

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

CLOSING DATE : 26 June 2023

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

MANAGEMENT ECHELON

POST 20/343 : **DIRECTOR: AGRICULTURAL SKILLS DEVELOPMENT REF NO: AGR 31/2023**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate degree (NQF 7) as recognised by SAQA; 6 years of experience at a middle management level; Valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proficient in two of the official languages of the Western Cape Province; and post-graduate qualification in Education Business Management and/ or Public Administration. Competencies: Good knowledge of policy development processes regarding training; Knowledge of strategic management; Knowledge of people management and development; Good communication skills; and good interpersonal skills.

DUTIES : Line Management; Strategic Management; Financial Management; People Management; Manage and develop relevant quality training programmes; and client service/ stakeholder management and engagement/ liaison.

ENQUIRIES : Mr D Jacobs Tel No: (021) 808 5013

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OTHER POSTS

POST 20/344 : **PROJECT MANAGER: RURAL DEVELOPMENT (ELSENBURG) REF NO: AGR 32/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years management level experience in project planning, management and coordination; 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: Community and/or stakeholder liaison in a development environment; Community development and social cohesion initiatives. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Information technology; Economic and financial analysis; Legal administration; Strategic planning.
<u>DUTIES</u>	:	Manage and achieve the targets of the sub-programme towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.
<u>ENQUIRIES</u>	:	Ms J Pandaram Tel No: (021) 808 5362
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/345</u>	:	<u>LECTURER: EXTENSION (ELSENBURG) REF NO: AGR 35/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Recommendation: Working knowledge of extension interventions and project management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of Agricultural Extension; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Chokoe Tel No: (021) 808 7049
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by

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

CLOSING DATE : 26 June 2023

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 : 26 June 2023

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OTHER POSTS

POST 20/346 : **ASSISTANT DIRECTOR: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 23/2022 R1**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) majoring in Information Management Systems; A minimum of 3 years supervisory experience in archival, records management or electronic content 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: Qualification in Archives and Records Management. Knowledge of managing electronic records, database and systems. Competencies: Knowledge of the following: Managing electronic databases; Automated storage and retrieval systems, electronic records, database design and electronic publications; Legislation, policies and procedures of the Western Cape Archives and Records Service; Relevant Public Management practices; Financial Management and supply chain management services; Public service reporting structures; Strategic planning; Meeting procedures; Skills needed: Organising, problem solving, research; Communication (written and verbal).

DUTIES : Management and administration of the E-Records Management Division; People management; Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: Compilation and updating of electronic records management.

ENQUIRIES : Ms N Dingayo Tel No: (021) 483 0452

POST 20/347 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 19/2022 R1**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Tertiary qualification in Finance or Accounting; Experience in an asset management environment, warehouse management or inventory management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

transport, may also apply. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Render administrative support; Check and issue furniture, equipment and accessories to components and individuals; Updating of the asset register regarding disposals; Asset verification; Drafting of submissions, circulars, minutes and agenda's.

ENQUIRIES : Ms L Sawall Tel No: (021) 483 8032

POST 20/348 : **ADMINISTRATION CLERK: LIBRARY SERVICE (VANRYHNSDORP) REF NO: CAS 27/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant library experience. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset management; Office administration; Data capturing; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Numeracy and statistics.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr S Booysen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 26 June 2023

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OTHER POST

POST 20/349 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 10/2022 (X2 POSTS)**

SALARY CENTRE : R359 517 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; Skills needed: Proven computer literacy; Communication (written and verbal); Ability to work independently and as part of a team; Report writing; Problem solving; Analytical; Planning and organising.

- DUTIES** : Provide the following services: Demand management; Acquisition management; Contract management; Logistics and payment; File and database management; General administration.
- ENQUIRIES** : Mr M Hartman Tel No: (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
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- 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 20/350** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): COASTAL MANAGEMENT REF NO: EADP 21/2023**

- SALARY** : R451 587 per annum, (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Natural, Environmental or Engineering Sciences (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Estuarine and / or Coastal and / or Environmental Management; Estuary, coastal and environmental legislation, policies and regulations; Project Management; Willingness to travel within the Western Cape. Competencies: Knowledge of the following: Coastal, environmental and estuary management; Relevant coastal, environmental and estuary legislation; Project management; Facilitation / stakeholder engagements; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent communication and presentation skills (written and verbal); Information technology; Excellent report writing skills which include drafting of correspondence, comments on applications, drafting of law, policies, guidelines etc.; Ability to work independently and as part of a team.

- DUTIES** : Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Supporting the administration and implementation of the NEM:ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Providing technical advice in support of the administration and implementation of NEM:ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Support compliance and enforcement of NEM:ICMA; Supporting the development and implementation of provincial and municipal coastal management programmes and projects; Conducting research and assist with the development of coastal management and estuary management related policies, programmes and projects; Driving initiatives to enable mainstreaming of coastal and estuary management into provincial and local governmental programmes.

