy 09 dated 10 March 2023 with Ref No: Post 9/275, the post title has been amended to Assistant Director: Provisioning Administration (Supply Chain Management). Kindly note that the advert for the post Sterilisation Production Operator, Beaufort West Hospital, Central Karoo District advertised in the Public Service Vacancy 09 dated 10 March 2023 with Ref No: 09/284 post has been cancelled.

OTHER POSTS

POST 10/354 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) X2 POSTS (POST 1: SURGICAL, MATERNITY AND NEONATOLOGY), (POST 2: MEDICAL, PSYCH, ONCOLOGY AND OPD)**

SALARY : R881 961 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Basic R425 (Degree/diploma 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 a Professional Nurse. Experience: A minimum of 9 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. A minimum of 4 years of the period referred to above, must be appropriate/recognizable experience at managerial level. Inherent requirements. Valid (Code B/EB) drivers' license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Vast experience in Human Resource Management within a Nursing context. Computer literacy in all MS packages. Strategic Nursing Leadership. Knowledge, ability to plan and apply management processes for required outcomes. Knowledge of quality assurance, infection control and occupational health and safety issues. Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape.

DUTIES : Utilise information technology and other management information for the enhancement of the service. Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Manage financial resources, assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise for the Senior Manager Nursing. Utilize information technology and other management information for the enhancement of the service.

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

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

<u>CLOSING DATE</u>	:	11 April 2023
<u>POST 10/355</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	Grade A: R750 693 per annum Grade B: R846 429 per annum Grade 3: R967 809 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). Grade B: At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in designing of building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation) for healthcare facilities. A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings (e.g. Hospital). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr I Parker Tel No: (021) 483-9359 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 11 April 2023
<u>POST 10/356</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (HIVAIDS/STIT/IB COORDINATOR)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 466 per annum George Sub-district 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to

travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of HIV/AIDS/STI/TB, Management. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the George Sub District HIV/AIDS/TB Services. Provide comprehensive support for George Sub-districts to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support George Sub-Districts to achieve programmatic deliverable HIV/AIDS/STI/TB. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data. Coordinate the MMC Program to achieve targets.

ENQUIRIES : Ms MFJ Marthinus Tel No: (044) 814-1100
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 11 April 2023

POST 10/357 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R400 644 (PN-B1) per annum

Grade 2: R492 756 (PN-B2) per annum

CENTRE : Bothasig CDC (X1 Post)

Goodwood CDC (X1 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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing Science with the South African Nursing Council. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable. experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at PHC level. Good interpersonal, planning, and organisational skills. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Render effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administrative duties, and manage human resources. Work as part of a multi-disciplinary team to ensure quality nursing care. Work effectively, and co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.

ENQUIRIES : Ms I Van Heerden Tel No: (021) 400-4166
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Advanced Psychiatric Nursing Science with the South African Nursing Council.”

- CLOSING DATE** : 11 April 2023
- POST 10/358** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R400 644 (PN-B1) per annum
Grade 2: R492 756 (PN-B2) per annum
- CENTRE REQUIREMENTS** : D’Almeida CDC, Mossel Bay Sub-district
Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO’s Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Assist the Operational Manager: PHC with managing human resources.
- ENQUIRIES APPLICATIONS** : Ms A Lamprecht Tel No: (044) 604-6106
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 11 April 2023
- POST 10/359** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum
Victoria Hospital
Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

- Strong managerial and supervisory skills. Computer skills (MS Office, Excel and PowerPoint).
- DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource. Ensure compliance with the Auditor-General's requirements and HR audit reports are in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plans (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Monitor APL expenditure and advise on rectification plans for areas of overspend. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Management of sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component.
- ENQUIRIES** : Ms Y Nelukalo Tel No: (021) 799-1123, e-mail address: yvonne.nelukalo@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 April 2023
- POST 10/360** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SYSTEMS)**
Directorate: Supply Chain Management
- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management Systems. Appropriate LOGIS and IPS/e-PS experience. Inherent requirements of the Job: Valid (Code B/EB) driver's license. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Application of relevant procurement legislation/policies. Computer literacy in MS Office Package (Word, Excel, PowerPoint). Data analytics and reporting Organizing Skills Knowledge of LOGIS, IPS/e-PS, CSD and WCSEB Skills to do Presentations, Planning and organising and Problem solving. Ability to work independently and as part of a team; Work under pressure and to cope with a high workload. Excellent human relations abilities.
- DUTIES** : Manage Systems Team. Manage Reporting of Supply chain information Perform data analytics to inform strategic decision making. Ensure audit compliance with all statistics and data set reporting requirement. Manage utilization and implementation of all Supply Chain systems including enhancements. Coordinate training on systems. Management of Departmental LOGIS System Controller function. Compilation and Maintenance of departmental manuals and procedures on Supply Chain Systems. Management of Supply Chain Management Support Desks Management of LOGIS contract module for the Department. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration.
- ENQUIRIES** : Mr S Appolis Tel No: (021) 483-3862
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 April 2023
- POST 10/361** : **CSSD MANAGER**
- SALARY** : R393 711 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Sterilisation and Decontamination Services as a junior manager/supervisor. Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective

decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline and labour relations.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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

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

CLOSING DATE : 11 April 2023

POST 10/362 : **QUALITY ASSURANCE CO-ORDINATOR**
West Coast District

SALARY : R393 711 per annum

CENTRE : West Coast District: Saldanha Bay Sub-district (Stationed at Vredenburg Hospital)

REQUIREMENTS : Minimum educational qualification: An appropriate four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health & Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid driver's license and willingness to travel extensively within the rural districts. Can communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports, and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint, and Outlook).

