

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

**CLOSING DATE** : 17 July 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 22/571** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL);  
AGRICULTURAL ENGINEERING SERVICES (2 POSTS BASED IN  
VREDENDAL AND ELSENBURG), REF NO. AGR 39/2023**

**SALARY** : Grade A: R795 147 - R847 221 per annum  
 Grade B: R894 042 - R962 292 per annum  
 Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).

**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) in Civil Engineering; A minimum of 3 years post qualification engineering experience in Agricultural water use and irrigation; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: None Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures

**ENQUIRIES** : Mr P Keuck at Tel No: (021) 808 5340  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/572** : **STATE VETERINARIAN: VETERINARY SERVICES (OUDTSHOORN), REF  
NO. AGR 32/2022 R1**

**SALARY** : R811 560 per annum (level 11). (All-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Bachelor of Veterinary Science ( BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Recommendation: None Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Antemortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may

effect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to work: Independently in a team; Accurately and precisely; Under stressful conditions.

**DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.  
**ENQUIRIES** : Dr V Henwood at Tel No:(021) 808 5377.

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

**POST 22/573** : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO (BEAUFORT WEST), REF NO. AGR 04/2023 R1**

**SALARY** : R424 104 per annum (Level 9)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year tertiary qualification/Honours (BSc Agric/BAgric Management or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research. Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

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

**ENQUIRIES** : Ms V Erasmus at Tel No: (023) 414 9202  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/574** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (KHAYELITSHA), REF NO. AGR 33/2023**

**SALARY** : R359 517 per annum (Level 8).  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Recommendation: None Competencies: Knowledge of the

following: Mixed farming systems; Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

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

**ENQUIRIES** : Mr P Keuck at Tel No: (021) 808 5340  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/575** : **LABORATORY CLEANER: HISTOPATHOLOGY AND BIOCHEMISTRY (STELLENBOSCH), REF NO. AGR 37/2023**

**SALARY** : R147 036 per annum (level 3).  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 10 or equivalent qualification. Recommendation: Relevant laboratory experience in handling basic laboratory apparatus. Competencies: A good understanding of Good Laboratory Practice (GLP) principles; Skills needed: Computer literacy; Written and verbal communication skills; Interpersonal; Listening; Record keeping; Reliable; Diligent; Ability to work under pressure; Self-motivated.

**DUTIES** : Cleaning and disinfection of surfaces and floors; Specialised cleaning of laboratory glassware and other laboratory equipment instruments and items; Removal of refuse and biological waste, used glassware and other instruments; Perform basic maintenance on selected equipment and instrumentation; Maintain tidiness of designated laboratory sections (s); Perform administrative and related functions.

**ENQUIRIES** : Dr M Seutloali at Tel No: (021) 808 7529.  
**APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 24 July 2023

**POST 22/576** : **FARM AID: FARM SERVICES (NORTIER RESEARCH FARM) REF NO. AGR 65/2022 R1**

**SALARY** : R125 373 per annum (level 2).  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Practical experience in the following: Soil cultivation, preparation for different pastures with tractors and various equipment; Handling of livestock; General farm work; Maintenance of infrastructure. Competencies: Good knowledge of the following: Plant science and research; Animal science and research; Handling of machinery and power tools regarding maintenance of infrastructure; Handling of livestock Written and verbal communication skills; Ability to work independently as well as part of a team.

**DUTIES** : Perform the following: Routine activities in respect of crop production; Routine activities in respect of livestock; General routine activities; General routine activities in respect of infrastructure.

**ENQUIRIES** : Mr C Rheeder at (021) 808 7789.  
**APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 24 July 2023

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023

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

**OTHER POSTS**

**POST 22/577** : **ASSISTANT DIRECTOR: MOD PROGRAMME, REF NO. CAS 30/2023**

**SALARY** : R424 104 per annum (level 9).  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: The Mass participation; Opportunity and access; Development and growth (MOD) Programme;

Recreation-based activities, and relevant next-level activities, e.g. sports, arts and cultural activities; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service, e.g. Public Service Act and Regulations on a Public Finance Management Act (PFMA); Managing activities, events and people. Skills needed: Computer literacy (MS Word, Excel, Power Point, Outlook and Internet); Research and inter-sectoral collaboration; Numeracy; Literacy; Typing; Language skills; Project Management; Accounting; Finance; Auditing; Information Technology; Formal Training; Economic financial analysis; Legal Administration; Strategic Planning; Communication (Written and verbal); Problem solving; Presentation; Decision-making; Mediation; Performance management. Ability to: Handle conflict; Work under pressure; Function as a team member; Liaise with personnel at all levels.

