

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

CLOSING DATE : 02 May 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 13/141 : **SPECIALIST AGRICULTURAL SCIENTIST: CLIMATE CHANGE REF NO: AGR 21/2023**

SALARY : R1 303 509 per annum, (all-inclusive salary package), (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : PhD in Agricultural or Natural Sciences; A minimum of 10 years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP as a Professional Natural Scientist in Agricultural Sciences; A valid driving licence. Recommendation: Experience in the following: Strategic research management and decision making at a specialist scientist level and in particular in the field of climate change and the agricultural sector in the Western Cape; Relationship building and collaboration at national, regional and international level; Mentoring and providing specialist support/advice to senior and junior scientists, technicians, colleagues, students (post-graduate); Technology transfer at all levels on a provincial, national and international level. Competencies: Knowledge of the following: Agricultural research systems and important role players in the sector; Research programme and project management and its principles; Relevant legislation, policies, prescripts and procedures of government; Relevant software packages (MS Office); Ability to: Give strategic advice on climate change and the impact on the agricultural sector; Lead the climate change portfolio of the department; Provide sustainable and practical solutions against climate change at strategic level; Ability to draft research documentation and publish popular and scientific papers; Ability to communicate effectively; Competently interact with fellow scientists and policy-climate change makers at the highest levels; Study leader/Co-study leader of post-graduate students and mentor students in climate change related topics.

DUTIES : Lead and coordinate scientific development in expert field of climate change; Scientific leadership; Technology transfer; Research and development; Human capital development; Administrative functions.

ENQUIRIES : Dr C de Brouwer Tel No: (021) 808 5220
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 13/142 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: AGR 16/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification) in Supply Chain Management or a relevant finance qualification; A minimum of 3 years management level experience within Supply Chain Management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public

- Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Effective functioning of the bid committees and acquisition management; Skills needed: Written, presentation and verbal communication at a management level; Report writing; Organising, planning and management; Proven computer literacy (MS Office); Supervisory; Ability to work independently and as part of a team
- DUTIES** : Management and control of the SubDirectorate: Supply Chain Management; Formulation and customisation of SCM policies and procedures to suit the needs of the department; Responsible for the full supply chain management processes of the department, together with the role of SCM advisor on acquisition management; Responsible for receiving of all invoices and ensuring payment is done within 30 days; Ensure an effective and efficient functioning of the departmental bid committees system and overall acquisition management system through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure accurate commitments for inclusion in the annual financial statements; Ensure the facilitation of adequate contract management; Staff supervision.
- ENQUIRIES APPLICATIONS** : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@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 13/143** : **SENIOR AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS (EISENBURG) REF NO: AGR 22/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Department of Agriculture, Western Cape Government
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).
- DUTIES** : Continuous in-depth study/research of development/patters/trends in a specific agricultural environment; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives and interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database. Perform administrative and related functions; Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders.
- ENQUIRIES APPLICATIONS** : Ms B Matoti Tel No: (021) 808 5213
: 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 13/144** : **SENIOR AGRICULTURAL ECONOMIST: PRODUCTION ECONOMICS REF NO: AGR 23/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Department of Agriculture, Western Cape Government
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by

the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

DUTIES : Coordinate production economics related programmes such as financial record keeping and enterprise budget development; Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cashflows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions; Supervision of subordinates, performance and financial management.

ENQUIRIES : Dr M Mjonono Tel No: (021) 808 5200
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 13/145 : **LECTURER: VEGETABLES AND AGRONOMY (ELSENBURG) REF NO: AGR 19/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms B Abrahams Tel No: (021) 808 5480
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 13/146 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (BREDASDORP) REF NO: AGR 15/2023**

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

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision

- making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Selfmotivated, Ability to work under pressure.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr G Jephthas Tel No: (028) 425 4819/ grant.jephthas@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 13/147** : **PERSONAL ASSISTANT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: AGR 20/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Department of Agriculture, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management; 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: Willing to work irregular hours. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decisionmaking; Written and verbal communication; Organising and planning; Customer service orientation.
- DUTIES** : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
- ENQUIRIES APPLICATIONS** : Mr C Starling Tel No: (021) 808 5161/Clint.Starling@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 13/148** : **FARM AID: NUTRITION AND PRODUCT QUALITY REF NO: AGR 17/2023 (X2 POSTS AVAILABLE-ELSENBURG)**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: Willing to work weekends and holidays when required. Competencies: Knowledge and skills of general farm work; Maintenance and research farm animals; Basic communication skills.
- DUTIES** : Herd maintenance: Assist cows; Research support: Maintaining trial groups and Infrastructure maintenance: Making use of labour saving machinery and equipment (e.g. tractor and farm trailers).
- ENQUIRIES APPLICATIONS** : Ms LJ Calvert Tel No: (021) 808 5238
: To submit your application, there are three methods in which you can apply, please only use one of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/149 : **FARM AID: FARMING (ELSENBURG) REF NO: AGR 18/2023**

SALARY : R107 196 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendations: Relevant experience of the following: Farm work; Proven skills working with animals; Valid driving license (code EB or higher); Ability to handle and carry weights of up to 50kg. Competencies: Knowledge and skills of general farm work; Maintenance and research farm animals; Basic communication skills.

DUTIES : Perform routine activities of crop production which includes planting, harvesting, irrigation; Perform routine activities of livestock which includes caring, dipping and dosing; Performing general farm activities which includes cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure which includes maintain fences roads and pipelines.

ENQUIRIES : Mr BB Aucamp Tel No: (021) 808 5222 or 083 641 5161
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

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 : 02 May 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 13/150 : **COLLECTION MANAGEMENT OFFICER: MUSEOLOGICAL SERVICE REF NO: CAS 12/2023**

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); A minimum of 1 year relevant experience. Recommendation: Post-graduate qualification in relevant discipline: history, archaeology, heritage studies, anthropology, history of art or anthropology, information science; Experience in the following: Working with SAHRIS; Condition reports for museum collections; Addressing issues regarding museum collection storage space; Writing museum collection and collecting policies. Competencies: Knowledge of the following: History, purpose and functions of museums in society including their potential for nation building and tourism development; Museum ethics; Current preventative conservation techniques and practices; Collections management (Information management) practices and procedures; Relevant legislation, policies, prescripts and procedures; Project planning and management; Government driven initiatives; Health and Safety regulations; Skills in the following: Collections Management; Conservation Management; Sound organising, planning and time management; Written and verbal communication; Ability to analyse documents and situations; Ability to access research sources.

DUTIES : Facilitate collections management; Facilitate conservation; Contribute to standards and an accreditation framework for museums; Staff development and training.

ENQUIRIES : Dr H Vollgraaff Tel No: (021) 833 5309

POST 13/151 : **RESEARCH CURATOR: MUSEUM RESEARCH AND EXHIBITION SERVICE REF NO: CAS 13/2023**

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); A minimum of 3 years research experience. Recommendation: Post-graduate degree in: History, Archaeology, Heritage studies, Anthropology or History of art; Research experience in relevant discipline (history, archaeology, heritage studies, anthropology or history of art); Research design experience with software such as Photoshop, Canva and CorelDraw, as well as web design. Competencies: Knowledge of the following: History, purpose, and functions of museums in society including their potential for nation building and tourism development; Museum ethics; Project planning and management including financial management; Legislation, policy and regulations relating to the museum sector; Exhibition design and display; Desktop publishing techniques; Museum exhibition making processes, collections management (information management) and preventive conservation practice and education services; Skills needed: Exhibition arrangement/ implementation; Sound organising, planning and time management; Written and verbal communication; Ability to work under pressure and make sound judgements; Ability to analyse documents and situations.

DUTIES : Curate research for exhibition projects in accordance with the Department's strategic objectives; Conduct research with regard to collection management; Heritage promotion; Provide support with the development of all categories of new museums; Render a project management service with regard to exhibitions.

ENQUIRIES : Ms J de Villiers Tel No: (021) 483 9681/ Jaline.DeVilliers@westerncape.gov.za

POST 13/152 : **LIBRARIAN (BEAUFORT WEST) REF NO: CAS 17/2023**

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 Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/BTech; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving

abilities, but whonhave reasonable access to transport, may also apply.
 Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.