DUTIES : To support the Health Establishment, staff & Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms & Standards requirements. To ensure the maintenance of the Infection Prevention and Control (IPC) standards. To establish measures that will ensure Health and Safety of staff & users. To help build the competency of staff by identifying, planning, and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health & Safety training needs. To Monitor data quality in the Health Establishment and update the Health Establishment Training data base.

ENQUIRIES : Ms E Van Ster Tel No: (022) 487-9269, Email: Ester.VanSter@westerncape.gov.za

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

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

CLOSING DATE : 11 April 2023

POST 10/363 : **CASE MANAGER**

SALARY : R331 188 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: A three-year health-related qualification registerable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management Functions. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation (i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Knowledge and understanding of Case Management Policies and procedures in Public

- DUTIES** : Hospitals. Good knowledge of the Uniform Patient Fees Schedule (UPFS) and Managed Health Care or Hospital. Computer literacy (Word/Excel).
: Continuous updating of clinical conditions of externally funded patients. Control the correctness of the hospital bills, medical aids and privately funded patients. Update role players involved in Managed Care regarding all policies, protocols and procedures. Ensure a valid and Complete ICD-10 code assigned for pre-authorization, clinical updates and invoice. Control and assessment of clinical records and accounts of externally funded patient's documents. Facilitate training of relevant staff regarding Managed HealthCare.
- ENQUIRIES APPLICATIONS** : Mr R James Tel No: (021) 404-2358
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 11 April 2023
- POST 10/364** : **ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)**
: Directorate: Engineering and Technical Support Services (Metro West District Hub, Retreat)
- SALARY** : Grade A: R199 317 per annum
: Grade B: R234 780 per annum
: Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Ability to communicate in three of the two languages of the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repair building installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES APPLICATIONS** : Mr K Matthews Tel No: (021) 715-5940
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 11 April 2023
- POST 10/365** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
: Directorate: Engineering and Technical Support Services (Metro West, Zwaanswyk Mobile Workshop)
- SALARY** : Grade A: R199 317 per annum
: Grade B: R234 780 per annum
: Grade C: R274 092 per annum
- CENTRE REQUIREMENTS** : Head Office
: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of building projects/repairs at hospitals and health institutions. Maintain and repair buildings and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr K Matthews Tel No: (021) 592-1918

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/366 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Ladysmith Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate / Grade 12 or (equivalent). Experience: Appropriate experience of Salary Systems (PERSAL). Appropriate experience in Human Resource Management. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime when required. Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Competencies (knowledge/skills): Excellent filing and recordkeeping skills. Good computer literacy skills.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management, and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES : Mr AJ Lee Tel No: (044) 203-7219
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/367 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R151 884 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning experience in an industrial unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays and in other departments. Willingness to undergo formal / informal in-service training and to train sub-ordinates. A valid (Code B/EB) Driver's license. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge / skills): Basic computer literacy (MS Word and Excel). Supervisory skills and optimal utilisation of sub-ordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost-effective manner. The incumbent must be able to work independently and under pressure. Knowledge of the principles of asepsis to prevent infection, infestation and cross-infection. Knowledge and skills of procurement practices.

DUTIES : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Effective utilisation of resources (physical and financial). Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Respond to customer complaints & special requests. Handle and remove domestic and medical waste. Audit checks for all work areas. Control and issue linen stock as required. Monitor and replenish cleaning product stock. Application of disciplinary procedures and conflict resolution. Supervisor of operational requirements within the Housekeeping unit. In house training of housekeeping team in all aspects relating to daily tasks. Ensure compliance with Health & Safety and sanitation policies in all areas.

ENQUIRIES : Mr L Mphato Tel No: (022) 921-2153

APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION : Ms A Douries
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/368 : **TUBE FEED OPERATOR**

SALARY : R128 166 per annum
CENTRE : Grootte Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a hospital tube feed service. Inherent requirements Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Work Overtime on Public Holiday and Weekends. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape. Basic knowledge of nutritional products. Knowledge of kitchen hygiene practices. Basic knowledge of store keeping and stock management.
DUTIES : Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room. Delivery and dispensing of tube feeds and supplements. Basic stock taking. Perform basic administrative tasks as required within the department.

ENQUIRIES : Ms A. Du Toit Tel No: (021) 404-4471
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/369 : **LAUNDRY AID**
Central Karoo District

SALARY : R107 196 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirements of the job: Physically fit to do manual labour. Ability to work with laundry machinery and equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Sort, wash, dry, prepare, fold and iron linen, clothing, and textiles. Assist with the mixing of chemicals and the washing of linen. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting and counting and the sealing and stacking of linen bags for dispatching. Assist supervisor with linen counting. Assist with stock control in linen bank. Assist with the maintaining of the general cleaning program/hygiene of unit.

ENQUIRIES : Ms SC James Tel No: (023) 416-1600
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 : 11 April 2023

POST 10/370 : **LAUNDRY AID**
West Coast District

SALARY : R107 196 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Must be physically fit. Must be able to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to count accurately.

DUTIES : Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting

of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor.

ENQUIRIES : Mr SP Cupido Tel No: (022) 921-2153
APPLICATIONS : To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Ms A Douries
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/371 : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District
(Contract until 31 March 2025)

SALARY : R107 196 per annum, plus 37% in lieu of service benefits
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's licence with a valid PDP (proof to be attached to the application). Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy n items/equipment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and part of a team. Knowledge of routine inspections on vehicles.