**DUTIES** : Manage the following: The planning, identification and confirmation of MOD Centres within the Western Cape; Explanation of Service Level Agreements (SLAs) to each relevant institution (school) and ensure that they comply with them; The establishment and implementation of MOD Centres in line with the correct processes and procedures with regards to recruitment, lesson plans, equipment and procurement; The development and maintenance of Information and Knowledge Management System; Ensure monitoring and evaluation and Human Resource Management.

**ENQUIRIES APPLICATIONS** : Ms M Roberts at Tel No: (021) 483 9712  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/578** : **SPORT PROMOTION OFFICER: INFRASTRUCTURE SUPPORT, REF NO. CAS 29/2023**

**SALARY CENTRE REQUIREMENTS** : R294 494 per annum (Level 7)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sports Management; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant experience in client liaison, project management and report writing. Competencies: Knowledge of the following: National Sport and Recreation plan, White paper on Sport and Recreation; Public Finance Management Act; MIG Framework and Norms and Standard for Sport and Recreation Infrastructure Provision and Management; Skills in the following: Verbal and written communication; Proven computer literacy; Good presentation and organising skills; Ability to work with teams and perform under pressure.

**DUTIES** : Coordinate the establishment and provide support to municipalities, sport federations and local areas in conjunction with the stakeholders; Facilitate sustainable capacity development programmes in sport with municipal official local areas and districts; Implement sport and recreation programmes in municipalities, wards and local areas for the development of sport and recreation; Monitor and evaluate compliance with sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

**ENQUIRIES APPLICATIONS** : Mr K Mkalipi at Tel No: (021) 483 9506  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/579** : **DRIVER WITH SECONDARY FUNCTIONS: WORCESTER, REF NO. CAS 28/2023**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum (level 4).  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year relevant experience; A valid (Code C1 or higher) driving license and A valid professional Driving Permit (PrDP). Recommendation: None. Competencies: A good understanding of the following: City(ies) in which the functions will be performed; Procedures to perform messenger duties; Routine office support functions (e.g., registry functions, Making of photocopies); Skills in the

- following: Basic Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal); Maintenance of a vehicle engine.
- DUTIES** : Driving light and medium motor vehicles; Transport passengers and collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy and fax documents; Assist in the registry.
- ENQUIRIES** : Ms J Pieterse at Tel No: (023) 347 5054
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM  
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 22/580** : **DEPUTY DIRECTOR: AGRI-PROCESSING, REF NO. DEDAT 14/2023**
- SALARY** : R811 560 per annum (Level 11). (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics or related field; A minimum of 3 years management level experience in either the public or private sector. Recommendation: Export and Investment development experience; Research related qualifications and or experience; Experience relating to stakeholder management and partnerships for programmes relating to economic development, investment and or trade; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economic Research and economic modelling; Strategy development; Agri-processing sector; Trade and sector development; Investment Development; Skills needed: Computer literacy in MS Office Package; Written and verbal communication; Intermediate research and report writing; Presentation Skills (Presentation development and workshop facilitation); Economic research and modelling (Quantec and HIS); Data analysis; Ability to work independently and as part of a team.
- DUTIES** : Programme and Project Management; Research; Stakeholder relation management; Presentation development; Project proposal writing; Financial management as it relates to projects; Human Resource Management.
- ENQUIRIES** : Mr G Dinga at Tel No: (021) 483 9315
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/581** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING, REF NO. DEDAT 12/2023**
- SALARY** : R424 104 per annum (level 9).
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience within Management Accounting or

related 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. Recommendation: Working knowledge of the following: Medium Term Expenditure Framework (MTEF) budget process and procedures; Basic Accounting System (BAS) and its structures. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions); Financial techniques; Compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury. Computer literacy (MS Office); Written, verbal and presentation communication skills; Ability to work under pressure; Ability to work independently and as part of a team.