- ENQUIRIES** : Ms M Laros Tel No: (021) 483 5126

- POST 20/351** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: EADP 22/2023 (X4 POSTS)**
12 Month Contract Period

- SALARY** : R451 587 per annum, (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government

<u>REQUIREMENTS</u>	:	4-year Degree or equivalent qualification in Natural or Environmental Sciences; Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as an Environmental Assessment Practitioner or South African Council for Natural Scientific Professions (SACNASP); A valid driving license. Recommendation: Relevant experience in Environmental Impact Assessment. Competencies: Knowledge of the following: The integrated environmental management process; Applicable environmental legislation, National and Provincial policies; Biophysical, social, cultural and heritage and the economic environments; The functioning of comparative ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of Environmental Impact Assessments; Methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Policies, environmental related legislation and environmental matters in the region; Related sectors/ fields e.g. mining, agriculture, water industry, forward planning, town and regional planning; Computer Literacy(MS Word, Excel); Communication skills (written and verbal); Information technology; Project Management; Time management; Analytical skills.
<u>DUTIES</u>	:	Provision of technical /procedural advice and support to organs of state relating to EIA/ impact management, including: Advice relating to EIA Pre-Application and application processes; Development of guideline documents and capacity building material aimed at support to organs of state (in liaison with the Development Management Directorate); Assisting with/contributing to engagements with assigned Municipalities as per the Department's Municipal Outreach Programmes (MOPs); Participating in Environmental Capacity building activities that relates to the implementation of the NEMA EIA regulations, in order to promote compliance with legislative requirements; Land Assembly Services to Organs of State, including: Utilising GIS as a tool, to screen assigned properties from an environmental perspective to identify possible EIA triggers; During the 12-month contract, the team must screen over 1,200 sites; Site visits to confirm conditions, as instructed; Liaison with relevant organs of state to facilitate screening and environmental impact management in general; Report writing in terms of environmental screening outcomes; Assisting with promoting proactive environmental impact management, including but not limited to the adoption of ad-hoc urban areas, development setback lines and the like; General land assembly support services, as instructed.
<u>ENQUIRIES</u>	:	Ms T Jordan Tel No: (021) 483 4093
<u>POST 20/352</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): SPECIALISATION IN WETLANDS OR BIODIVERSITY REF NO: EADP 23/2023 (X2 POSTS)</u> 12 Month Contract Period
<u>SALARY CENTRE REQUIREMENTS</u>	:	R451 587 per annum, (OSD as prescribed) Environmental Affairs and Development Planning, Western Cape Government 4-year Degree or equivalent qualification in Natural or Environmental Sciences; A valid driving license. Recommendation: Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as an Environmental Assessment Practitioner; Experience in environmental impact assessment. Competencies: Knowledge of the following: The integrated environmental management process; Applicable environmental legislation, National and Provincial policies; Biophysical, social, cultural and heritage and the economic environments; The functioning of comparative ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of Environmental Impact Assessments; Methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Policies, environmental related legislation and environmental matters in the region; Related sectors/ fields e.g. mining, agriculture, water industry, forward planning, town and regional planning; Ability assess the condition of wetlands/biodiversity on site in order to provide a specialist's opinion.
<u>DUTIES</u>	:	Management of EIA Applications and Directives, including the development of Environmental Authorisations, conditions of authorisations/directives and exemptions, which would include the following: Implement the administration (process) of applications submitted by Organs of State in terms of the NEMA: EIA Regulations, Section 30A Regulations and ECA: OSCA Regulations;

Administer (process), implement and recommend decisions on applications that require authorisation in terms of NEMA and the NEMA: EIA regulations; Take responsibility for the management of EIA process assigned applications for environmental authorisation; Ensure quality and productivity of work produced; Facilitate coordination and cooperation between organs of state in the consideration of environmental impact assessment applications; Manage and resolve conflict in EIA regulatory processes where required; Management and provision of technical /procedural advice relating to non-applications, which would include: Provide support and technical / procedural advice to Organs of State with regards to environmental impact management; Assess and provide written comment to Organs of State in terms of assigned non-applications to determine the applicability of NEMA EIA Regulations; Assist with promoting pro-active environmental impact management, including but not limited to the assessment of applications or advice relating to the adoption of ad-hoc urban areas /development set back lines and the like; Support, advice and capacity building: Provide specialist advice to external clients and staff in terms of NEMA and the EIA Regulations; Conduct engagements with assigned municipalities as per the Directorate's Municipal Outreach Programme (MOP); Support engagements to build capacity within government departments.

ENQUIRIES

: Ms T Jordan Tel No: (021) 483 4093

POST 20/353

: **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT LICENSING REGULATORY SERVICES REF NO: EADP 18/2023**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Environmental Affairs and Development Planning, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree in Natural, Physical sciences, environmental science/management, engineering or equivalent qualification; A valid driving license (Code B or higher).Registered as a Candidate Environmental Assessment Practitioner (Candidate EAP) or Registered as an Environmental Assessment Practitioner (EAP) with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date. Recommendation: Willing to travel when required. Competencies: Knowledge in the following: Environmental, general and hazardous waste management; Compliance and enforcement of relevant statutory obligations with regard to regulations, policies and treaties related to waste management and environmental management; Environmental legislation; Facilitation of public participation; Environmental monitoring and audits; Public participation processes; Project management; Administration procedures relating to the specific working environment; Adherence to and compliance with administrative procedures; Environmental Impact Management; Waste Management: Integrated Waste Management; Environmental Monitoring and Auditing: - Environmental compliance monitoring and enforcement; Skills needed: Written and verbal communication; Proven computer literacy (MS Office), including spatial and nonspatial database management; Planning and organising; Report writing; Conflict Management; Ability to ensure compliance and enforce relevant statutory obligations with regard to regulations, policies and treaties related to waste management and environmental management; Ability to conduct and interpret environmental monitoring and audits.