DUTIES : Daily transporting of official passengers, post, packages, medication (including home delivery), goods and equipment as well as completion of logbooks. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr D Snell Tel No: (027) 213-2039
APPLICATIONS : To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms E Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/372 : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District
(Contract until 31 March 2025)

SALARY : R107 196 per annum, plus 37% in lieu of service benefits
CENTRE : Bergriver Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) drivers license. Valid PDP required. Must be physically fit and able to load/unload heavy goods/equipment. Must be able to speak in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must be able to speak clearly and legible. Knowledge of Transport regulations Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

DUTIES : Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

ENQUIRIES : Mr BF Abrahamse Tel No: (022) 913-1337
APPLICATIONS : To the Manager: Medical Services, Radie Hospital, Main Street, Private Bag X126, Piketberg, 7320.

FOR ATTENTION : Ms LM Titus
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

POST 10/373 : **GENERAL WORKER (CSSD)**

SALARY : R107 196 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in hospital stores. Inherent requirement of the job: Ability to perform physically demanding tasks. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Must be able to read and write, follow instructions, communicate with nursing staff, CSSD managers and operators. Must be able to follow uncomplicated standard operating procedures. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills.

DUTIES : Assist with all aspects of sterile store / front reception. Effective use of resources: Consumables, stock, Equipment. Assist in maintaining a high standard of hygiene within the sterile store. Accurate recording and keeping of statistics. Assist with delivery of sterile packs / consumables to theatre / hospital. Assist with general tasks, as required by the supervisor and other role players. Maintain audit trails of all movement of stock / deliveries. Handle queries regarding orders placed. Keeping the stores neat and tidy.

ENQUIRIES APPLICATIONS : Ms R. Sutcliffe Tel No: (021) 404-2092
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 11 April 2023

POST 10/374 : **MESSENGER (ADMIN REGISTRY)**

SALARY CENTRE REQUIREMENTS : R107 196 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in document transport and handling of mail. Competencies (Knowledge/Skills): Good communication skills both written and spoken in at least two of the three official languages of the Western Cape. Ability to use copy machine. Inherent requirement of the job: Valid Code (B/EB) drivers license.

DUTIES : Collect, distribute documents and mail to the different departments in the hospital and related outside buildings. Deliver and collect mail and postbag to and from the post office. Hand delivered of courier and recorded mail/documents. Assist with copies of Medico-Legal folders and frontline reception as well as assist the registry with daily functions if and when required. Provide assist to the Printing Department of the Hospital. Must be willing to assist in other departments and undergo development courses.

ENQUIRIES : Mr K Stevens Tel No: (021) 404-3238, Email: Kurt.Stevens@westerncape.gov.za

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

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 11 April 2023

POST 10/375 : **MESSENGER**
Chief Directorate: Metro District Health Services

SALARY CENTRE REQUIREMENTS : R107 196 per annum
: Karl Bremer Hospital
: Minimum requirement: Basic reading and writing skills. Experience: Appropriate registry and messenger experience. Appropriate driving experience. Inherent requirement of the job: good verbal and written communication skills in at least two of the official languages of the Western Cape. Ability to pick up heavy bags filled with post and goods. Relieve registry clerk on request. Valid licence (B/EB). Competencies (knowledge/skills): Must be dedicated, a team player, innovative, self-motivated and have good memory, planning, organising and client orientation skills.

DUTIES : Collecting, delivery and distribution of all files, post and correspondence to and from various departments and wards. Assist registry personnel, Medical Records and all other officials within the hospital. Circulate all documents, notices/memos, circulars and change list of nursing. Assist with late birth registrations. Handle all documentation confidential.

ENQUIRIES : Ms N. Dunjwa Tel No: (021) 918-1372

APPLICATIONS : the Chief Executive Officer: Karl Bremer Hospital Private Bag XX1 Bellville 7535.
FOR ATTENTION : Ms C Adonis
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2023

DEPARTMENT OF HUMAN SETTLEMENTS

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 : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 10/376 : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 01/2023**

SALARY : Grade A: R646 854 - R696 834 per annum, (OSD as prescribed).
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: National and provincial human settlements strategic goals, objectives, targets and activities; Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Housing Act; Western Cape Housing Development Act; National Housing Code and guidelines; Built environment related to human settlements; Town and regional planning; Town and regional planning legal compliance; Project co-ordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement planning and budgeting processes; Project management/Project administration; Human settlement fraternity/delivery; Functioning of the province of the Western Cape and activities of sister departments; Managing stakeholder engagement processes; Public Finance Management Act; National Treasury Regulations; Provincial Instructions; Financial legislation, prescripts, policies, guidelines, delegation, norms and standards, procedures and best practices in the public sector; Staff Performance Management System (SPMS) and PERMIS; Skills needed: Written and verbal communication; Proven computer literacy (MS Office and other relevant software packages); Financial skills; Project management/project administration; Time management; Planning and organising; Customer, client liaison and networking; Dispute, conflict resolution and problem solving; Implementation and monitoring; Report writing; Analytical thinking; Research skills.
DUTIES : Ensure the application of town and regional planning principles in land development; Human capital development; Office administration and budget planning; Research and development.
ENQUIRIES : Dr RN Robertson Tel No: (021) 483 5609

DEPARTMENT OF THE PREMIER

CLOSING DATE : 03 April 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/377 : **DEPUTY DIRECTOR: APPLICATION DEVELOPMENT MANAGER REF NO: DOTP 23/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/ BDegree/ equivalent or higher); A minimum of 5 years management level experience in an ICT environment; A valid driving license (Code B or higher). Recommendation: Experience in the following: full System Development Life Cycle of Enterprise scale applications; Managing developer team(s); Systems Analysis at the management level; Contract Management of software development services in the ICT sector; A valid Code 08 driver's license; A willingness to travel and work outside of normal hours according to service delivery needs. Competencies: Knowledge of the following: Public sector and its operations; Fundamental principles of Enterprise Software Development and Maintenance; Skills needed: Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Budget Management. Ability to lead and motivate people. Self-motivated and disciplined.