**DUTIES** : Co-ordination the revenue and expenditure portfolio; Co-ordinate the compilation and completion of the IYM; Co-ordination of the adjustment estimate process; Participate in committees, forums or working groups.

**ENQUIRIES** : Mr R Le Breton at Tel No: 021 484 9158.

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

**POST 22/582** : **SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO. DEDAT 13/2023**

**SALARY** : R294 321 per annum (level 7).

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent qualification or higher qualification). Recommendation: Administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; LOGIS system; Skills needed: Computer literacy in MS Office Package; Communication skill (written and verbal); Report writing; Problem solving; Analytical; Organising and planning; Ability to work independently and as part of a team.

**DUTIES** : Assist with: The development, revising and implementation of asset management policies and procedures; Monitoring, evaluating and reporting on compliance with asset management policies and procedures; Execution and implementation of asset acquisition, maintenance and disposal plans; Maintaining, monitoring and reviewing the capturing of all movable assets in the asset register; Receipting and capturing of all movable assets in the asset register; Developing, implementing and managing mechanisms to safeguard assets; Implementing of a system of movement of assets between locations; Planning and executing the asset verification process; Investigating and reporting on variances (shortages or surpluses); Ensuring that the disposal of departmental assets occurs within the regulated framework; Initiating the disposal of redundant or obsolete assets; Preparation of monthly reconciliations with supporting schedules of the asset register to the relevant accounting records.

**ENQUIRIES** : Mr M Hartman at Tel No: (021) 483 9148.

**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>

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

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

within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.  
21 July 2023

**CLOSING DATE**

:

**MANAGEMENT ECHELON**

**POST 22/583**

:

**DEPUTY DIRECTOR- GENERAL: CURRICULUM AND ASSESSMET  
MANAGEMENT REF NO: 201**

Branch: Curriculum and Assessmet Management

**SALARY**

:

R1 663 581 per annum. (Level 15) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE  
REQUIREMENTS**

:

Head Office, Cape Town.

:

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; 8 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's license. Additional Requirements: Note: An appropriate Master's degree will be a recommendation.

**DUTIES**

:

Strategic management, guidance and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development. This includes the following broad areas of service delivery: 1. Assessment: Develop provincial assessment systems and see to application of national assessment systems. Build skills and capacity in respect of the application of assessment systems. Review assessment systems based on feedback and feed into provincial intervention programmes and national review. processes. 2. Examinations: Plan the system of examinations for all phases of curriculum delivery. Administer examination and certification processes. 3. GET Curriculum Development: Coordinate curriculum research and development within learning areas. Coordinate curriculum development initiatives within the learning area context according to provincial needs in ECD, GET and ABET. Contribute to national curriculum policy development with respect to learning areas. Monitor, support and evaluate all provincial interventions within the learning area context. Develop policy documents, guidelines and training materials in support of learning areas. 4. FET Curriculum Development: Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in FET. Contribute to national curriculum policy. development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. 5. e-Learning: Plan the roll out of e-learning initiatives. 6. Ongoing professional Development of all Teachers.

**ENQUIRIES**

:

Mr B Walters, Tel: 021- 467 2478

**POST 22/584**

:

**DIRECTOR: RESEARCH REF NO: 202**

**SALARY**

:

R1 162 200 per annum. (level 13) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE  
REQUIREMENTS**

:

Cape Town

:

An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level within a research environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Note: An appropriate Master's degree (NQF 9 as recognised by SAQA will be a recommendation.

**DUTIES**

:

Strategic guidance and advice with respect to the following broad areas of service delivery: 1. Research services and analysis - Academic knowledge of both quantitative and qualitative research methodologies - Plan required researched activities, undertake research activities, Manage, and coordinate research activities, Publish, and report on research findings. 2. Manage all aspects of the research function to ensure that the team delivers high-quality outputs - Ability to use and manipulate data, 3. Provide capacity building and support to the department in education research and analysis. - Excellent networking and collaboration skills 4. Administer the Systemics Testing