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

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

POST 13/153 : **ADMINISTRATION CLERK: TRANSPORT SECTION REF NO: CAS 15/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving licence. Recommendation: Relevant experience/exposure. Competencies: Knowledge and understanding of the following: Government Motor Transport Handbook Version 1 of 2019; Fleet man. Skills in the following: Written and verbal communication; Report writing; Time management; Ability to work independently and as part of a team; Proven computer literacy.

DUTIES : Administrate motor transport and optimal utilisation of vehicles; Apply instructions relevant to the use, operation, and maintenance of vehicles; Record keeping of information.

ENQUIRIES : Mr A Petrus Tel No: (021) 483 9576

POST 13/154 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 16/2023**
 (Part-Time Contract Position for a 12 Months Contract in Cape Winelands)

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year relevant experience. Recommendation: Experience working in local leagues or clubs. Competencies: A good understanding of the following: Sport administration; Club Development programme; Data collection and information management skills; Proven computer literacy; Skills needed: Monitoring and reporting; Report writing; Written and verbal communication; Interpersonal.

DUTIES : Maintain records of registered and supported leagues and clubs; Provide support to federations that are in the Club Development Programme.

ENQUIRIES : Mr J Pasensie Tel No: (021) 483 9659

DEPARTMENT 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 : 02 May 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 13/155 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 09/2022 R1**

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

<u>CENTRE REQUIREMENTS</u>	: Department of Economic Development and Tourism : An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics, Business or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business or related field; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.
<u>DUTIES</u>	: Develop, implement and monitor programmatic initiatives to: Provide opportunities (e.g., procurement and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction. Strengthen partnerships to provide business development support services (e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.
<u>ENQUIRIES APPLICATIONS</u>	: Mr J. Wolmarans Tel No: (021) 483 8110/ 2628 : 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 13/156</u>	: <u>ASSISTANT DIRECTOR: SKILLS PROGRAM AND PROJECTS REF NO: DEDAT 22/2022 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R393 711 per annum (Level 09) : Department of Economic Development and Tourism : An appropriate 3-year National Diploma or equivalent qualification. A minimum of 3 years Administrative or Management experience; A valid (Code B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management processes; Labour relations; Financial management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices and Accrual Accounting; Asset Management and Intervention Control; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Policy Formulation; Organising and planning; Dispute resolution or conflict management; Interpersonal relations; Analytical thinking; Financial and administrative; Project management; Motivational; Networking and linking; Decision making.
<u>DUTIES</u>	: Provide support in the following: Develop methodologies to narrow the gap between the demand and supply for skills in various economic sectors; Support the skills ecosystem; Develop partnership with economic, skills and academic stakeholders; Conduct financial management.
<u>ENQUIRIES</u>	: Ms C van Niekerk Tel No: (021) 483 0823

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.

OTHER POSTS

POST 13/157 : **MEDICAL SPECIALIST: GRADE 2 TO 3**
Chief Director: Emergency and Clinical Services Support

SALARY : Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Directorate Clinical Service Improvement
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Experience: **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Emergency Medicine. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Emergency Medicine. Inherent requirement of the job: A valid driver's license. Good written and communication skills in at least two or more of the three official languages of the Western Cape. Willingness to work overtime and travel provincially and nationally. Competencies (knowledge/skills): Creative and Innovative. Strategic planning and organizing skills. Clinical expertise and clinical governance and research skills. Computer literacy (Outlook, Excel, Word and PowerPoint). Post-graduate Qualification in Emergency Medicine. Additional experience or qualifications in health system management and/or health system improvement will be advantageous.

DUTIES : To develop, implement and support strategies and projects that drive clinical service improvement through adaptive expertise and service design. The develop a clinical service improvement strategy for the province focusing on access to technical expertise, daily management practices and a culture of continuous improvement. Strengthening the development of service improvement capacity across all sectors with capacitation and establishment of sector improvement teams. Provision of Specialist Clinical Support and Insight on the analysis, design, and implementation support for specific Clinical Service Improvement priorities. Provide clinical expertise in CSI innovations and prototypes for further consideration in system integration. Appropriate management of staff and finances allocated to the portfolio.

ENQUIRIES : Mrs L Najjaar Tel No: (021)-815 8865, Email: Leilah.najjaar@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 : 05 May 2023

POST 13/158 : **CHIEF ENGINEER: GRADE A**
Directorate: Engineering and Technical Services (Professional Services)

SALARY : R1 090 224 per annum, (A portion of the package can be restructured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Appropriate engineering degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required after registration

as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel long distances. Willingness to work away from home for extended periods. Preparation of reports, submissions and presentations in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience and understanding of the Built Environment, internal- and external finishes, and infrastructure in health facilities. Good verbal, written and presentation communication skills. Understanding of the health service delivery platform, indicators and service plan and how this links with infrastructure. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Good computer skills, including MS Outlook, Excel, Word, PowerPoint, and Internet use. Basic knowledge of procurement and supply chain function principles and regulations (PFMA).

DUTIES : (Strategic Planning of built environment projects, from inception to completion, including prioritisation methods. Contract- and Project management in an infrastructure maintenance environment. Management of maintenance of the building and civil engineering infrastructure, including design, scoping, procurement, and implementation. Investigate the feasibility of projects, products and systems with an emphasis on maintenance and life cycle costing. Contribute to functional and technical norms and standards from an engineering perspective. Planning and/or delivery of health infrastructure-related maintenance projects. Ensure that all Civil engineering, Structural engineering and built infrastructure are functioning effectively. Innovative service delivery mechanisms and feasibility studies. Project- and Contract management from inception to completion. Planning and Reporting. People Management.

ENQUIRIES : Ms K du Toit Tel No: (021) 830-3769/3782
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 : 05 May 2023

POST 13/159 : **VICE PRINCIPAL NURSING COLLEGE (HEAD OF NURSING CAMPUS)**

SALARY : R992 634 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Western Cape College of Nursing Southern Cape Karoo Campus
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education registered with SANC. A management qualification. A relevant master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 11 years appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to communicate effectively (verbal and written) in at least two of the three official languages in Western Cape Province. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable, manage uncertainty; demonstrate resilience, resolve and flexibility in face of change. Critical thinker and decision-maker.

DUTIES : Facilitate and coordinate Nursing Education and Training of student nurses. Develop/implement operational plans for the campus. Market the corporate image of the college. Develop and implement policy guidelines for nursing education and training. Coordinate student affairs activities. Management of resources. Collaborate with stakeholders and build sound relationships within the College /Department.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801
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.

<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/160</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS AND LITIGATION)</u> Directorate: Employee Relations (Stationed on the premises of Stikland Hospital)
<u>SALARY</u>	:	R766 584 per annum, (A portion of the package can be structured according to the individual.)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Law (LLB) or appropriate three-year qualification in Labour Law. Experience: Appropriate experience in dealing with labour disputes (conciliation and arbitration) and labour court litigations. Appropriate managerial experience Competencies (knowledge/skills/experience): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.
<u>DUTIES</u>	:	Providing formal legal advice and guidance pertaining to Labour disputes and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting advice to management of decisions based on case law and investigation outcomes. Managing labour disputes and labour court litigation matters instituted against the Department. Ensure uniform action and conduct for all institutions in the Department in respect of labour relations matters. Provide Training in labour disputes and labour court matters. Attend and participate in Labour Relations Officers Form, LR Liaison Officers meeting and other forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation.
<u>ENQUIRIES</u>	:	Adv W Small Tel No: (021) 831-5852
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/161</u>	:	<u>ASSISTANT MANAGER SPECIALTY (PSYCHIATRY) NIGHT DUTY</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R642 942 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma 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 a duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Mental Health Nursing after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem-solving, conflict resolution and interpersonal skills.
<u>DUTIES</u>	:	Responsible for management of the psychiatric nursing service for acute and forensic patients, Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care and

provide on-going support to the nursing service throughout the hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal hospital framework principles. Liaise with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.