DUTIES : Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.

ENQUIRIES : Emelda De Bruyn Tel No: (021) 483 6634
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 10/378 : **TECHNOLOGY MANAGER: ICT SCHOOLS SUPPORT REF NO: DOTP 25/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/BDegree/ equivalent or higher) in IT or related; A minimum of 6 years relevant technical experience in an ICT environment of which 3 years must be on a management level; A valid code B driving licence. Recommendation: Honours in IT or related. Competencies: Knowledge of the following: Windows Server environments; ICT training, security; LAN and WAN architecture, infrastructure, technical standards and procedures; with an emphasis on the following technical competencies: Maintain technical messaging and collaboration system for the schools within provincial strategies and architectures; Knowledge of the Microsoft Office 365 platform and application portfolio, good understanding of cloud services; Microsoft Active Directory; Vendor & Contract Management - Manages relationships & partnerships with

contractors, vendors and system integrators based on SLA agreement; IT Service Management - Manage and report Schools Service Desk service. Skills need: Project Management; Business and systems analysis; Financial Management and team leadership; Analytical, planning and organising; Communication (verbal and written); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Innovative problem-solving. Ability to work independently and as part of a team.

DUTIES : Manage a team of professionals and service providers, directly or indirectly; Plan, architect, develop, maintain network infrastructure, and design advanced network solutions and advanced technologies; Ensure that effective programme and projects documentation and reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop, co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments; Ensure that the appropriate policies and strategies are in place and if/when not provide expertise to Policy and Strategy Unit.; Ensure that the policies and strategies are implemented and adhered to.

ENQUIRIES : Mr L Lategan Tel No: (021) 835 4000
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 10/379 : **DEPUTY DIRECTOR: SERVICES MANAGER REF NO: DOTP 24/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree/ equivalent or higher); A minimum of 5 years' management level experience in an ICT environment. Recommendation: A valid code B driving licence. Willingness to travel and work outside of normal hours according to service delivery needs. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; The following skills: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Strategic Planning; Communication (written and verbal); Planning and organization and decision making; Customer Relationship Management; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Self-motivated and disciplined.

DUTIES : Managing a team of professionals and service providers, directly or indirectly, that have to perform and deliver services in accordance with the approved requirements and prioritised needs relating to client services such as: quality control, ensuring that expenditures remain within budget, capacity management and planning to meet business demands; Liaising with client departments; Managing the following client services: Decision Support Systems, Help-Desk and Change Management, Business and Systems Analysis, WEB Support, Desktop Applications, ICT User Training, ICT Advisory Services, ICT Planning/MSP, Business Continuity Planning; Providing inputs regarding the development and planning of provincial ICT policy and strategy; Acting as e-Government champion and co-ordinating all aspects of e-Government service delivery and operational support; Developing and managing appropriate departmental service level agreements and contracts; Provide inputs into the budget and fiscal process; Member of the component's management team.

ENQUIRIES : Ms E De Bruyn Tel No: (021) 483 6634/ 3816
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 10/380 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 31/2023**

SALARY : R766 584 per annum (Level 11), all-inclusive salary package of
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/BDegree/ equivalent or higher) in Behavioural Sciences (preferably Industrial

Psychology), Management Sciences or Public Administration. Minimum of 3 years management level experience in an Organisational Development or related environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in major organisational transformation/ change will be advantageous. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Organisational development theory, practices, and techniques; Systems Theory; Key elements/ determinants of organisational performance as they relate to the field of organisation development; Appreciative inquiry; Project management. Skills needed: Analytical; Benchmarking; Facilitation and process consultation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Conceptual, interpretive and formulation; Innovative problem solving; Conflict Resolution; Intervention design; Networking; Listening; Planning and organising; Team building and strong- interpersonal; Verbal and written communication including report writing. Ability to work independently.

DUTIES : Plan, organise, lead and control organisational development interventions; Facilitate the approval and implementation of all amendments to organisation by means of group problem solving, capacity building, change management and other appropriate OD techniques; Provide information to relevant role-players for reporting and communication; Provide general advise on organisation design and development matters; Client Liaising responsibilities such as management relationships; Project management responsibilities such as contract management, reporting on progress and evaluating value-add of project; Perform tasks related to Information management such as documenting and reporting.

ENQUIRIES APPLICATIONS : Ms L. Isaacs Tel No: (021) 466 9734
 : 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 10/381 : **PSYCHOMETRIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 30/2023**

SALARY : Grade 1: R605 469 per annum, (OSD as prescribed), all-inclusive salary package

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
 : A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Accreditation in SHL, Psytech, LPCAT and JVR EQi. Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render services in psychometrist testing and assessment: Set up the candidates on the assessment center system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on

the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties; Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).

ENQUIRIES : Ms M van der Merwe Tel No: (021) 466 9708
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 10/382 : **CHIEF ANALYST DEVELOPER: ECONOMIC, GOVERNANCE AND ADMINISTRATION REF NO: DOTP 26/2022 R1**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in systems development and analysis. Recommendation: Experience and knowledge in: Web Development; JavaScript; Software Development (SDLC) – Oracle PL/SQL, Oracle Forms and Reports; Systems Analysis and Design principles (SDLC); Valid RSA driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge 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.

DUTIES : 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.