- Programme for the department annually - Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent written and verbal communications skills; Outstanding planning, organising and people management skills.
- ENQUIRIES** : Mr IE De Vega, Tel: 021- 467 9323
- POST 22/585** : **DIRECTOR: INCLUSIVE AND SPECIALISED EDUCATION SUPPORT REF NO: 203**
- SALARY** : R1 162 200 per annum. (level 13) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
: An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level. Valid driver's licence. Successful completion of the Certificate for entry into the Senior Management Service (SMS)
- DUTIES** : Develop policy in respect of inclusive education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of special school resource centres and full- service schools. Manage the deployment and development of district- based support services. Develop the pillars of inclusive education as it relates to Education White Paper 6. Implement the CSTL framework. Create the conditions for learning support as it relates to literacy and numeracy challenges. Co-ordinate the work of district-based support teams in line with Education White Paper 6.
- ENQUIRIES** : Dr S Naicker, Tel: 021- 467 2545

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING  
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 22/586** : **CONTROL ENVIRONMENTAL OFFICER: DEVELOPMENT PLANNING RESEARCH, REF NO. EADP 24/2023**
- SALARY** : Grade A - R 554 490 per annum (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Sciences or related field; A minimum of 6 years relevant post-qualification experience after obtaining first qualification in the relevant field; A valid (Code B or higher) driving license; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): Or meets the requirements for registration and has 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: Supervisory experience in the following: Maintaining quality and productivity with regard to the evaluation of applications in terms of the relevant environmental legislation; Integrated Environmental Management, including applicable legislation and

policies; Review of environmental impact assessments (EIA) applications; Methodologies for the evaluation of environmental management plans, as well as environmental monitoring, ECO and auditing; Post-decision requirements; Practical implementation of environmental policies, guidelines, norms and standards and other instruments  
 Competencies: Knowledge of the following: Methodologies and techniques for evaluation of environmental impact assessments; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Environmental management systems; Integrated Environmental Management; EIA process applicable in the Western Cape; Leadership and relevant knowledge of assigned projects; Skills needed: Proven computer literacy (MS Office suite); Written and verbal communication; Sound interpersonal; Project management; Strong report writing skills as well as the ability to work with people and a team; Problem solving; Ability to meet strict deadlines; Ability to perform under pressure.

**DUTIES** : Maintaining quality and productivity with regard to the evaluation of applications in terms of the relevant environmental legislation; Maintain quality and productivity with regard to provision of comment on assigned non-applications.

**ENQUIRIES** : Mr Z Toefy Tel No: (021) 483 2700 or Zaahir.Toefy@westerncape.gov.za.

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

**POST 22/587** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION); ENVIRONMENTAL IMPACT MANAGEMENT SERVICES - VARIOUS POST AVAILABLE, REF NO. EADP 26/2023**

**SALARY** : R451 587 per annum (OSD as prescribed).

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.

**REQUIREMENTS** : An appropriate 4-year tertiary qualification 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: Relevant working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post decision requirements, for example, amendment applications, Environmental Audit reports and ECO reports. 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** : Eldon van Boom at Tel No: (021) 483 2877

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

**POST 22/588** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT PLANNING, REF NO. EADP 25/2023**

**SALARY CENTRE** : R310 767 per annum (OSD as prescribed).  
: Department of Environmental Affairs and Development Planning, Western Cape Government.

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) 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): o 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 APPLICATIONS** : Mr E van Boom at Tel No: (021) 483 2877  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or

**POST 22/589** : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT PLANNING, REF NO. EADP 25/2023**

**SALARY CENTRE** : R 310 767 per annum (OSD as prescribed).  
: Department of Environmental Affairs and Development Planning, Western Cape Government.

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Natural or Physical Sciences, Environmental Sciences or Engineering or equivalent qualification; A valid driving license (Code B or higher). Recommendation: Willing to travel when required; Experience in planning, organising and report writing. Competencies: Knowledge in the following: Information and / or waste or pollution management field; Statistical analysis (basic); Environmental Management; Environmental, general and hazardous waste management; Environmental legislation; Skills needed: Proven computer literacy; Basic knowledge in using word processing and spreadsheet packages through Windows applications and electronic mail (Microsoft Office Suite); Written and verbal communication; Ability to communicate effectively via a wide range of media to a diverse range of stakeholders, including handling queries; Ability to interpret and analyse waste information documents/reports; Conduct and interpret environmental monitoring and audits.