ENQUIRIES : Mr M Photo Tel No: (021) 826-5801
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 : 05 May 2023

POST 13/162 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R588 378 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Communicate in at least two of the three official languages of the Western Cape. Valid code (B/EB) driver's license. Competencies (knowledge/skills): Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy (word and excel), knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Acute Psychiatric Services.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr. ST Mndende Tel No. (021) 370 -1400/ Ms. ID Cupido Tel No: (021) 370 - 1358
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 : 05 May 2023

POST 13/163 : **OPERATIONAL MANAGER (GENERAL): GENERAL MEDICINE**

SALARY : R464 466 per annum (PN-A5)
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-

hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem-solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in general nursing science.

DUTIES : Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

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 : 05 May 2023.

POST 13/164 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Garden Route District

SALARY : Grade 1: R464 466 per annum
CENTRE : George Sub-district, Garden Route District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (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 requirement 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 Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Provide comprehensive support for the George Sub-district Primary Health Care management teams to enable the implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Analysis and interpretation of HIV and TB Data, Strengthen and monitor implementation of QIPs to improve HIV and TB services. Monitor and evaluate the IPC component of the staff wellness register and report to PHCM Support George Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Ms M 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 : 05 May 2023

POST 13/165 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District

SALARY : Grade 1: R464 466 per annum, (Plus 8% non-pensionable rural allowance of your annual basic salary)

CENTRE : Oudtshoorn and Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (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 Nurse: Registration with the SANC as a Professional Nurse and Midwifery. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence 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 Maternal-Child-Womens Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Provide comprehensive support for the Primary Health Care management team to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Give support to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation and analysis of statistical data.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7200
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 : 5 May 2023

POST 13/166 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Overberg District

SALARY : Grade 1: R464 466 per annum
CENTRE : Theewaterskloof Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse. (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). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel, PowerPoint). Good interpersonal, leadership and communication skills (Verbal and Written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health, Chronic Diseases- and WHCH-

- programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Co-ordination and implementation of life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men’s health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitoring of service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.
- ENQUIRIES** : Mr VM Maseko Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- CLOSING DATE** : 05 May 2023
- POST 13/167** : **LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)**
Directorate: Western Cape College of Nursing
- SALARY** : Grade 1: R400 644 per annum (PN-D1)
Grade 2: R492 756 per annum (PN-D2)
- CENTRE** : Western Cape College of Nursing (based at: Metro West Campus)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in any of the following fields, Trauma and Emergency Nursing, Critical Care Nursing Orthopaedic Nursing, Peri-Operative Nursing registered with SANC. A relevant master’s degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision-making / problem-solving skills Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervised of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
- ENQUIRIES** : Ms Y Magerman Tel No: (021) 684-1202
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.
- CLOSING DATE** : 05 May 2023
- POST 13/168** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS, IPC AND QA)**
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Knysna Sub-district (Primary Health Care and Acute Services)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health Nursing Science after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and financial management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office).
- DUTIES** : Support the Health Establishments (HE) staff to meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure the health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training database. Monitor data quality in the Health Establishment.
- ENQUIRIES** : Ms GA Lloyd Tel No: (044) 302-8440
- 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 qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Occupational Health Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 05 May 2023

POST 13/169 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
West Coast District

SALARY : R331 188 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management, Finance, Revenue and Patient Administration environment. Appropriate knowledge and practical experience in BAS, LOGIS, Clinicom and Account Receivables system. Appropriate practical experience in budget and expenditure control as well as Assets and Liabilities accounts. Appropriate experience in the procurement of goods, services, warehouse management and asset management administration. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the West Coast District. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Package with experience in LOGIS, BAS, Clinicom and Account Receivables system. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.

DUTIES : Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS/ LOGIS payments. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed, implemented and coordinating documents personnel.

ENQUIRIES : Ms W Jasson Tel No: (022) 487-9215
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 : 05 May 2023

POST 13/170 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT- GOVERNANCE -TRAINING AND DEVELOPMENT (GOODS AND SERVICES)**
Directorate: Supply Chain Management Governance

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENT : Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience in procurement prescripts related to Goods, Services. Appropriate training experience. Inherent requirements of the job: Valid driver's licence (Code B/EB) and ability to travel to conduct training. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.

DUTIES : Present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services and Infrastructure, as per the approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, and supervision of staff.

ENQUIRIES : Ms L Khan Tel No: (021) 834-9047
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. Shortlisted candidates may be required to undergo competency assessments.

CLOSING DATE : 05 May 2023

POST 13/171 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT-
GOVERNANCE -TRAINING AND DEVELOPMENT (INFRASTRUCTURE)**
Directorate: Supply Chain Management Governance

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience in procurement prescripts related to Infrastructure. Appropriate training experience. Inherent requirements of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.

DUTIES : Present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Infrastructure, as per the approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, and supervision of staff.

ENQUIRIES : Ms L Khan Tel No: (021) 834-9047
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. Shortlisted candidates may be required to undergo competency assessments.

CLOSING DATE : 05 May 2023

POST 13/172 : **INDUSTRIAL TECHNICIAN PRODUCTION (BUILDING MANAGEMENT SYSTEM)**

SALARY : R269 214 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering/Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate project and contract management experience. Appropriate experience in the field of Engineering Building Automation Systems. National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering/Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Inherent requirement of the job: A valid vehicle driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Understand the basics of Building Management Systems Protocols, Communications standards, Monitoring signals and Control signals. Knowledge of Uninterruptible Power Supply Systems operations and configurations, deep Cycle Batteries Principles and operation, heating, Ventilation and Air-conditioning Systems (Operation and Controls) and fire detection Systems. Ability to carry out general electrical and/or electronic tasks on Building Industrial and Automation Infrastructures. (Basics of Industrial Electronics). Computer Literacy (MS Word, MS Excel, MS Outlook).

DUTIES : Maintenance and repairs to building Management systems and affiliated Instrumentation equipment (Software and Hardware), fire detection systems and Access Control Systems and conduct repairs on UPS & Battery systems. Control of works order with maintenance management. Project and Contract Manage various Service Level Agreements of Engineering Infrastructure that is associated with the BMS Division. Training and development of BMS operator staff and assist with department expenditure control. Provide strategic planning for the division and the equipment maintenance under the divisions control and perform various health technology audits, assessments and analysis. Keep an up-to-date record of systems and administration functions regarding the division's functioning and the equipment maintenance and evaluation.

ENQUIRIES : Mr A Nober Tel No: (021) 404-5055
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 : 05 May 2023

POST 13/173 : **LIAISON OFFICER (QUALITY ASSURANCE)**
Chief Directorate: Metro Health Services

SALARY : R269 214 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in Public Relations Management. Experience: Appropriate experience in the communication field/Administration. Inherent requirements of the job: A valid driver's licence and willingness to travel. Fluent in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of health systems (Sinjani, Clinicom, Hectis. Ideal Hospital Framework. Knowledge of OHSC Regulations, Patient experience of care. Waiting for time survey Computer literacy. Good interpersonal and communication skills. Knowledge of Clinicom/ Sinjani/ ECM/ Ideal Hospital Capturing system)/DHIS. Ability to function independently as well as part of a team. Ability to function under pressure. Ability to deal with difficult clients. Excellent report writing and presentation skills. Excellent minute-taking skills.

DUTIES : Support to the Quality Assurance manager. Drive the internal communication plan and activities as well as the external communication plan in collaboration with the substructure office and the communication directorate. Patient-Centered Experience: Patient and public complaints and compliments, Client Satisfaction Surveys, Waiting Time Survey, Public and Media Enquiries,

Manage the Helpdesk. Ensure compliance with the Ideal Hospital Framework/Office of Health Standards Compliance. Events: Successful coordination support of events. Database and reports: Update and maintain the database and formulate monthly stats and quarterly reports. Scribe for quality/communication-related meetings. Maintain filing system according to requirements.

ENQUIRIES APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
 : 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.
 : 05 May 2023

POST 13/174 : **PERSONAL ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Stikland Hospital
 : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on the condition that the subjects of the qualification align with the functions as per the attached job description. Experience: Appropriate experience in rendering secretarial and management support to a Senior Executive Manager in a professional environment. Inherent requirement of the job: Communication skills in at least two of three languages of the Western Cape. Valid driver's licence. Competencies (knowledge/skills): Full Computer literacy (Office Suite, i.e MS Word, Advance Excel, Outlook, and PowerPoint). Ability to work fully independently and utilize own initiative to complete tasks and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, good planning, organizational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to clients and staff alike. Able to compile and write relevant documents. Ability to function in a team.