DUTIES

: Administer the waste management licensing process through the review and evaluation of waste impacts and technical reports and the drafting of waste management licenses, including licensing projects; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations (NEMA & NEM:WA, amongst other relevant legislation); Provide comment and advice to organs of state and other stakeholders and provide inputs to the State of Waste Report and municipal reports; Contribute to general office management i.e. assist with planning the audit schedule and communicating with stakeholders.

ENQUIRIES

: Mr E Pienaar Tel No: (021) 483 5546

POST 20/354 : **ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: EADP 16/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial management or related; A minimum of 3 years supervisory experience. Recommendation: Working knowledge in the following: Banking and Cash Management; Basic Accounting System, PERSAL, Logis and the Standard Chart of Accounts; Bookkeeping and payments. Competencies: Knowledge of the following: Public Finance Management; Treasury Regulations and Finance Instructions; Transversal public sector accounting systems; Skills needed: People Management; Research; Presentation; Proven computer literacy (MS Office); Leading and Supervising; Writing and Reporting; Planning and Organising; Applying expertise and technology; Innovation and design thinking.

DUTIES : Establish systems, procedures, processes to ensure efficient and effective banking and cash management; Establish systems, procedures, processes to ensure efficient and effective bookkeeping service; Management of the component.

ENQUIRIES : Y Horniet Tel No: (021) 483 8337

POST 20/355 : **GISC TECHNICIAN (PRODUCTION LEVEL): DEVELOPMENT FACILITATION REF NO: EADP 19/2023 (X5 POSTS)**
12 Month Contract

SALARY : Grade A: R353 013 – R376 806 per annum, (OSD as prescribed)
Grade B: R398 865 – R428 619 per annum, (OSD as prescribed)
Grade C: R451 587 – R531 117 per annum, (OSD as prescribed)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; A minimum of 3 years post qualification technical (GISc) experience; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A valid driving license. Recommendation: Proven experience and knowledge in: Field of GIS, using ArcMap software; Cadaster. Competencies: Knowledge of the following: GIS (using ArcMap software); Database Management; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work under pressure against set deadlines; Ability to work with people and within a team.

DUTIES : Spatial mapping; Capture and clean spatial data; Assist the development planning chief directorate with relevant spatial mapping and data interrogation, as required; Liaise with and take instructions from the supervisor.

ENQUIRIES : Ms T Jordan Tel No: (021) 483 4093

POST 20/356 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT MANAGEMENT SERVICES REF NO: EADP 20/2023 (VARIOUS POSTS AVAILABLE)**

SALARY : R310 767 per annum, (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Environmental Management, Natural or Environmental Sciences or related field; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): or already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid driving license (Code B or higher). Recommendation: Working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Methodologies for the evaluation of environmental

management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental legislation, policies, guidelines, norms and standards; Environmental management systems. Skills needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving; Project management; Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.

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

ENQUIRIES : Mr E van Boom Tel No: (021) 483 2877

POST 20/357 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): POLLUTION POLICY AND REGULATORY SERVICES REF NO: EADP 17/2023**

SALARY CENTRE REQUIREMENTS : R310 767 per annum, (OSD as prescribed)
: Environmental Affairs and Development Planning, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree in Natural, Physical sciences, environmental science/management, engineering or equivalent qualification; A valid driving license (Code B or higher). Recommendation: Experience in researching and applying expertise and technology in pollution management; Willingness to conduct regular site visits and water quality monitoring around the Western Cape. Competencies: Knowledge in the following: Integrated environmental management (including pollution management) and environmental management legislation; Functioning of ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and report writing; Ability to work independently and as part of a team.

DUTIES : Providing comment and guidance on environmental impacts of developments, legislation, policy and programmes; Monitoring compliance and supporting the Department's law enforcement directorate to enforce statutory obligations relating to pollution prevention and control; Supporting the implementation and coordination of the projects and programmes in the Directorate; Carrying out administrative procedures relating to the working environment.

ENQUIRIES : Mr R Mehl Tel No: (021) 483 2752

POST 20/358 : **ADMINISTRATIVE OFFICER: DEVELOPMENT FACILITATION REF NO: EADP 14/2023**
(12 Month Contract)

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07), plus 37 in lieu of benefits
: Environmental Affairs and Development Planning, Western Cape Government
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Knowledge of the following: Office Administration; Database Management; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Supervisory; Planning and organising.

DUTIES : Training of direct reports regarding requirements and standard operating procedures; Instructions to and oversight of direct reports; Weekly team meetings to ensure performance of direct reports at desired levels; Quality control of work performed by direct reports; Responsible for the Human Resource management of direct reports; Ensure adherence to all record management and best management practice and human resource management best management practice and adherence to all human resource prescripts and policies; Office Administration; Database Management.