**DUTIES** : Provide advice on technical reports that includes basic impact assessment, scoping and Environmental Impact Assessment reports with respect to waste management; Provide environmental advice to organs of state and other stakeholders regarding Integrated Waste Management; Assist the department and implementation of projects regarding Waste Information Management; Liaise extensively with the public via telephone and e-mail regarding waste information queries; Assist with the consultative capacity building

engagements; Monitor compliance and support the enforcement of our statutory obligations (NEMA, NEM:WA & NEM: WIR).  
**ENQUIRIES** : Mr A Hoon at Tel No: (021) 483 2712  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT**

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

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

**OTHER POSTS**

**POST 22/590** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Chief Directorate: Rural Health Services

**SALARY** : R1 288 095 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime in a clinical area).

**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: An 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 a Medical Practitioner (independent practice). Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Excellent communication in at least two of the three official languages of the Western Cape (written, verbal) and conflict management skills. Valid (Code B/EB) driver's licence. Willingness and skills to do work after hours in a clinical area. Ability and willingness to be available for emergencies / mass incidents. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation, and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Proven computer literacy with proficiency in MS Word, Excel, and PowerPoint with the ability to understand and analyze statistical and financial information.

**DUTIES** : (key result areas/outputs): Provide strategic clinical management and leadership for Worcester Hospital, aligned with Provincial and National directives. Strategic, operational, and financial management of all clinical services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient human resource management and planning. Ensure teaching, training, and development programs for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Overberg and Cape Winelands East districts and coordinate Worcester Hospital's outreach program.

**ENQUIRIES** : Ms S Jaftha, tel. no. (023) 348-6496  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to complete a practical test.

**CLOSING DATE** : 14 July 2023

**POST 22/591** : **PHARMACIST GRADE 1 TO 3**  
Chief Directorate: Emergency Clinical Services Support

**SALARY** : Grade 1: R768 489 per annum  
Grade 2: R830 751 per annum  
Grade 3: R906 540 per annum (A portion of the package can be structured according to the individual's personal needs.)

<b><u>CENTRE REQUIREMENTS</u></b>	: Directorate: Pharmacy Services, Cape Medical Depot : Minimum educational qualification: Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current active registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Inherent requirement of the job: Good written and communication skills in 2 of the 3 official languages of the Western Cape. Valid Drivers license. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 2:</b> A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. <b>Grade 3:</b> A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. Competencies (knowledge/skills): Knowledge of all aspects of good Pharmacy Practice (GPP) and Good Warehouse Practice. (GWP). Computer literacy skills in MS Office. Sound knowledge of laws relating to all aspects of pharmacy and pharmaceutical warehousing.
<b><u>DUTIES</u></b>	: (key result areas/outputs): Implementation and monitoring of adherence to all Standard Operating Procedures (SOP'S) and guidelines in line with legislative requirements and National and Provincial policies. Applying Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Cape Medical Depot. Ensure storage, control and distribution in accordance with GPP and GWP, including the necessary upkeep of records. Supervision of stores personnel (Pharmacist's Assistant and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants. Must be prepared to work overtime when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms C Buthelezi, tel no. (021) 483- 8804 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE CLOSING DATE</u></b>	: No payment of any kind is required when applying for this post. : 14 July 2023
<b><u>POST 22/592</u></b>	: <b><u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (PAEDIATRIC NEPHROLOGY) (5/8<sup>TH</sup> POST)</u></b>
<b><u>SALARY</u></b>	: R879 102 per annum (All-inclusive Package) (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	: Tygerberg Hospital, Parow Valley : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatric Nephrology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Paediatric Nephrology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Nephrology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. A valid driver's licence. Ability to commute between Tygerberg Hospital and Red Cross Children's Hospital. Competencies (knowledge/skills): Should be skilled in nephrology procedures such as renal biopsies and insertion of dialysis catheters (peritoneal dialysis catheter insertion as minimum). Ability to work in a team.
<b><u>DUTIES</u></b>	: (key result areas/outputs): Service delivery will be in Paediatric Nephrology Unit in the Department of Paediatrics and Child Health at Tygerberg Hospital. Daily management of children with paediatric nephrological disorders in