DUTIES : Provide a secretarial support service to senior management. Provide administrative support in terms of adhering to personal requirements by staff directly reporting to the Chief Executive Officer. Provide administrative support services with regard to meetings, including minute-taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

ENQUIRIES APPLICATIONS : Ms L van der Berg Tel No: (021) 940-4402
 : 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.
 : 05 May 2023

POST 13/175 : **PROFESSIONAL NURSE GENERAL (PALLIATIVE CARE) GRADE 1 TO 3**
 (West Coast District)

SALARY : Grade 1: R268 584 per annum (PN –A2)
 : Grade 2: R330 324 per annum (PN -A3)
 : Grade 3: R400 644 per annum (PN - A4)

CENTRE REQUIREMENTS : Saldanha bay Sub-district
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years of appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid Code B/EB driver's licence and willingness to travel. Good communication skills in two of three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function in a multi-disciplinary team (including the NPO sector). Experience in direct patient care.

- Understanding and knowledge of the core package of services for PHC and Level 1 hospitals. Excellent report writing skills Experience with analysing statistical and patient data and manage allocated resources. Computer literacy (Ms Word, PowerPoint, and Excel).
- DUTIES** : Provide direct client care through provision of optimal, holistic nursing care compliant with the standards set by the service and professional and legal framework. Internal and external interface management with all stakeholders and staff. Support and capacity building of staff in wards and on-line advisory support across the district health service platform. Administration and service delivery design and support, resource management and report writing. Monitoring and evaluation of quality of services, health data, information, and policy implementation.
- ENQUIRIES APPLICATIONS** : Ms AC Kogana Tel No: (022) 487 9263
: 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.
- CLOSING DATE** : 05 May 2023
- POST 13/176** : **ARTISAN PRODUCTION GRADE: A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Bellville 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, Cape Town
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of repairs and installation of industrial Laundry Equipment.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES APPLICATIONS** : Mr D Samuels Tel No: (021) 830-3772
: 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** : 05 May 2023
- POST 13/177** : **ARTISAN PRODUCTION GRADE: A TO C (ELECTRICAL)**
Directorate: Engineering and Technical Support Services (Bellville 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, Cape Town
: 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 requirement 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 engineering projects/repairs at the hospital and the institution. Maintain and repair electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisans with their duties.
- ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770
- 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** : 05 May 2023
- POST 13/178** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Cape Winelands Health District
- SALARY** : R181 599 per annum
- CENTRE** : Wellington CDC, Drakenstein Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management, Health Information Systems, and end-user systems support. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills and leadership abilities. Good working knowledge and experience of Health Information Systems (Clinicom, PHCIS, Sinjani, Ideal Facility and BI), including monitoring and evaluation of performance information and systems. Advanced computer skills in Ms Office (i.e., Ms Word, Excel, PowerPoint, and Outlook).
- DUTIES** : Assist AO a in all health statistics within the Sub-district. Responsible for good quality data, PHC, HAST, CBS. Assist Information management in implementation of information systems, including DITCOM process. Render a supportive function to primary health care facilities in Drakenstein Sub-district, with regards to information management. Office administration with regards to filing process, telephone and letters, office equipment and other stock.
- ENQUIRIES** : Ms N Carolissen Tel No: (021) 877-6517
- 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** : 05 May 2023
- POST 13/179** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY** : R181 599 per annum
- CENTRE** : Kwa-Mandlenkosi Clinic
- REQUIREMENTS** : Minimum educational qualification: Grade 12 (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advance computer literacy (MS Office: Word, Excel, and PowerPoint). Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/Tier.net or any other health information systems) will be to your advantage. Ability to function independently and within a team context.
- DUTIES** : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in a prescribed format, within set time frames and according to Information Management Policy. Support to the Operational Manager in the facility. Implement Information Management Policies and Guidelines. Engagement with stakeholders, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic).
- ENQUIRIES** : Mr O Sceffers Tel No: (023) 414-8294

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 : 05 May 2023

POST 13/180 : **FOOD SERVICE SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R151 884 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (St 7) and a Food Service Certificate. Experience: Appropriate experience in a large-scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Physically able to lift heavy objects and be on your feet for long periods of time. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literate in MS Office (Writing skills and the ability to work under pressure.

DUTIES : Order, receipt, storage and issue all food provisions and stock in the food service unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.

ENQUIRIES : Ms R Potgieter Tel No: (021) 940 4575
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 : 05 May 2023

POST 13/181 : **PORTER**

SALARY : R107 196 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Requirements: Basic numeracy and literacy. Experience: Appropriate porter experience within a hospital environment. Inherent requirement of the job: The ability to do physical tasks such as the lifting of patients from/onto beds, trolleys and wheelchairs. Render a shift duty and rotate in different departments. Ability to effectively communicate in at least two of the three official languages spoken by the Western Cape. Competencies (Knowledge/Skills): Knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedures.

DUTIES : Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting medical equipment. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
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 : 05 May 2023

POST 13/182 : **CLEANER (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R107 196 per annum

<u>CENTRE</u>	:	Post A: Heideveld Community Day Centre (X3 Posts) Post B: Dr Abdurahman Community Day Centre (X1 Post) Post C: Nyanga Community Day Centre (X1 Post) Post D: Mitchell's Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements (24-hour facility/s only). Good communication skills (reading, speaking and writing) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to operate machinery and equipment.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to the Household supervisor. Adhere to loyal service ethics.
<u>ENQUIRIES</u>	:	Post A: Ms A Allie Tel No: (021) 638-1690 Post B: Ms M Boonzaaier Tel No: (021) 637-9071 Post C: Ms R Christians Tel No: (021) 831-0871 Post D: Mr N Meyer Tel No: (021) 684-1418
<u>APPLICATIONS</u>	:	Post A: The Facility Manager: Heideveld Community Day Care Centre, Heideveld Road, Heideveld 7764. Post B: The Facility Manager: Dr Abdurahman Community Day Care Centre, Cnr of Ebbenbout and Eland Street, Kew Town 7764. Post C: The Facility Manager: 63 Sithandathu Avenue, Nyanga, 7750. Post D: The Facility Manager: 1 st Avenue Eastridge Mitchell's Plain, 7785.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/183</u>	:	<u>FOOD SERVICES AID (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R107 196 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing, and numerical skills. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Responsible for own transport. Experience: Appropriate experience in an Industrial Food Services Unit. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.
<u>DUTIES</u>	:	The preparation and distribution of milk feed to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Mr R Broekhuizen Tel No: (021) 918-1385
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
<u>FOR ATTENTION</u>	:	Ms LM Ryan
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test.
<u>CLOSING DATE</u>	:	05 May 2023

POST 13/184 : **FOOD SERVICES AID**
Cape Winelands Health District

SALARY : R107 196 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large-scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbents must be physically fit to lift heavy objects and be on their feet the entire day. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

ENQUIRIES : Mr GA Petersen Tel No: (023) 626-8611
APPLICATIONS : The Acting Manager: Medical Services, Robertson Hospital, Private Bag X 617, Robertson 6705.

FOR ATTENTION : Ms TM Padiachy
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 May 2023

POST 13/185 : **LINEN STORES ASSISTANT**
Chief Directorate: Rural Health Services

SALARY : R107 196 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Basic numeracy and literacy. Experience: Appropriate experience in a linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Ability to communicate (verbal and written) at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.

DUTIES : Maintain a high standard of cleanliness and hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to the transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION : Mr K Cornelissen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 May 2023

POST 13/186 : **PORTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R107 196 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience a Porter in a Hospital Environment. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Ability to

communicate in at least two of the three official languages of the Western Cape.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to the supervisor. Assist with the removal of corpses. To assist staff with removal of plaster of Paris. Render support in general.