ENQUIRIES : Mr. A Bosman Tel No: (021) 483 6634
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 10/383 : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER (KROMME RHEE) REF NO: DOTP 35/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ equivalent or higher) in the human or social sciences; A minimum of 3 experience within a human resource development environment, with specific reference to management and leadership development. Recommendation: Relevant experience and registration as assessor and moderator. Competencies: Knowledge of the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Understanding of Communities of Practice pertaining to the learning and development (L&D) ecosystem; Understanding of the role of Knowledge Management in the Innovation space, including linkages to a repository of smart practices and the WCG PDO data hub. Skills needed: Facilitation and presentation, inclusive of management level; Future-looking developmental foresight, including Innovative meta competencies; A "startup"

mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision making; Understanding of how to leverage technology towards promoting innovation; Research capability; Curriculum development, including the online environment; Networking, communication and deliberation capabilities; Analytical and problem-solving; Conceptual and formulation; Project management; Liaison, consultation and stakeholder management; Team building and interpersonal; Planning and organising; Computer literacy; Willingness and appetite to challenge the norm/risk taking to arrive at the most effective way to solve problems. Able to work across different layers and functions of the organisation and Innovation ecosystem. Ability to identify opportunities for creating and strengthening partnerships. Communication and deliberation abilities.

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

ENQUIRIES : Ms N. Visagie Tel No: (021) 865 8037
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 10/384 : **CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 36/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.

DUTIES : Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.

ENQUIRIES : Mr Q Julie Tel No: (021) 483 8466
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 10/385 : **ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 28/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ equivalent or higher) in Behavioural Science (Industrial Psychology), Management Science or Public Management/ Administration; A minimum of 1 year appropriate experience in an organisation development environment or related; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Change Management methodologies; Quantitative and qualitative research methodologies; Leadership and Organisational Culture; Skills needed: Communication (written and verbal); Analytical; Diagnostic, Conceptual interpretive and formulation; Facilitation; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analysing; Relating and Networking; Writing and Reporting; Working with people; Presenting and communication information; Adapting and responding to change; Creating and innovating; Delivering results and meeting customer expectations; Ability to work independently and as part of a team.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques in respect of the following areas: Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform interventions on organisational culture, transformation and Change Management; Perform interventions on individual, group, inter-group and management level (including team development, leadership and management development); Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.
- ENQUIRIES** : Ms M van der Merwe Tel No: (021) 466 9700
- 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 10/386** : **ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 29/2023**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma (or higher qualification) in Social Sciences/ Humanities/Industrial Psychology/ Public and Business Management Science or related; A minimum of 1 year relevant experience. Recommendation: Exposure to job evaluation and Organisation Design Interventions; Working knowledge of Organisational Design Methodologies. A valid code B driving licence. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development – including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); Research methods / statistics (action research, quantitative and qualitative); Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry. Skills needed: Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organizing; Project management; Intervention design; Innovative problem solving; Benchmarking; Facilitation; Team building and inter-personal; Conflict resolution; Verbal & written communication skills, including report writing/info-mapping; Presentation; Negotiation; Influencing; Listening; Interviewing; Computer literacy; Facilitation and process consultation; Computer literacy; Basic numeracy.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques.; Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.
- ENQUIRIES** : Ms Theresa Assure Tel No: (021) 466 9562

- 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 10/387** : **PERSONAL ASSISTANT: PEOPLE MANAGEMENT PRACTICES REF NO: DOTP 37/2023**
- SALARY CENTRE REQUIREMENTS** : R269 372 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 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; Recommendation: National Diploma/Advance Certificate (or higher) in business administration or related. Experience within an executive support role in a People Management environment. Methodical thinker with detailed research proficiencies; Thorough understanding of clerical and secretarial principles; In depth knowledge of databases and tracking systems; Organisational skills and detail oriented;. Willingness to work irregular hours. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of relevant policies and procedures; Interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Organisational skills and ability to prioritise multiple tasks seamlessly with attention to detail; Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms; Problem solving and office coordination and time management skills; Interpersonal skills and the ability to build relationships with key and diverse stakeholders; Ability to work effectively in a dynamic office and liaise with diverse people; Ability to work under pressure and meet deadlines.
- DUTIES** : Performing accurate research and analysis; Coordinating arrangements, meetings and/or conferences as assigned; Taking minutes and writing correspondence; Compiling, proof reading and revising drafts of documents and reports; Daily record keeping and filing of documents; Preparing reports, presentation and correspondence accurately and swiftly; Creating and organising information, and generating reference tools for easy use; Answering and screening telephone calls, responding to emails, messages, and other correspondence; Operating and maintaining office equipment; Managing a busy calendar, meeting coordination and travel arrangements; Professionally greeting and receiving guests and clients; Ensuring efficient and effective administrative information and assistance; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Ms Louise Esterhuysen Tel No (021) 483 4708
: 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 10/388** : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 21/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.
- DUTIES** : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file

transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

ENQUIRIES : Mr L Gqoboka Tel No: (021) 483 6730
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 10/389 : **HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION, REF NO: DOTP 22/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge and experience in HR Systems; Relevant administrative experience. Competencies: Understanding of prescripts and policies; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Ability to work under pressure and meet deadlines; Communication (written and verbal) skills.

DUTIES : Administer appointments and payroll matters which include the following: Appointments of Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.

ENQUIRIES : Ms W Ponoyi-Dlabane Tel No: (021) 483 0832
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/390 : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 16/2022 R1**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.

- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Ms T Gallow Tel No: (021) 483 4874
: 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 10/391** : **COMMUNITY DEVELOPMENT WORKER (X1 POST IN KNYSNA AND X1 POST IN GEORGE) REF NO: LG 14/2023**
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Knysna and George. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
- DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES APPLICATIONS** : Mr M Bell Tel No: (021) 483 3039
: 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 10/392** : **COMMUNITY DEVELOPMENT WORKER (WORCESTER) REF NO: LG 15/2023**
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Worcester. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
- DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all

services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES APPLICATIONS : Mr M Bell Tel No: (021) 483 3039
: 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 10/393 : **COMMUNITY DEVELOPMENT WORKER (KHAYELITSHA) REF NO: LG 16/2023**

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development or similar environment; It is required that applicants are currently residing in Sir Lowry's Pass. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

ENQUIRIES APPLICATIONS : Mr M Bell Tel No: (021) 483 3039
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE NOTE : 03 April 2023
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/394 : **COMMUNITY DEVELOPMENT MANAGER: SOCIAL RELIEF REF NO: DSD 16/2023**

SALARY : Grade 1: R831 015 - R935 328 per annum, (OSD as prescribed)
: Grade 2: R992 289 - R1 150 335 per annum, (OSD as prescribed)
CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Theories and systems, skills, attitudes and values in community development to guide employees on its

application; Individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Financial management; Project management; Staff management; Policy formulation and implementation; Public Service Management Framework; Skills needed: Presentation; Problem solving; Written and verbal communication; The ability to: Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures; Undertake complex research.

DUTIES : To manage the following: Identification, facilitation and implementation in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub-directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken; Undertake/facilitate complex community development research.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657
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 10/395 : **SOCIAL WORK MANAGER: REGIONAL OFFICE (KHAYELITSHA) REF NO: DSD 25/2023**

SALARY : Grade 1: R831 015 - R935 328 per annum, (OSD as prescribed)
 Grade 2: R992 289 - R1 150 335 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 South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

- ENQUIRIES APPLICATIONS** : Ms A van Reenen Tel No: (021) 483 0567
 : 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 10/396** : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: DSD 17/2023**
- SALARY** : R766 584 per annum (Level 11), all-inclusive salary package, Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed.
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher; A minimum of 3 years management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standard procedures and best practices; Management principles; Public Service procedures; People management practices; Labour Relation; Human Resource Management and Financial Management. Skills: Policy formulation; Presentation; Project Management; Dispute resolution; Communication (Written and verbal). Ability to analyse policies.
- DUTIES** : Promote and facilitate Departmental performance monitoring and reporting processes: Manage the following: Development of an organisation-wide monitoring and reporting framework in line with the Government- and Provincial-wide monitoring and evaluation systems; Coordinate the implementation of an organisation-wide performance monitoring and reporting framework; Provide advice and guidance to relevant stakeholders on monitoring and reporting processes; Develop and maintain performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Manage, coordinate and monitor data collection, collation, verification and reporting with respect transversal Departmental, Provincial and National Programme and Project Management Information systems; People Management; Financial Management.
- ENQUIRIES APPLICATIONS** : Ms S Nieftagodien at Sihaam.Nieftagodien@westerncape.gov.za
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 10/397** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (GOODWOOD) REF NO: DSD 29/2023**
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent) or higher in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.
- DUTIES** : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.
- ENQUIRIES APPLICATIONS** : Ms S Abrahams Tel No: (021) 483 7672
 : 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 10/398 : **ADMINISTRATIVE OFFICER (MONITORING): YOUTH DEVELOPMENT**
REF NO: DSD 15/2023

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.

DUTIES : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657
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 10/399 : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 23/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

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

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social

welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 0567
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 10/400 : **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 28/2023**

SALARY : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)
 Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)
 Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)
 Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)

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

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

ENQUIRIES : Ms C Engel Tel No: (021) 483 7675

- 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 10/401** : **KNOWLEDGE MANAGEMENT OFFICER: KNOWLEDGE MANAGEMENT REF NO: DSD 18/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent) or higher in Information or Library Sciences; A minimum of 1 year experience in the knowledge management field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service legislation, including POPI, PAIA, PAJA; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem solving; Facilitation and presentation; Analytical; Project management; Innovation.
- DUTIES** : Provide administrative assistance in the identification, implementation and maintenance of knowledge and information services; Contribute to the conversion of tacit and implicit knowledge into institutional knowledge; Administer the process of obtaining access to management and other information generated within the department.
- ENQUIRIES APPLICATIONS** : Mr K Marthinus Tel No: (021) 483 8833
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 10/402** : **TRANSPORT OFFICER: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 26/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Departmental circulars and policies; Public Service Act/Regulations; Code of Conduct; The PFMA and Treasury Regulations; Treasury Instructions; Department of Transport policies; Skills needed: Written and verbal communications; Interpretation of prescriptions; Organisational; Planning; Liaison; Report writing; Proven computer literacy; Good human relations; Reliable.
- DUTIES** : Administer, maintain and control the GG fleet at the region; Allocate pool vehicles to users for optimal use; Ensure that vehicles are roadworthy, serviceable, licensed and stored safely; Administration of fines; Arrange for payment of vehicle use to GMT; Liaise with GMT for replacement vehicles; Order taxi transport as per request; Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users; Verify subsidized transport logsheets, summarise and submit to Fleet Africa for payment; Check claims submitted by GMT and submit to Accountancy Services for payment.
- ENQUIRIES APPLICATIONS** : Mr K Mazaleni Tel No: (044) 814 1925
: 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 10/403** : **INFORMATION OFFICER: INFORMATION MANAGEMENT (EDEN KAROO) REF NO: DSD 31/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or equivalent) or higher; A minimum of 1year relevant experience. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Skills needed: Report