		Tygerberg Hospital. Work in the Paediatric Nephrology OPD. Active participation in Paediatric Nephrology research activities. Take part in undergraduate and postgraduate training. Attend and arrange the paediatric nephrology to be discussed at combined meetings. Participate in ward and clinic administration and management as required.
<b><u>ENQUIRIES</u></b>	:	Prof R Solomons, tel. no. (021) 938-9506.
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	14 July 2023
<b><u>POST 22/593</u></b>	:	<b><u>REGISTERED COUNSELLOR: GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R645 129 per annum Grade 2: R734 811 per annum Grade 3: R829 668 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Bergriver Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: <b>Grade 1:</b> None after registration with the Health Professions Council of South Africa as a Registered Counsellor. <b>Grade 2:</b> A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. <b>Grade 3:</b> A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels; Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level; Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
<b><u>ENQUIRIES</u></b>	:	Ms ME Ramokgadi, tel no. (022)-9133062
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	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**

: 14 July 2023

**POST 22/594**

: **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**

Chief Directorate: Metro Health Services

**SALARY**

: Grade 1: R 520 785 per annum

**CENTRE**

: Oral Health Centre, Tygerberg/Mitchell's Plain Platform

**REQUIREMENTS**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Diagnostic). Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiography (Independent Practitioner) after registration with the HPCSA. Inherent requirement of the job: The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Appropriate knowledge of Department of Radiology techniques and protocols. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to CR, DR and CBCT and general radiography protocols. Excellent Computer literacy (MS Word, Excel, PowerPoint, and Clinicom). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management Systems. Ability to manage and supervise the department. Appropriate experience of the Picture Archiving and Communications System (PACS).

**DUTIES**

: (key result areas/outputs): Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the radiography cost centre. Participate in research, related to the clinical areas. Manage radiography and support personnel, this includes doing their performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance and tender procedures of equipment. Participate in middle management and delegated management task, including statistic collation and give administration support to the Head of Department.

**ENQUIRIES**

: Prof M Chetty, tel. no. (021) 937-3109

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 14 July 2023

**POST 22/595**

: **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**

Garden Route District

**SALARY**

: Grade 1: R431 265 (PN-B1) per annum

Grade 2: R528 696 (PN-B2) per annum (Plus, an 8% non-pensionable rural allowance of your annum basic salary)

**CENTRE**

: Albertinia Clinic, (Hessequa 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 Midwife. Post-basic qualification with 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 Professional Nurse and Midwife and proof of current registration. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to

- travel. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : (key result areas/outputs): Management of the Burden of Disease according to the Comprehensive Health programme Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.
- ENQUIRIES** : Ms E Braaf, tel. no. (028) 713-644
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 14 July 2023
- POST 22/596** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum
- CENTRE** : Bothasig CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirements of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at PHC level. Good interpersonal, planning, and organisational skills. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
- DUTIES** : (key result areas/outputs): Render and effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administration duties, and manage human resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.
- ENQUIRIES** : Ms I Van Heerden, tel. no. (021) 812-1890
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such



candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

- CLOSING DATE** : 14 July 2023
- POST 22/597** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (STORES) (INVENTORY AND WAREHOUSE MANAGEMENT)**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the full spectrum of Stores/warehousing (and Supply Chain Management). Inherent requirement of the job: Written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good management and supervisory skills. PFMA, Finance instructions, Treasury regulations and institutional SOPs and processes. Good knowledge of inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO or any other warehouse enterprise software. Knowledge and ability to apply the Disciplinary code. Computer literacy. Experience in a large warehouse environment in a hospital and or medical environment.
- DUTIES** : (Key Result Areas/Outputs): Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage Inventory and Consumable stock levels and manage the quarterly stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables. Perform Disposal Management functions with regards to inventory and expired/redundant Inventory and consumables. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Assist in developing and training staff in Supply Chain Management. Manage the performance and development of own staff.
- ENQUIRIES APPLICATIONS** : Mr N Martin, tel. no. (021) 938-5607.  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 14 July 2023
- POST 22/598** : **PROJECT MANAGER: ICT GOVERNANCE**  
Directorate: Information Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Head Office, Cape Town  
: Minimum educational qualification: An appropriate three-year tertiary qualification National Diploma/B-Degree in Finance Management. Experience: Appropriate experience in Finance Management. Appropriate experience in Contract Management. Appropriate experience in Project Management. Inherent requirement 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 licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): 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.
- DUTIES** : (key result areas/outputs): Provide finance management support services. Co-ordinate and implement ICT Governance. Manage vendor performance against contracts and Service Level Agreements. Manage allocated projects.
- ENQUIRIES APPLICATIONS** : Ms N Roodt, tel. no. (021) 938-6209  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