ENQUIRIES : Mr R Cupido Tel No: (021) 571-8040

APPLICATIONS : The Manager Medical Services: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr L Johnson

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

CLOSING DATE : 05 May 2023

POST 13/187 : **PORTER**
Garden Route District

SALARY : R107 196 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum requirement: Basic literacy skills. Experience: Appropriate experience in a hospital, porter environment will be an advantage. Competencies: (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Must be physically able to lift patients and stay for long hours on your feet. Must be able to do mortuary duties, i.e., removing of corpses from wards.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register and responsible for the cleaning of the mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES : Mr SR Papa Tel No: (044) 203-7314

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 : 05 May 2023

POST 13/188 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R107 196 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for collection of waste/medical waste from the different wards/theatres, any other area as well as the external pick-up points. Responsible for effectively operating equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regard to the cleaning of the institution.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

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 : 05 May 2023

POST 13/189 : **MESSENGER: MEDICAL RECORDS**

SALARY : R107 196 per annum

CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the duties of this post in a medical records registry. Inherent requirement of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads and walk all day. Must have the ability to safely operate a tow tractor/ Tow tug. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of folder management procedures. Basic computer literacy
<u>DUTIES</u>	:	Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Safely operate a tow tractor/tow tug.
<u>ENQUIRIES</u>	:	Mr WR Weeder Tel No: (021) 404-4056
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 May 2023

DEPARTMENT OF THE PREMIER

<u>CLOSING DATE</u>	:	02 May 2023
<u>NOTE</u>	:	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

<u>POST 13/190</u>	:	<u>DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 42/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Master's degree (NQF Level 9 as recognised by SAQA); A minimum of 6 years' experience at a middle management level; A valid code EB driving licence or an alternative mode of transport for persons with a disability. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Recommendation: Experience conducting policy research / analysis and

participating in / contributing to public policy or strategy development processes. Competencies: Knowledge of the following: Public policy and strategy processes; Provincial executive support systems and services; Policies of the government of the day; Policy and strategy development, strategy management and strategy monitoring and review processes; Human resource management and financial management processes; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent written and verbal communications skills at a middle-management level; Outstanding planning, organising and people management skills.

- DUTIES** :
- Strategic guidance and advice with respect to policy analysis and research. This includes the following broad areas of service delivery: High level policy development, analysis and research services; Analyse national and provincial policy and strategy developments and prepare responses and outline implications for the province; Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation); Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and other relevant strategies; Provide capacity building and support to WCG departments in innovative policy development, planning and research; Advise on the alignment of departmental strategic and annual performance plans, as well as integrated development plans, with provincial strategic priorities; Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes; Advise, in consultation with Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities; Engage with internal and external stakeholders on policy and strategy issues; Monitor, review and analyse the implementation of the provincial strategic plan and priorities; Develop and manage the strategic and business plans of the Directorate; Participate in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure.
- ENQUIRIES APPLICATIONS** :
- Dr HH Fast Tel No: (021) 483 5459
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- POST 13/191** :
- PRINCIPAL PSYCHOLOGIST REF NO: DOTP 39/2023**
- SALARY CENTRE REQUIREMENTS** :
- Grade 1: R1 071 918 per annum, OSD as prescribed
- Department of the Premier, Western Cape Government
- A Master's Degree in Industrial Psychology; Compulsory registration as Psychologist (Industrial) with the Health Professions Council of South Africa; A minimum of 3 years post - registration experience as Industrial Psychologist with the HPCSA; Valid code B driver's licence. Proof of registration as Psychologist (Industrial) with the Health Professions Council of South Africa must be submitted with your online application. Recommendation: Experience in Leadership and Culture Interventions will be advantageous. Competencies: Knowledge of Health Professions Act, 1974, HPCSA Code of Ethics for Professionals and HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; Professional judgement and reasoning ability; Leading and supervising; Adhering to principles and values; Applying expertise and technology; Deciding and initiating action; Project Management skills, analytical thinking, conflict management and negotiating; Communication (verbal and written) and report writing skills.
- DUTIES** :
- Manage, plan, develop, guide and advise on complex theories, models in order to enhance behavioural, group and org behaviour; Apply paradigms, theories, models etc to enhance organisational behaviour. Give inputs into the design and development of OD intervention methodologies and instruments. Provide

guidance to employees and ensuring the operational efficiency of the leadership and culture component as well as determining training and development needs of employees; Responsible for disciplining employees and monitoring their conduct and performance management of staff; Quality assure the accuracy and correctness of employees output. Manage the contracts with Service Providers, executing projections on expenditure and the procurement of services, stationary and training of component. Research and development.

ENQUIRIES : Ms L Isaacs Tel No: (021) 466 9734
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 02 May 2023

POST 13/192 : **DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 26/2023**
(3-Year Contract)

SALARY : R908 502 per annum (Level 12), (all inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Postgraduate qualification in the Social Sciences/ Public Policy/ Law/ Economics/ Planning/ Built environment or related field. A minimum 6 years experience within a research / policy environment. Recommendation: Masters Degree; Exposure to and / or experience in Futures Planning / Strategic Foresight. Competencies: Knowledge in the following: Public policy analysis and public policy development and implementation processes; Strategy development, strategy implementation and management and strategy monitoring and review processes; Modern systems of governance and administration; Public communication, public education, public engagement and public discourse management processes; Policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of the Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations. Skills needed: Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Research; People Management; Monitoring, evaluation, and reporting; Critical thinking, innovation, and problem-solving; Communication (written and Verbal). Ability to analyse, conceptualise and implement policy and strategy; Ability to work independently and as part; Able to work collaboratively and flexibly across teams within the organisation. Strong inter-personal, communication, and relationship management skills.

DUTIES : Support the Futures Planning / Strategic Foresight initiatives in the Province through research, analysis and scenario exercises; Research and analyse the provincial policy environment; Initiate the development of appropriate, integrated, and multi-disciplinary government; Programmes (cluster-based and transversal to clusters); Support provincial departments with appropriate policy formulation and decision-making methodology and support systems; Supervision of operational planning and work organisation of the Futures Planning initiative.

ENQUIRIES : Dr Hildegard Fast Tel No: (021) 483 5459
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

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

CLOSING DATE : 02 May 2023

POST 13/193 : **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 40/2023**

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

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following: Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law. Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; well-developed innovative problem-solving and analytical skills; sound organising and planning skills.

DUTIES : Researching, formulating, drafting and editing legislation; Providing legal technical comments on draft legislation; Providing legal advice (including formal written opinions) on substantive legal issues; and scrutinising, drafting and editing legal documents, memoranda, submissions and legal technical correspondence.

ENQUIRIES : Ms A Vosloo Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 02 May 2023

POST 13/194 : **GISc PRODUCTION PROFESSIONAL REF NO: DOTP 33/2023**

SALARY : R646 854 per annum, (all-inclusive salary package), (OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: Practical experience in the following: ArcGIS Enterprise environment; Application of GIS software packages to support policy analysis; Integration of a variety of datasets; Data quality assurance, cleansing, and transformation. Competencies: Knowledge of the following: ArcGIS and Microsoft Azure data and system integration; Geographic information systems; Data and statistics methods, analysis, and interpretation; Programming languages like SQL, Python, R, or Java; Spatial data legislation and standards; Business Intelligence systems and data portals and their application; Related policies

and priorities of provincial and national government. Skills needed: Computer and data literacy; MS Office used in WCG; Data quality assurance, cleansing, and transformation; Analytical and interpretative; Problem solving; Decision making; Programme and project management; Communication and presentation skills, verbal and excellent report writing skills; Stakeholder management and partnerships. Ability to work independently and as part of a team that co-creates.

DUTIES : Facilitate transversal GIS and ensure departmental GIS supports the analysis and alignment of spatial information to the strategic imperatives; Facilitate the implementation of GIS and spatial data/information standards, metadata standards, and data governance procedures in the WCG; Facilitate the dissemination, communications, and advocacy for spatial data products and services to identified stakeholders; Collaborate and coordinate within a Community of Practice for spatial data governance integral to province-wide data governance with the WCG departments, local government, and other stakeholders; Provide operational GIS support to the Provincial Data Office and WCG departments.