- writing; Communication (written and verbal); Organising and planning; Proven computer literacy; Numerical; Innovative; Analytical thinking.
- DUTIES** : Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
- ENQUIRIES** : Mr D Ngonyama Tel No: (044) 272 8977
- 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 10/404** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 21/2023 (X3 POSTS AVAILABLE IN DRAKENSTEIN)**
- SALARY** : Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)
Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)
Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government.
- REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Arendse Tel No: (023) 348 5300
- 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>

<u>POST 10/405</u>	:	<u>ADMINISTRATION CLERK: LOGISTICAL SERVICES (GOODWOOD) REF NO: DSD 30/2023</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Good understanding of the following: Clerical duties and capturing; Skills needed: Proven computer literacy; Planning and organisation; Communication (written and verbal); Flexibility and Teamwork.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr L Louw Tel No: (021) 483 7697
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/406</u>	:	<u>ADMINISTRATION CLERK: CHILDREN AND FAMILIES REF NO: DSD 24/2023</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Relevant job knowledge: Client Orientation and customer focus; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr T Kwakwini Tel No: (021) 483 3519
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/407</u>	:	<u>ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO. DSD 27/2023 (X3 POSTS IN WORCESTER)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience. Competencies: Good understanding of the following: Clerical duties and capturing dater; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Communication (written and verbal); Interpersonal skills; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
<u>ENQUIRIES</u>	:	Ms E Heydenrych Tel No: (021) 342 6809
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 10/408</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (KRAAIFONTEIN) REF NO: DSD 22/2023</u>
<u>SALARY</u>	:	Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed) Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed) Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with

the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Rebe Tel No: (021) 812 0923
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 10/409 : **DRIVER WITH SECONDARY FUNCTIONS: RECORDS MANAGEMENT**
REF NO: DSD 19/2023

SALARY : R151 884 per annum (Level 04)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10); A minimum of 1 year relevant experience; A valid (Code B or higher) driving license with Professional Driving Permit (PDP). Competencies: A good understanding of the following: Legislative framework governing the public service and registry functions; as well as the ability to capture data and operate computers; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem solving; Ability to work under pressure.

DUTIES : Perform general driver duties; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions.

ENQUIRIES : Ms C Swarts Tel No: (021) 483 5217
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or

3. Email your application to, westerncape@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).

CLOSING DATE : 11 April 2023

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 03 April 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/410 : **CONTROL ENGINEERING TECHNOLOGIST: DESIGN SUPPORT SERVICES/ TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: TPW 88/2022 R1**

SALARY : Grade A: R785 700 per annum, all-inclusive salary package of (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Geometric Design, Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Abnormal loads permit assessment/overload control; Further studies in the field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioral competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 10/411** : **CONTROL ENGINEERING TECHNOLOGIST REF NO: TPW 92/2022 R1 (X3 POSTS)**
- SALARY** : Grade A: R785 700 per annum, all-inclusive salary package, (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD) are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from date of appointment); A valid code B driving license. Recommendation: Appropriate experience in one or more of the following engineering disciplines; Pavement, geometric or roads design; Public Sector experience/exposure; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management.
- DUTIES** : Manage technological advisory services; Plan technological support to Engineers and associate professionals in the field; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Ms M Hofmeyr Tel No: (021) 483 3999
: 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 10/412** : **ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: TPW 49/2023**
- SALARY** : R393 711 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in a supply chain management, finance, audit or similar environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.
- DUTIES** : Assist in the implementation of an effective Supply Chain Management performance management system in accordance with departmental policies and procedures and applicable legislative requirements that measures the performance of suppliers, the Supply Chain Management unit and the department; Review and collate SCM information for timely reporting to

relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements; Conduct the annual SCM risk assessment, develop the SCM risk universe and risk response plan; Monitor the performance of SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Develop and review departmental policies and applicable to SCM and perform and support SCM compliance testing and institute remedial action; Assist with SCM abuse, complaints, enquiries and appeals investigations; Perform the related activities to the functioning of the SCM committee system, inclusive of the secretariat service.

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

POST 10/413 : **CHIEF WORKS INSPECTOR (ELECTRICAL): GENERAL INFRASTRUCTURE (GEORGE) REF NO: TPW 47/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Experience in the preparation of tender documentations and specifications; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office).

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES : Mr A Manuel Tel No: (044) 805 8700
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 10/414 : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) - OUDTSHOORN REF NO: TPW 66/2022 R1**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 6 years experience heavy machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, including grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

DUTIES : Operation of heavy machinery for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071
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 10/415 : **SUPPLY CHAIN MANAGEMENT CLERK: CAPACITY BUILDING: ACQUISITION REF NO: TPW 50/2023 (X2 POSTS)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience/exposure; A valid code B (manual) or higher driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Good understanding of the following: SCM legislation; General conditions of contracts; Policies and regulations in SCM; Frameworks; Standards; Guidelines; Transversal contracts,, NTR 8.2.3, NTR 15.10.1.2, NTR 16.17.1, NTR 17.2; Skills needed: Proven computer literacy (MS Word, Excel, PowerPoint, Teams); Written and verbal communication; Interpersonal; Listening; Record keeping; Problem solving; Basic numeracy; Ability to work independently and as part of a team; Ability to work under pressure.

DUTIES : Render demand and acquisition support: Open bids in such a manner that bidding documents are not compromised and capture all bids received in the bid register; Scheduling tenders and checking compliance with tender conditions; Ensuring returnable schedules are submitted; Extension of tender validity process; Capture relevant form of bidding activities accurately; Ensure compliance with all relevant legislative, statutory; regulatory and supervisory requirements towards the achievement of assigned projects and goals; Compile and maintain records; Provide logistical support.