ENQUIRIES : Mr L Arendse Tel No: (021) 483 3865

POST 20/359 : **ADMINISTRATION CLERK: DEVELOPMENT FACILITATION REF NO: EADP 15/2023 (X4 POSTS)**
(12 Month Contract)

SALARY CENTRE : R202 233 per annum (Level 05), plus 37 in lieu of benefits
: Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative support experience. Competencies: Knowledge of the Office Administration and Database Management; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Ability to work systematically; Ability to perform under pressure against set targets.
- DUTIES** : Retrieve relevant environmental decisions and locality plans /layouts from files; Scan in at least 25 environmental decisions per week at the required standard; Re-filing of documentation on appropriate files; Save decisions in a central location, using appropriate naming conventions; Attend to general administration duties as instructed by the supervisor; Liaise with and take instructions from supervisor.
- ENQUIRIES** : Mr L Arendse Tel No: (021) 483 3865

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness, 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 candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 13 dated 14 April 2023, The Requirements has been amended as follows Chief Engineer Grade A (Civil/Structural): (Directorate: Engineering and Technical Services, Professional Services) with Ref No 13/158: Experience: Six years post qualification experience. The closing date has been extended to 26 June 2023.

OTHER POSTS

- POST 20/360** : **SENIOR MANAGER: MEDICAL SERVICES**
- SALARY** : R1 653 234 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements Valid Driver's license. Competencies (knowledge/skills): Appropriate and proven managerial experience in an academic and tertiary Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A postgraduate qualification in Management, Public/Community Health, Public Administration or Business management.
- DUTIES** : Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen the relationships in the regional and district health care system to ensure equity of access to specialised care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant

FBU, i.e. ensuring a well-functioning clinical centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO Manage research requests and governance. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Liaise with members of the hospital management and the faculties of Health Sciences of the Universities of Cape Town, Stellenbosch, Western Cape and the Cape University of Technology. Ensure and provide platform for teaching, training, development, and research.

ENQUIRIES : Dr B Patel Tel No: (021) 404-3178
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 : 30 June 2023

POST 20/361 : **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Crossroads Community Day Centre
REQUIREMENTS :

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as Pharmacist. Experience: A minimum of 3 years of appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license. To be registered as Responsible Pharmacist with the SAPC when appointed. Prepared to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Extensive knowledge of Good Pharmacy Practice (GPP). Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Supervision, management &, and leadership skills. Communication and conflict-handling skills. Experience or knowledge of MEDSAS. Experience or knowledge of JAC. Computer literacy. Appropriate ability to tutor Pharmacist's Assistants and/or Intern Pharmacists. Extensive Knowledge of CDU, Differential model of care, COPC and Principals. Take leadership in the pharmacy to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as the development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

DUTIES : Take leadership in the pharmacy to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as the development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5128
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 may be subjected to a competency test as part of the selection process.
CLOSING DATE : 30 June 2023

POST 20/362 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : R627 474 per annum (Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Bongoletu Clinic, Oudtshoorn, (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 a Professional Nurse and Midwifery. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council:

Registration with the SANC as a Professional Nurse Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and Implementation.

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

ENQUIRIES APPLICATIONS : Ms NC Jackson Tel No: (044) 203-7205
: 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.
: 30 June 2023

POST 20/363 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE PHC)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R497 193 per annum (PN-A5)
: Northern/Tygerberg Sub-structure
: 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent registration with the SANC). Registration with a professional council: Registration with the SANC as a 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 requirements of the job: A valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programmes, Epidemic Preparedness Response Strategies and Community Based Services. Good Interpersonal, Leadership and communication skills (Verbal and written). Computer Literacy (MS Word, Excel, Outlook, and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the Life-course approach in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health, Epidemic Preparedness Response Strategies and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme-specific quality assurance policies, 90/90/90 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation 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 service in the sub-district.

ENQUIRIES APPLICATIONS : Ms RS Perrang Tel No: (021) 815-8867
: 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.
: 30 June 2023

- POST 20/364** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PHC) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
- CENTRE** : Wellington CDC, Drakenstein Sub-district (X1 Post)
Klein Drakenstein Clinic (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwife. Post-basic qualification, with the duration of at least 1 year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel).
- DUTIES** : Provision of quality comprehensive community health care and clinical service. Manage the burden of disease, renders clinical services. Provision of Administrative services. Manage stats and assist Operational manager with administration functions. Provision of Educational services. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Maintain a constructive working relationship with nursing and other stakeholders: Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Utilize human, material, and physical resources efficiently and effectively. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
- ENQUIRIES** : Ms J Bosch Tel No: (021) 862-4520
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 30 June 2023
- POST 20/365** : **PROJECT MANAGER: ICT GOVERNANCE**
Directorate: Information Management (Technology)
- SALARY** : R424 104 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Advantage: ITIL and COBIT. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. ICT Governance frameworks and processes. Inherent requirements of the job: Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high