ENQUIRIES : Mr J. Du Preez Tel No: 082 883 6592
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 02 May 2023

POST 13/195 : **ASSISTANT DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 27/2023**
 (12 Month Contract)

SALARY : R393 711 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (Bachelors Degree or equivalent); A minimum of 3 years relevant experience. Recommendation: Honours Degree; A valid code B driver's license. Competencies: Knowledge of the following: Latest advances in Public Management; Public policy analysis and public policy development processes; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Policies of the government of the day; Global regional and local political, economics and social affairs impacting on the provincial government of the Western Cape; Latest trends in public sector innovation and innovation methodologies. Skills needed: Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Research; People Management; Monitoring, evaluation, and reporting; Critical thinking, innovation, and problem-solving; Communication (written and Verbal). Ability to analyse, conceptualise and implement policy and strategy; Ability to work independently and as part; Able to work collaboratively and flexibly across teams within the organisation. Strong inter-personal, communication, and relationship management skills.

DUTIES : Collect and collate performance information for the period 2019 to present; Contribute to the development of the End of Term Review, including analysis of provincial; Performance and intergovernmental processes; Write and / or edit sections of the End of Term Review; Contribute to the development of a strategic framework that emanates from the End of Term; Review recommendations.

ENQUIRIES : Dr Hildegarde Fast Tel No: (021) 483 5459

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 May 2023

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 02 May 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 13/196** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: HEALTH INFRASTRUCTURE REF NO: DOI 09/2023**
- SALARY** : Grade A: R750 693 - R801 105 per annum
Grade B: R846 429 - R911 862 per annum
Grade C: R967 809 - R1 140 018 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate

new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr Y Jacob Tel No: (021) 483 8514
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/197 : **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: DOI 08/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Applying technology; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal). Ability to work in a team.

DUTIES : Develop and review the following: The process for a repository of documents on ECM-system and departmental website; The process for retaining financial information as per prescripts. Manage the following: The development and utilisation of a supplier evidence bank, ensuring the evidence bank is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Key identified supplier's relationship with respect to cost delivery and communication; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government; Develop the annual strategy for managing the supply base; Develop and manage a formal process for increasing the capability of suppliers in line with departmental objectives.

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 13/198 : **ASSISTANT DIRECTOR: ELECTRONIC RECORD MANAGEMENT REF NO: DOI 12/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Records Management. Recommendation: Course in the following: Electronic Records Management Practitioner; Masters Course; Records Management Course. Competencies: Knowledge of the following: Relevant Legislation, policies, prescripts, and procedures; Integrated electronic document and records management systems; Retention guidelines and information management technology applications for records retention; Records management and customer care; Skills needed: Written and verbal communication; Report writing; Supervisory skills.

DUTIES : Identification and establishment of RIM and Best Practice; Design and implementation of electronic classification and records-keeping procedures

and processes; Provide management assistance in the design, review, recommendation, implementation and interrogation of new records and information related applications; Perform electronic records-keeping audits including reports and project planning assistance; Manage and Co-ordinate the work performance of the Scan Supervisor, E-Registry Clerks and Scanner Operators; Provide guidance and leadership in strategic records and information management; Ensure and provides training and change management services and ensure as such is implemented for all procedures and processes.

ENQUIRIES : Mr R Plaatjes Tel No: (021) 483 9590
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 13/199 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (MECHANICAL) REF NO: DOI 13/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Building construction on-site experience; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Mechanical matters, familiar with contract administration, Occupational Education and Safety Act and relevant regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Skills needed: Proven computer literacy; Technical report writing; Written and verbal communication; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Education Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/200 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 (X3 POSTS)**

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

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry; Procurement;

- Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Ms M Subailey Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/201** : **ADMINISTRATOR (LIABILITIES): FRAUD AND LOSSES CONTROL REF NO: DOI 05/2023 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; 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: Loss control and basic investigation skills. Competencies: Knowledge and understanding of the following: WCG Loss Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure.
- DUTIES** : Claims against the State (Public Liability Claims) and claims by the State (RCD Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
- ENQUIRIES APPLICATIONS** : Ms LD Atkins Tel No: (021) 483 3743
: 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 13/202** : **ADMINISTRATION CLERK (LOSS CONTROL): FRAUD AND LOSSES CONTROL REF NO: DOI 01/2023**
- SALARY CENTRE** : R181 599 per annum (Level 05)
: Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; 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: Knowledge of the following: Loss Control; Basic investigation skills. Competencies: Knowledge and understanding of the following: WCG Loss Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure.
<u>DUTIES</u>	:	Claims against the State (Public Liability Claims) and claims by the State (Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses; and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.
<u>ENQUIRIES</u>	:	Ms LD Atkins Tel No: (021) 483 3743
<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 13/203</u>	:	<u>REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: DOI 04/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry Clerk Course and Relevant experience in the Registry environment. Competencies: Good verbal and written communication skills; Concern for others; Reliable; Self-Management; Work in a Team; Good client relation skills; Diversity Citizenship.
<u>DUTIES</u>	:	Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Preparing mail to be posted by folding and franking; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of systems by adding folders.
<u>ENQUIRIES</u>	:	Mr A Kruger Tel No: (021) 483 7088
<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 13/204</u>	:	<u>ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALIZED MAINTENANCE REF NO: DOI 06/2023 (X1 POSTS AVAILABLE IN MOSSEL BAY)</u>
<u>SALARY</u>	:	R151 884 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure , Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following: Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.

ENQUIRIES APPLICATIONS : Mr. P Gers Tel No: (044) 272 6071
: To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/205 : **OPERATOR SCAN CENTRE: ELECTRONIC RECORD MANAGEMENT(PAARL) REF NO: DOI 03/2023**

SALARY CENTRE REQUIREMENTS : R128 166 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good written and verbal communication; Computer literacy; Operating equipment; Planning; Problem solving.

DUTIES : Prepping of documents; Scanning of documents/files; De-Prepping of documents/files; Quality assurance; Scanning of vital records.

ENQUIRIES APPLICATIONS : Mr R Plaattjes Tel No: (021) 483 9590
: To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

POST 13/206 : **MESSENGER: RECORDS MANAGEMENT REF NO: DOI 02/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good verbal and written communication; Self-Management; Concern for others; Proven computer literacy; Able to work in a team.

DUTIES : Collection of mail bags from the post office and documents from all the offices of the department, using a vehicle or physically; Sorting and distribution of internal mail to all the offices of the Department; Franking of mail to be posted; Request vehicle and ensure that it is in a good condition; Assist with the execution of functions associated with records management.