ENQUIRIES : Mr E Sawall Tel No: (021) 483 5053
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 10/416 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (MAITLAND) REF NO: TPW 42/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) with Accounting as a passed subject; A minimum of 6 months relevant experience in an accrual reporting environment or Expenditure Administration/Management environment. A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Financial reporting skills; Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills; Numerical skills; Systematic approach; Problem solving skills; Ability to work under pressure and meet strict deadlines.

DUTIES : Handle all activities pertaining to creditor accounts; Handle Subsistence and travel allowances and Cellular Phone Accounts; Handle the collection/reimbursement of all Petty cash related expenditure and top-up of float; Handle the financial aspects regarding the maintaining of Vehicle Fleet Account; Handle the document control function.

ENQUIRIES : Ms K Proctor-Fourie Tel No: (021) 467 4792/061 884 6572
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 10/417 : **ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: TPW 43/2023 (X7 POSTS AVAILABLE IN MAITLAND)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Office administration; Government and/or other motor transport fleet agencies. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts, and practices regarding financial matters, especially the PFMA; Risk Module System; Human Resource Management and Development;

- Fleetman System and Recon System. Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Planning and organising; Report writing; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Coordinate own activities within the section responsible for the administration of fleet losses, accidents and claims; Legal Interaction and Administration; Administer claims against client institutions; Fleet Risk Information Management; Administer Systems; Perform Support Services.
- ENQUIRIES APPLICATIONS** : Mr P Williams Tel No: (021) 467 4718
: 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 10/418** : **ADMINISTRATION CLERK: OPERATIONAL RISK ASSESSMENT REF NO: TPW 46/2023 (X2 POSTS AVAILABLE IN MAITLAND)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Office administration; Traffic offence management, government and/or other motor transport fleet agencies. Competencies: Knowledge of the following: Road Traffic Act; AARTO Act; POPI Act; National, Provincial and Departmental policies, prescripts, and practices regarding financial matters, especially the PFMA; Risk Module System; Human Resource Management and Development; Fleetman System and Recon System; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office; Planning and organisation; Report writing; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Processing traffic offence notices received from traffic departments on Fleetman; Processing AARTO traffic offence notices on fleetman; Electronic redirection of TMT (traffic management technology) fines on fleetman; Electronic redirection of city of cape town coo (change of offender) fines on fleetman; Monitor the court date captured in fleetman; Processing traffic offences in the summons stage; Processing department of justice J175 paper based summary of summons issued; Contempt of court cases; Warrant for arrest of GMT proxy (paper based) and SMS notifications; Invalid traffic offence notices received by GMT; Collating information for reporting purposes; GMT app (annual performance plan) reporting; Testifying in disciplinary cases; maintain the GMT driver database; Processing of misuse cases; Maintain the GMT driver data base, and process driver sanction applications received from client institutions; Administrative support services.
- ENQUIRIES APPLICATIONS** : Mr P Williams Tel No: (021) 467 4718
: 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 10/419** : **ADMINISTRATION CLERK: FLEET RENTAL SERVICES (GEORGE) REF NO: TPW 51/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) or higher driving licence. Competencies: A good understanding of the following: National, provincial and departmental policies, prescripts and practices governing the work; Appropriate computerized systems (Fleetman); Departmental structures and procedures; Basic knowledge of technical aspects of vehicles; Communication (written and verbal) skills; Proven computer literacy in MS Office; Ability to work in a team and independently; Ability to work under pressure.
- DUTIES** : Vehicle preparation and maintenance; Administration of the booking of government vehicles; License distribution of GMT Rental Vehicles Coordinating vehicle accident and losses reports for GMT Rental vehicles; Administration within section.
- ENQUIRIES** : Ms J van Eeden Tel No: 021 467 4716

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 10/420 : **TECHNICAL AID: REPAIR AND MAINTENANCE COORDINATION (MAITLAND) REF NO: TPW 48/2023**

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
 : Department of Transport and Public Works, Western Cape Government
 : Junior Certificate (Grade 10); A minimum of 6 months trade related experience; A valid driving license (Code B or higher). Recommendation: Basic vehicle working knowledge (i.e. jumpstarting vehicles, charge batteries, change a flat wheel). Competencies: Have a good understanding of the following: Government Motor Transport (GMT) or a similar Fleet Management environment; Vehicle tracking as a user (and using a driver tag); eFuel as a user; Fuel and toll card as a user; Basic vehicle mechanics; Road Traffic Act; Traffic violations, AARTO and disciplinary procedures; National GMT Handbook Circular 3 of 2019; GMT Driver policy and disciplinary procedures. Skills in the following: Client liaising; Basic communication; Ability to work under pressure.

DUTIES : Assist with fitment or removing decals from vehicles at GMT premises; Assist with charging vehicles batteries, jumpstarting vehicles on site at GMT; Assist with the fitment of number plates, licence and COF disks, GMT Toll free number sticker and punching key rings (for vehicles booked in at Repairs and Maintenance Coordination); Assist with moving and transporting office, vehicle and workshop equipment as and when required; Assist with auction support duties; Assist the Technical Assistants with setup of vehicles on vehicle lift and/or tripod stands for inspections and/or invites to quote; On an ad hoc basis assist with transporting vehicles between GMT premises in Cape Town, Paarden Eiland, Maitland, George and the auction site.

ENQUIRIES APPLICATIONS : Mr R Fourie Tel No: (021) 467 4747
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or
 3. Email your application to, westerncape@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).

CLOSING DATE : 11 April 2023