		level of computer literacy (Advanced MS Office). Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.
<u>DUTIES</u>	:	Provide project management support and oversight services for health ICT projects. Co-ordinate and implement ICT Governance in the department. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Manage and monitor ICT Risks. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Finance Management.
<u>ENQUIRIES</u>	:	Ms N Roodt Tel No: (021) 938-6209
<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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
<u>CLOSING DATE</u>	:	30 June 2023
<u>POST 20/366</u>	:	<u>CHIEF ARTISAN (AIR CONDITIONING)</u>
<u>SALARY</u>	:	R434 787 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Mechanical or HVAC Fields. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman in the Hospital HVAC, Mechanical Field Inherent requirements of the job: A valid driver's license. Proficiency in at least two of the three official languages of Western Cape Province. Competencies (knowledge/skills): Appropriate knowledge to supervise and manage the Air conditioning/Refrigeration, Fire Prevention and Signage divisions. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies, procedures and practices and Treasury Regulations. Excellent communication, interpersonal and conflict management skills. Computer literacy.
<u>DUTIES</u>	:	Effectively Manage the Air conditioning/Refrigeration, Fire Prevention and Signage Departments by ensuring that the different systems are operational, and that the preventative maintenance program is followed. Effectively supervise, train and development of staff in the Air conditioning/Refrigeration/Signwriting and Fire Prevention departments. Responsible for the necessary administrative functions and equipment of the workshops. Perform and assist in incident investigations and inform the institution's management of any hazards and/or recall and act on notifications. Liaise with service providers and agents to negotiate quotations and maintenance projects. Liaise with all relevant personal and further ensure Groote Schuur Hospital is within regulations. Ensure that an up-to-date record on equipment information system regarding the maintenance costs, frequency of maintenance and service history is maintained and evaluate, investigate, monitor and advise on suitability of equipment. Draw up tender specifications in line with the needs of the institution as guided by the Supply Chain Management Act and treasury regulations.
<u>ENQUIRIES</u>	:	Mr D Smith Tel No: (021) 404-6201
<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>	:	30 June 2023
<u>POST 20/367</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Pulmonology. Experience: Grade 1 : None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year

relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: After-hours service is compulsory. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Knowledge of ventilation and experience in Critical Care Area.

DUTIES : Perform all diagnostic procedures in Pulmonology and Critical Care. Optimal Patient Care in Pulmonology able to do following investigations, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Optimal Patient Care in Critical Care able to help with ventilation and haemodynamic monitoring. Training in Pulmonology according to ATS/ERS guidelines, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Research with GCP in place.

ENQUIRIES : Mr F Swart Tel No: (021) 938-5789
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 30 June 2023

POST 20/368 : **RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE) (5/8TH POST)**

SALARY : Grade 1: R227 962 per annum
 Grade 2: R325 491 per annum
 Grade 3: R382 902 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience: **Grade 1:** None after registration with the HPSCA in Radiography (Nuclear Medicine). 1-year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Inherent requirements of the job: Must be able to work with Adults and Paediatric patients. Must be willing to work shifts as determined by the radiography management. The ability to communicate in at least two of the three official

languages of the Western Cape (written and verbal). Competencies (knowledge/skills): The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Knowledge of use and care of Imaging Equipment.

DUTIES : Produce Nuclear Medicine imaging and laboratory procedures of high standards. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Manage workflow on a Nuclear Medicine information management system. Perform PET/CT imaging of high standards.

ENQUIRIES APPLICATIONS : Ms M Klein Tel No: (021) 938-4268/ 6002
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 30 June 2023

POST 20/369 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R220 533 per annum
Grade B: R258 753 per annum
Grade C: R299 361 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers' license and willingness to travel. Willingness to be available after hours. Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Willingness to be on standby and work overtime.

DUTIES : General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Render assistance to the chief artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping.

ENQUIRIES APPLICATIONS : Mr I D Fortuin Tel No: (021) 938 4235
: 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 : 30 June 2023

POST 20/370 : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District

SALARY : R202 233 per annum
CENTRE : Louwville Community Clinic
REQUIREMENTS :

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, SINJANI etc. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to

- accept accountability and responsibility and to work independently and in a multi-disciplinary team.
- DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents on a daily basis and handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms and standards.
- ENQUIRIES** : Ms AR Louw Tel No: (022) 709-5066
- APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
- FOR ATTENTION** : Ms DI Links
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 June 2023
- POST 20/371** : **TELKOM OPERATOR**
Chief Directorate: Rural Health Services
- SALARY** : R171 537 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating a switchboard software programme. Inherent requirement of the job: Ability to do shift work and be willing to work overtime when operational needs require. Physically able to hear and speak clearly. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Listening skills and telephone etiquette. Computer literacy in MS Office.
- DUTIES** : Delivering an effective and prompt telephone service to the public, client and personnel of the Hospital. Making announcements, conveying urgent messages, and locating staff. Support the management of equipment and systems. Support the efficient HR and financial management of the component.
- ENQUIRIES** : Ms G Piet Tel No: (023) 348-1125
- APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
- FOR ATTENTION** : Mr RM Hill
- NOTE** : Applicants will be required to undergo practical testing. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 June 2023
- POST 20/372** : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health District
- SALARY** : R125 373 per annum
- CENTRE** : Stellenbosch Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (EB) (Code 8) driver's license. Willingness to work overtime and physically fit to lift and load heavy items. Must have sober habits. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000, traffic laws and regulations.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods, and equipment. Ensure timely and accurate completion of logbooks and deliver and collect blood products. Conduct routine maintenance, conduct routine inspection of vehicles and report defects and accidents. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.
- ENQUIRIES** : Ms S Govender Tel No: (021) 808-6121
- APPLICATIONS** : The Manager: Medical Services, Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.
- FOR ATTENTION** : Mr L Cornelius

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 June 2023

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following: 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 Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or Email your application to, westerncape@immploy.com.