ENQUIRIES : Mr A Kruger Tel No: (021) 483 7088

- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 02 May 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 13/207** : **CHIEF ENGINEER (CIVIL): PLANNING AND SUPPORT REF NO: LG 22/2023**
- SALARY** : Grade A: R1 090 224 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Local Government, Western Cape Government
 : An appropriate Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment. Skills in the following: Decision making; Team leadership; Analytical and creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Planning and organising; Proven computer literacy; Conflict management; People management; Negotiation, problem solving and analysis; Change management; Innovation.
- DUTIES** : Programme and project management; Engineering, legal and operational compliance; Long term integrated spartial, infrastructure and financial planning; Asset management; Water and Energy resilience strategies; Infrastructure Governance; Innovation in infrastructure development and financing; Infrastructure procurement.
- ENQUIRIES APPLICATIONS** : Mr M Brand Tel No: (021) 483 2856
 : 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 13/208** : **DEPUTY DIRECTOR: RECOVERY REF NO: LG 21/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in the field of disaster management. Recommendation: Financial management and Project management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Related policies and guidelines as well as applicable legislation; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Strategic planning; Skills needed: Proven computer literacy (MS Office); Communication (written and verbal); Ability to work independently and as part of a team.
<u>DUTIES</u>	: Coordinate and facilitate the following: The disaster assessments and verification processes; Disaster debriefings/post events analysis studies; Disaster declarations and classifications; Disaster relief, rehabilitation and reconstruction projects; The application, allocation and monitoring of disaster grants; To oversee the strategic management planning, human resource performance management and risk management in the sub-directorate; To manage the finances/budget of the sub-directorate in terms of financial prescripts.
<u>ENQUIRIES APPLICATIONS</u>	: Ms L Nicholson Tel No: (021) 937 6317 : 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 13/209</u>	: <u>ASSISTANT DIRECTOR: JDMA REF NO: LG 17/2023</u> (12-Month Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R393 711 per annum (Level 09), plus 37% in lieu of service benefits. : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or Stakeholder Relations.; A minimum of 3 years supervisory level 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: All spheres of government and all agents and stakeholders; The IDP and related planning processes Knowledge and understanding of program and project management; Applicable policies, strategies, legislation, guidelines standards procedures & best practice; Municipal integrated development planning, performance management and development planning at all three spheres of government; The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Procurement and tendering processes; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills needed: Proven computer literacy (MS Office); Communication (written and verbal); Time management, planning and organising; Report writing; Report writing; Leading and supervising; Analysing. Abilities: Deciding and initiating action; Delivering results and meeting customer expectations.
<u>DUTIES</u>	: Facilitate stakeholder engagement, policies and systems for the JDMA Programme; Oversee and ensure the provision of the secretariat and administrative function for all District/Metro JDMA coordinating structure meetings and forums; Oversee and ensure the provision of administrative support for the JDMA team(s); People management.
<u>ENQUIRIES APPLICATIONS</u>	: Dr S Greyling at Tel No: (021) 483 4647 sandra.greyling@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
<u>POST 13/210</u>	: <u>ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 19/2023</u>
<u>SALARY</u>	: R393 711 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Department of Local Government, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) ; A minimum of 3 years 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: Public sector finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances; Project management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	To manage and coordinate municipal support interventions; Monitor and evaluate all projects; Gather all relevant information related to municipal performance and compliance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Batatu Tel No: (021) 483 8160
	:	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 13/211</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 20/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09)
	:	Department of Local Government, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Built Environment, Town/Urban Planning, Public Management, Development studies or relevant qualification; A minimum of 3 years experience in development planning or local government planning. Recommendation: Working knowledge of the following: Integrated Development Planning policy, legislation and guiding manuals; Experience in municipal strategic management and strategic planning processes, including performance management; Project management. Competencies: Knowledge of the following: Integrated Development Planning (IDP) and intergovernmental planning, budgeting and implementation; IDP policy, legislation and guiding manuals; Community-based participation processes.
<u>DUTIES</u>	:	Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation; Provide support to individual municipalities with drafting and reviewing of IDPs; Assist with the coordination and monitoring of sector planning mechanisms for alignment and integration of municipal, provincial and national programmes; Provide capacity building in IDP to municipalities and related stakeholders and support municipalities with area-based planning; Assist with the preparation and management of project plans and prepare monthly/quarterly performance reviews; Prepare and manage sub-directorates budgets; Spatial mapping and GIS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N du Plessis Tel No: (021) 483 3284
	:	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 13/212</u>	:	<u>ADMINISTRATIVE OFFICER: JDMA (12 MONTH CONTRACT) REF NO: LG 18/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07)
	:	Department of Local Government, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 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: Principles and processes for providing customer and personnel services; Quality control; Technical knowledge; Information Management; Public Administration; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Minute taking; Planning and coordination; Project Management.
<u>DUTIES</u>	:	Provide a line support service to the JDMA unit; Record the engagements of the unit; Provide a general administrative and secretariat support service for

the JDMA unit; Ensure the effective flow of information and documents to and from the unit.

ENQUIRIES : Ms D Benjamin Tel No: (021) 483 3938
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 MOBILITY

CLOSING DATE : 02 May 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 13/213 : **DEPUTY DIRECTOR: VEHICLE LICENCING AND DRIVER REGULATION AND STANDARDS REF NO: DM 04/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Mobility, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years management level experience; A valid (code B or higher) driving licence and willingness to regularly travel away from the office. Recommendation: Road Traffic legislative knowledge; Client Service orientated, Project Management; Budget and Financial management; Human Resource management. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Problem solving and decision making through analytical thinking; Communication (written and verbal) skills; Proven computer literacy; Planning and organising; Relationship management.
DUTIES : Manage the agency function pertaining to vehicle registration and licensing and driver and vehicle fitness processes; Manage the Provincial Helpdesk (Call Centre, Walk-in centre and back-office client services) for the departmental vehicle registration and licensing and driver & vehicle fitness processes; Manage all projects allocated to the sub-directorate; Ensure compliance with all relevant legislative, statutory, regulatory and management requirements towards the achievement of assigned projects and goals; Human Resource management; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve the unit's objectives effectively and efficiently.

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

POST 13/214 : **ADMINISTRATIVE OFFICER: WINELAND/CENTRAL KAROO REF NO: DM 05/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : Department of Mobility, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project Management processes; Freight and Logistics. Competencies: Knowledge of the following:

- Public Administration; Supply Chain Management; Applicable legislative and regulatory requirements in the development land transport projects; Information Management systems; Written and verbal communication skills.
- DUTIES** : Provide high level support in the planning, coordination and implementation of land transport services; Active participation in the Land Transport Projects, including freight and logistics projects; Provide high level administrative support services, including financial, human resource administration and document management; Collect, analyse and collate information and data; Respond to general enquiries from internal and external stakeholders, find resolutions or refer to correct official; Assist in conducting desktop research on matters relating to land transport.
- ENQUIRIES APPLICATIONS** : Ms D Cloete Tel No: (021) 483 3694 / Dana.Cloete@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 13/215** : **REGISTRY CLERK: OFFICE SUPPORT SERVICES REF NO: DM 02/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Mobility, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); Valid Code (B/EB) driving License. Recommendation: Computer literacy (MS Word and Excel). Competencies: Good written and verbal communication skills; Team and people orientation; Organised and Self Motivated; Innovative and Analytical thinking; Work under pressure; Knowledge of Record Management, Registry and Archive Procedures.
- DUTIES** : Opening of physical files upon request, maintaining file covers and filing of correspondence; Capturing files details; Closing files and prepare for destruction; Keep registers: opened/closed files; Franked mail; Registered mail and dispatching of outgoing mail. General assistance to messenger duties and driving duties when required.
- ENQUIRIES APPLICATIONS** : Mrs S Theys Tel No: (021) 469 7617
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/216** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (GMT) REF NO: DM 03/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Department of Mobility, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject; A valid (code 08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in a General Recognised Accounting Practice (GRAP); Supply Chain Administration/ Management. Competencies: Knowledge of Relevant Acts and regulations: Skills needed: Financial reporting; Good problem solving; Systematic approach; Analytical thinking; Written and verbal communication; Numerical; Ability to work under pressure.
- DUTIES** : Purchase, receive, issue and storing of stock; Administer and handle all tender and contract administration; Manage and maintain the supplier database; Administer and manage the property plant equipment movable asset (furniture, equipment and store assets); Provide an office equipment support service.
- ENQUIRIES APPLICATIONS** : Ms K Proctor-Fourie Tel No: (021) 467 4792/ (061) 884 6572
: 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 13/217** : **CLEANER: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: DM 01/2023**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Department of Mobility, Western Cape Government
: Basic literacy and numeracy (ABET). Recommendation: Must be physically fit and able to operate and move relevant machinery; Must be able to lift and

- move office and equipment; Proven general cleaning and maintenance.
Competencies: Skills needed: Written and verbal communication; Interpersonal; Planning and organising; Ability to communicate on all levels.
- DUTIES** : Daily cleaning and maintenance of facilities; Maintenance of the kitchen; Ad hoc tasks.
- ENQUIRIES** : Mr J Baugaard Tel No: (021) 983 1523
- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 May 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 13/218** : **ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 06/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Honours Degree (or equivalent qualification) in Economics, Finance, Public Policy; A minimum of 3 years experience in economic or policy research; 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: Masters Degree in Economics, Finance or Public Policy; Experience in data analysis and or policy development; A keen interest in working in an applied economic policy environment; Experience in project management. Competencies: Knowledge in the following: Micro/macroeconomic theory and interpretation and economic analysis of key data sets; Municipal Finance Management Act, other relevant legislation and policies applicable to local government; Ability to understand and communicate findings from rigorous quantitative research; Written and verbal communication skills.
- DUTIES** : Coordinate and manage and provide inputs into the Local Government Budget Assessment process with other key stakeholder departments; Assess, advise and monitor municipal Service Delivery Budget Implementation Plans (SDBIP's); Conduct and publish economic and socio-economic analysis through the Municipal Economic Review and Outlook (MERO) publication and

ENQUIRIES : Socio-economic Profiles for Local Government (SEP-LG); Project Management; Financial Management; People Management and Mentoring.
Ms N Rinqest Tel No: (021) 483 8692

POST 13/219 : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR:
LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF
NO: PT 07/2023**

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics, Public Finance or Accounting; A minimum of 6 years proven financial management experience in the Public Sector of which 3 years should be management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to travel; Strong financial background specifically in a municipal related environment. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, Municipal Finance Management Act, National Treasury regulations, Provincial Treasury Instructions, Circulars, Companies Act); Municipal budget process and procedures; In Year Monitoring process and procedures; Implementation of the mSCOA reform in municipalities; Skills needed: Written and verbal communication; Organising, planning and change management; Leadership and team building.

DUTIES : Municipal budgets analysed and assessed to improve conformance, credibility and sustainability in compliance with sections 22 and 23 of the MFMA; In-year monitoring reports on the implementation of municipal budgets evaluated and trends and risks reported to provincial and national government, as per section 71 of the MFMA; Feedback and advice provided to municipalities in order to enhance conformance, accountability, data integrity, sustainability and efficiencies; Reports and analysis on MFMA implementation and municipal finances to improve IGR and coordination within and across PT, other departments and relevant stakeholders to improve conformance and performance in municipalities; Personnel management that positively contributes to equity, staff recruitment, retention and development.

ENQUIRIES : Ms N Rinqest Tel No: (021) 483 8692

POST 13/220 : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL
SYSTEMS REF NO: PT 08/2023 (X2 POSTS)**

SALARY : R393 711 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of system administration in a user support and training environment. Competencies: Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with basic enquiries.

DUTIES : Rendering of a user support and training to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; The investigation, implementation and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; The analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury.

ENQUIRIES : Mr I Callaghan Tel No: (021) 483 8277

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 May 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 13/221 : **PSYCHOLOGIST: FACILITY POLICY AND PROFESSIONAL SERVICES (KRAAIFONTEIN) REF NO: DSD 53/2023**

SALARY : Grade 1: R745 785 – R819 921 per annum, (OSD as prescribed)
Grade 2: R870 231 – R965 835 per annum, (OSD as prescribed)
Grade 3: R1 009 944 – R1 189 656 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Qualifications: Master's Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1- year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Knowledge of the following: Code of professional ethics of the HPCSA and the Professional Board for Psychology; Key elements of policies, frameworks, norms and standards on organisational performance; Mentoring and coaching practices; Project management; Research methods/statistics; Skills: Communication (written and verbal); Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Facilitation and presentation; Conflict resolution; Planning and organising; Report writing; Numeracy and problem solving; Coping with pressure and setbacks.

DUTIES : Performing psychological assessment to conceptualise, diagnose, plan and monitor therapeutic processes; Develop theoretical and etiological formulations; Research, Policy Development and Programme Design; Training and supervision; Administration.

ENQUIRIES APPLICATIONS : Mr AA Mitas Tel No: (021) 202 9249
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 13/222 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DSD 52/2023**

SALARY : R393 711 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems;

- Human Resource Management; policy development; Budgeting processes; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.
- ENQUIRIES APPLICATIONS** : Mr D.N Arendse Tel No: (021) 483 8646
: 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 13/223** : **SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI) REF NO: DSD 51/2023**
- 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 REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 K Brink Tel No: (021) 834 7000

- 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 13/224** : **SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE VALLEY) REF NO: DSD 38/2023**
- 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 REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 APPLICATIONS** : Ms L Louw Tel No: (023) 438 5300
: 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 13/225** : **SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS) REF NO: DSD 36/2023**
- 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 REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 : Dr W du Toit Tel No: (022) 713 2272
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 13/226 : **SOCIAL WORKER: SOCIAL WORK SERVICES (3 POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA) REF NO: DSD 48/2023**

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 : 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 : Mr F Gezwind Tel No: (021) 812 0925
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 13/227 : **SOCIAL WORKER: SOCIAL WORK SERVICES (GEORGE) REF NO: DSD 46/2023**

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 : 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 APPLICATIONS : Mr YD Nghonyama Tel No: (044) 272 8977
: 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 13/228 : **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 47/2023**

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 REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 13/229 : **SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU) REF NO: DSD 49/2023**

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 REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 M Swart at Tel No: (021) 763 6212

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 13/230 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) REF NO: DSD 45/2023**

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 REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **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 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>

POST 13/231 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (WYNBERG) REF NO: DSD 50/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Good understanding of the following: Clerical duties and capturing; Skills needed: Proven computer literacy; Planning and organisation; Communication (written and verbal); Flexibility and Team work.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES : Mr C Palmer Tel No: (021) 763 6219
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 13/232 : **ADMINISTRATION CLERK: FINANCIAL MANAGEMENT REF NO: DSD 33/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Job knowledge; Skills in the following: Written and verbal communication; Numeracy, Proven literacy in MS Office; Interpersonal; Planning and organising; Decision making and flexibility; Client orientation and customer focus.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Marshall Tel No: (021) 483 6717 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 13/233</u>	:	<u>ADMINISTRATION CLERK: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 34/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) Department of Social Development, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience/exposure. Competencies: Knowledge of the following: PFMA, No 1 of 1999; Treasury prescripts; Financial delegations; NPO Act; Policy on financial awards; Guidelines for the implementation of the policy on financial awards. Skills needed: Proven computer literacy in MS Office; Presentation; Decision making; Written and verbal communication; Interpersonal relations; Problem solving; Planning and organising.
<u>DUTIES</u>	:	Evaluate and process prescribed documents for payment; Monitor compliance and identify non-compliance with prescribed policy/legislation and funding conditions; Business plans; Render a support function to programme offices.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hindley Tel No: (021) 483 5760 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 13/234</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 54/2023 (X17 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R164 391 - R227 550 per annum, OSD as prescribed Department of Social Development, Western Cape Government Clanwilliam, Bonnytoun, Horizon, Outeniekwa, De Novo and Roar Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multisectoral teams in social service delivery.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all

		the clerical functions required; Render care services to residents; Continuous professional development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas Tel No:(044) 803 7508
	:	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 13/235</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 37/2023 (X3 POSTS AVAILABLE IN BELLVILLE, ELSIES RIVER AND DELFT)</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 REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Engel Tel No: (021) 483 7675
	:	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 13/236</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 39/2023</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)

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)</p> <p>Department of Social Development, Western Cape Government</p> <p>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.</p> <p>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.</p>
<u>DUTIES</u>	<p>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.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Dr W du Toit Tel No: (022) 713 2272</p> <p>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</p>
<u>POST 13/237</u>	<p><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 40/2023 (X3 POSTS AVAILABLE IN OVERSTRAND, THEEWATERSKLOOF AND WITZENBERG)</u></p>
<u>SALARY</u>	<p>Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed)</p> <p>Grade 2: R185 025 – R208 242 per annum, (OSD as prescribed)</p> <p>Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Department of Social Development, Western Cape Government</p> <p>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</p>

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>

POST 13/238 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 43/2023 (X5 POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA)**

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 : Mr F Gezwind Tel No: (021) 812 0925
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 13/239 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 44/2023 (X4 POSTS AVAILABLE IN ATHLONE, GUGULETHU AND MITCHELLS PLAIN)**

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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Swart Tel No: (021) 763 6212
<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 13/240</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS AND LANGA) REF NO: DSD 42/2023</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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Engel Tel No: (021) 483 7675
<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

POST 13/241 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS)**
REF NO: DSD 35/2023

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 REQUIREMENTS : Department of Social Development, Western Cape Government
: **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 : Dr W du Toit Tel No: (022) 713 2272

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 13/242 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD**
41/2023 (X2 POSTS AVAILABLE IN BEAUFORT WEST AND GEORGE)

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 REQUIREMENTS : Department of Social Development, Western Cape Government
: **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

: Mr YD Nghonyama 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>