CLOSING DATE : 03 July 2023

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. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 20/373 : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP (BELLVILLE)**
REF NO: DOI 32/2023

SALARY : R147 036 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: A good understanding of the following: Road construction; Heavy construction vehicles and equipment; Welding processes; Repair and maintenance of construction vehicles; Cleaning of parts; Skills needed: Written and verbal communication; Interpersonal and organizational; Ability to use electrical and hand tools; Ability to work independently; Ability to drive heavy construction equipment.

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

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700

MOBILITY DEPARTMENT

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 : 26 June 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 20/374** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DM 10/2023**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 3 years management level experience. Recommendation: Experience in the following: Financial environment; Administration of a trading entity; Revenue and expenditure recording and control; Asset Management; Banking and cash management. Competencies: Knowledge of the following: Compiling submissions to Provincial Treasury and Head of Department – General office administration; Skills needed: Proven computer literacy, organisational, financial reporting, self-motivated, work under pressure, systematic approach, innovative thinking, leadership, supervisory, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies; Written and verbal communication.
- DUTIES** : Ensure an integrated and effective accounting system; Manage in-year and annual reports on recorded financial affairs and financial system; Render a governance and demand management services; Render a service with regard to acquisition, contract and logistics; Manage non-vehicles assets.
- ENQUIRIES** : Mr R Wiggill Tel No: (021) 467 8737

- POST 20/375** : **ADMINISTRATION CLERK: MEDIATION AND STAKEHOLDER RELATIONS REF NO: DM 11/2023**

- SALARY** : R202 233 per annum (Level 05)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in an administrative environment. Competencies: A good understanding of the following: PGWC Administrative and document flow processes; Departmental business processes in respect of workflow; Payment and Supply Chain processes; Skills needed: Verbal and written communication; Proven computer literacy (MS Word); Ability to work under pressure, meet strict deadlines and work in a team.
- DUTIES** : Assist with the following: Capturing and maintaining of the incident database; Logistics (traveling and subsistence) management in respect of projects relating to mediation and stakeholder relations; Maintaining of filing and records system; Arrangements for GG vehicles are done including the completion of trip authorities; Provide general office administrative support; Leave applications are timeously submitted to Human Resource and assist with updating leave register; Compiling of payments, invoices and updating of register; Arrangements of stakeholder meetings; Minute taking at stakeholder meetings.
- ENQUIRIES** : Mr M Erasmus Tel No: (021) 483 7836

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 June 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 20/376** : **POLICY ANALYST (CHIEF IT RISK OFFICER) REF NO: DOTP 47/2022 R1**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree or higher) in Information Systems or Information Technology (IT); A minimum of 6 years relevant experience in IT Governance and/or IT Risk management of which 3 years must be on management level. Recommendation: ISACA Registration; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: IT Governance frameworks; IT Risk Management processes and methodologies; IT compliance processes; Digital transformation Strategies; Systems architecture (software, hardware and networks); Broad understanding of the IT landscape (viz. Application and Technology Infrastructure); Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc. Skills needed: Computer literacy in MS Office Products (Word, Excel, PowerPoint, SharePoint); Communication (written and verbal); Innovative problem solving; Analytical; Strategic thinking and planning; Sound presentation; Sound organising and planning; Sound interpersonal; Training. Abilities to: Understand business issues and have an overall integrative view of business; Compare risk and opportunity cost; Work independently and as part of a team.
- DUTIES** : Develop and/or maintain the following within the branch e-Innovation and/or departments: The IT Risk management strategy in line with the Enterprise Risk Management strategy and policy of the province; The IT process improvement and action plans related to IT risk processes. Facilitate the IT Risk management process within the Branch e-Innovation and departments; Improve the risk maturity within the branch e-Innovation and/or departments; Assist various process teams with the remediation or improvement of IT processes; Liaise with senior management on issues relating to risk and opportunity identification, risk mitigation, monitoring and evaluation; Report at respective management meetings on the progress of IT process and IT Risk improvement; Ensure risks associated with audit findings are identified and included in the risk register.
- ENQUIRIES** : Mr G. Mohamed Tel No: (021) 483 4828
- POST 20/377** : **PSYCHOMETRIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 512023 (X2 POSTS)**
12 Month Contract
- SALARY** : Grade 1: R645 129 per annum, (OSD as prescribed), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Proven accreditation in the following assessment tools would be advantageous and should be clearly indicated: Psytech assessment tools, SHL assessment tools and/or JVR Emotional Intelligence; Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and

		networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Render services in psychometrist testing and assessment: Set up the candidates on the assessment center system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties: Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).
<u>ENQUIRIES</u>	:	Ms A Davids Tel No: (021) 466 9700
<u>POST 20/378</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 47/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience as a labour relations officer or similar field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service regulations, prescripts, employee relations, human resource management and conflict management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Conflict resolution; Proven computer literacy; Written and verbal communication skills; Facilitation and process facilitation; Planning and organising; Minute writing; Ability to work independently and as part of a team; Ability to work under pressure.
<u>DUTIES</u>	:	Represent the employer in collective bargaining processes (preparation and support); Manage and co-ordinate the employer functions originating from the relevant bargaining councils; Facilitate and co-ordinate dispute resolution procedures of the relevant bargaining councils; Implement and monitor the application of collective agreements; Manage the Institutional Management and Labour Committees (IMLCs); Assist in the operational planning of the component; Execution of organisational rights of unions.
<u>ENQUIRIES</u>	:	Ms H Erasmus Tel No: (021) 483 3534
<u>POST 20/379</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 50/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape

Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.

DUTIES : Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM&E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.

ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za

POST 20/380 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE COMMUNICATION REF NO: DOTP 48/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent of higher qualification); A minimum of 3 years relevant experience. Recommendation: Qualification in Supply Chain Management or business administration; 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: Processes, procedures, prescripts, and legislative framework, Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions and the Accounting Officer's System of the Department of the Premier, including delegations); LOGIS and BAS; SCOA codes and reports on LOGIS and BAS; Supplier Reconciliations; Ledger accounts and debts; Skills needed: Written and verbal communication skills; Good interpersonal and organisational; Ability to analyse and provide solutions to problems.

DUTIES : Support management in executing the directorate's objective; To render an effective and efficient service which includes monthly supplier reconciliations; Assist with the timeous and accurate reporting with regards to the annual and interim financial statements; Interpret, apply, and ensure compliance with financial policies, regulations, and instructions as practiced in the public sector; Authorise transactions on LOGIS and BAS, (including payments and journals.)

ENQUIRIES : Ms F Steyn Tel No: (021) 483 9955

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 : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. hortlisted 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 20/381 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: PT 14/2022 R2**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Accounting, Economics, Financial Management,

Data Science, Statistics, Informatics or Information Systems; A minimum of 3 years relevant experience in Information and Data(sets) management. A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge in Project Management. Competencies: Knowledge of the following: Information and Knowledge Management; Provincial and municipality budget and financial processes (financial acumen); Data Governance; Data analysis and visualization. Skills needed: Advanced Computer; Communication (written and verbal).

DUTIES : Provide a data and information management support function to internal and external stakeholders with the view to budget preparation and support, including ensuring that comprehensive, high quality and up to date information is available; Design, develop, maintain (information) systems and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Design, Develop, Review, Compile and coordinate management reports in response to business user needs.; Assist with the implementation of Knowledge Management and Data Governance; Administer the main budget allocations to votes/departments; Build capacity among users to utilise Information Systems, databases, data models and data repositories.

ENQUIRIES : Ms S. Le Roux Tel No: (021) 483-3575

POST 20/382 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 26/2022 R1**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree, equivalent or higher) in Information Management, Information Technology or a relevant field; A minimum of 3 years appropriate experience in technical editing/formatting of various publications or administration. Recommendation: A valid (Code B or higher) driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing, office management or secretarial/ Office administration Diploma/ certificate. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

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

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

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 26 June 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 20/383 : **DEPUTY DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 13/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive salary package)
 : Department of Social Development, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level working experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees; The provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Service Centre (CSC) is managed; The business of the CSC; Occupational health and safety legislation; Human rights issues pertinent to the Department; Human resources management systems as on supervisory level. Skills needed: Communication (Written and verbal); Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation; Analytical; Networking; Basic statistical and numerical. Ability to work under pressure; Meet deadlines; Managerial skills and Project management.

DUTIES : Monitor, assess and report on the service delivery of the Corporate Service Centre (CSC) to the Department in terms of the Corporate Service Centre (CSC) service level agreement; Facilitate the periodic internal review of the Corporate Services Center-service level agreement to ensure that the Department's service delivery requirements are met; Coordinate departmental operational service delivery obligations as required by the CSC-service level agreement; People management; Financial management.

ENQUIRIES : Ms R Patel Tel No: (021) 483 9392

POST 20/384 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 77/2023 (X2 POSTS AVAILABLE IN ATHLONE AND RETREAT)**

SALARY CENTRE REQUIREMENTS : R432 348 - R500 715 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

ENQUIRIES : Mr Q Arendse Tel No: (021) 763 6206

POST 20/385 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MATZIKAMA) REF NO: DSD 78/2023**

SALARY : R432 348 - R500 715 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

ENQUIRIES : Dr WJ du Toit Tel No: (022) 713 2272

POST 20/386 : **ASSISTANT DIRECTOR (CFO SUPPORT): FINANCIAL MANAGEMENT REF NO: DSD 69/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in finance or related field; A minimum of 6 years experience in finance; A valid (Code B) or higher driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial management; Information systems (LOGIS and BAS); Reporting procedures; Supply chain management; Applicable financial legislation such as the Public Finance Management Act; Skills needed: Proven computer literacy; Written and verbal communication; Analytical thinking; Planning and organising; Interpreting regulations; Formulation and evaluation; Conflict management; Problem solving; Research; Budgeting; Presentation; Service-orientated; Interpersonal relations.

DUTIES : Render strategic support to the Chief Financial Officer (CFO); Render operational support to the CFO; Manage the general administrative support of the CFO; Manage the implementation and maintenance of the information management system.

ENQUIRIES : Mr JO Smith Tel No: (021) 483 8679

POST 20/387 : **ASSISTANT DIRECTOR: PERFORMANCE AND COMPLIANCE MANAGEMENT REF NO: DSD 70/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in a supply chain management environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards; Budgeting processes; National and provincial instruments and legislation pertaining to human resources; Human resources management function; Financial management processes; Strategic sourcing and preferential procurement/BEE' Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurements; Procurement policies/procedures/contract management; Records

		management, inclusive of registry services and policy and procedures governing these functions; Skills needed: Proven computer literacy; Written and verbal communication; Analytical thinking; Strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Research; Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Manage the development of Line Monitoring Frameworks and strategies; Responsible for the development of data-flow processes to support the implementation of Line Monitoring Frameworks and strategies; Design the performance indicators, reporting tools and systems; Provide support to end-users in implementation of the line monitoring frameworks; Compile reports on the implementation of the line monitoring frameworks or strategies; Develop approaches to verify and quality assure reporting data and information; Undertake performance assessment of the value chain of the SCM function; Conduct verification and quality assurance on reporting data and information; Monitor and flagship, reporting and information management; Coordinate the support for the development and or update of the risk management strategy; Communicating the risk management strategy and related plans and policies to the relevant stakeholders; Undertake risk management assessments and facilitate the monitoring of management's implementation of mitigation controls; Execute risk assessments in accordance with the SCM risk plan/strategy and apply the determined risk assessments tools; Preliminary determination and categorization of the risks in basic level; Assist in the review of the action plans agreed on the risk registers and together with management break them down into measurable action steps with clear time frames to enable monitoring; Assist in monitoring the progress made by management in implementing the mitigation plans as per agreed timelines as well as adequacy and effectiveness of those plans; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Mr A Kamalie Tel No: (021) 483 8681
<u>POST 20/388</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT REF NO: DSD 67/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Public Administration or similar environment; A minimum of 3 years relevant experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic and annual performance planning processes and procedures; Industry trends and best practices per commodity groups; Procurement policies / procedures; Strategic Sourcing and Preferential Procurement / BEE; A guide to Accounting Officers and Authorities; Records Management – inclusive of registry services, and policy and procedures governing these functions Proven computer literacy (SCM systems); Written and verbal communication skills; Planning and organising skills; Presentation skills.
<u>DUTIES</u>	:	Render demand management services; Assist and provide input with regards to the development of the procurement/sourcing strategy; Research, analyse and plan the procurement requirements of the department; Research the determined supplies and needs. (in line with the supply chain strategy); Compile annual procurement plan; Collect and collate information for the annual procurement plan; Compile tender / quotation specifications as required; Determine whether a specification for the relevant commodity exists if not collect information and compile specification / terms of reference (standardisation); Perform spend analysis with respect to payments, quotations and contracts.
<u>ENQUIRIES</u>	:	Mr A Kamalie Tel No: (021) 483 8681
<u>POST 20/389</u>	:	<u>STATE ACCOUNTANT: BUDGET MONITORING AND REPORTING REF NO: DSD 66/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Financial and

budgetary management processes; Monitoring and reviewing reports; Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures; Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.

DUTIES : Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR Administration; Revenue.

ENQUIRIES : Ms J Abercombie Tel No: (021) 483 3927

POST 20/390 : **SOCIAL WORKER: SOCIAL WORK SERVICES (FISHOEK) REF NO: DSD 75/2023**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 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 license. 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 I April Tel No: (021) 763 6217

POST 20/391 : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES REF NO. DSD 76/2023 (X2 POSTS AVAILABLE IN BREEDE VALLEY)**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 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 license. 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 L Louw Tel No: (023) 348 5300

POST 20/392 : **COMMUNITY DEVELOPMENT PRACTITIONER (ATLANTIS) REF NO: DSD 71/2023**

SALARY : Grade 1: R251 283 - R288 726 per annum, (OSD as prescribed)
Grade 2: R302 757 - R349 560 per annum, (OSD as prescribed)
Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-

ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Dr WJ du Toit Tel No: (022) 713 2272

POST 20/393 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 72/2023 (X2 POSTS AVAILABLE IN CEDERBERG AND BERGRIVER)**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES : Mr R Macdonald Tel No: (027) 213 2096

POST 20/394 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 73/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem-solving.

DUTIES : Provide register counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and disposal.

ENQUIRIES : Ms C Swartz Tel No: (021) 483 6024

POST 20/395 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MATZIKAMA) REF NO: DSD 74/2023**

SALARY : Grade 1: R174 702 – R194 808 per annum, (OSD as prescribed)
 Grade 2: R205 770 – R231 339 per annum, (OSD as prescribed)
 Grade 3: R244 443 – R302 757 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 license. 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 license; 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 license. 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 RM MacDonald Tel No: (027) 213 2096