<b><u>CLOSING DATE</u></b>	:	23 July 2023
<b><u>POST 22/599</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b> Chief Directorate: Emergency and Clinical Service Support
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Observatory Forensic Pathology Institute
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification National Diploma in Mechanical or Mechatronics Engineering (T-stream) or (equivalent qualification). Experience: Appropriate experience in refrigeration, air conditioning and heavy current electrical systems. Appropriate experience of the repair and maintenance of electrical and mechanical equipment. Appropriate experience in automation and automated guided systems. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Appropriate experience in building, maintenance and management systems. Inherent requirements of the job Valid (Code B/EB) driver's licence. Do standby duties and handle after-hour callouts. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability and experience to fault-find and repair equipment, compile technical specifications for equipment and adhere to all legal requirements, protocols, and procedures. Computer literate (Excel, MS Word and Outlook). Computer and software skills with smart tech, such as automated guided systems comprising maintenance management systems.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Render a quality electrical, mechanical and building service to the institution. Administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical backup and support to the institution. Involved in procurement, supply chain and contract management. Responsible for diagnosing, troubleshooting, repairing, and maintaining mechanical and electrical systems.
<b><u>ENQUIRIES</u></b>	:	Mr K R Jones, tel. no. (021) 836-0968.
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	14 July 2023
<b><u>POST 22/600</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PATIENT FEES ASSESSMENT (BILLING SYSTEMS SUPPORT)</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Head Office, (Based at Stikland Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in finance or related field. Experience: Appropriate working experience in a healthcare finance related field. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to travel between Health institutions. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Supervisory and motivation skills, leadership and organisational skills. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare reports. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINiCOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): To perform an effective and efficient Compliance Assessment service in the field of Hospital Fees policies in respect of Admission and Reception, handling of State Money and Face Value Forms and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations

nd assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Effective and efficient supervision, planning and co-ordination of the Assessment Officials and strategic planning and preparations. To provide support to hospitals with the finalizing of monthly BAS and Billing Reconciliation processes. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

**ENQUIRIES** : Ms S Daniels, tel. no. (021) 940-4456  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 July 2023

**POST 22/601** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**  
 Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain, that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel). Knowledge of SCM processes and Accounting Officer system. Knowledge of LOGIS or Syspro or any other provisioning systems

**DUTIES** : (key result areas/outputs): Receive and issue goods and distribute items to end-users. Constant spot check and assist with stock take for the annual financial statements. Capture Log 1's, issue voucher and close all receipts on the LOGIS system. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescriptions.

**ENQUIRIES** : Mr S Mouton, tel. no. (021) 360-4254  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 July 2023

**POST 22/302** : **ADMINISTRATION CLERK: SUPPORT SERVICES**  
 Central Karoo District

**SALARY** : R202 233 per annum  
**CENTRE** : Nelspoort Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Good communication skills (read, speak, and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge and skills): Computer literacy (MS Office. Word. Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of receptionist services and Transport Services.

**DUTIES** : (key result areas/outputs): Render receptionist services. Performing of administration duties. Support Services to Personnel. Render support to HRM. Ensure and effective Transport Services is rendered within the Hospital.

**ENQUIRIES** : Ms SC James, tel. no. (023) 416-1688  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 July 2023

**POST 22/603** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**  
Garden Route District

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
: Thembaletu CDC, George Sub-district  
: Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Inherent requirements of the job: Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook). (Proof must be attached). Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : (key result areas/outputs): Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behavior Charter.

**ENQUIRIES APPLICATIONS** : Ms MJF Marthinus, tel. no. (044) 814-1100  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 14 July 2023

**POST 22/604** : **DRIVER (LIGHT DUTY VEHICLE)**  
Garden Route District

**SALARY CENTRE REQUIREMENTS** : R125 373 per annum  
: PHC Support and Outreach, George Sub-district (Stationed at Harry Comay Hospital)  
: Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (B/EB) (Code 8) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. 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 and unsupervised. Knowledge of Government Motor Transport Handbook 1 of 2019 and good knowledge of road networks in the Garden Route District Region.

**DUTIES** : (key result areas/outputs): Responsible for the driving of light duty vehicles to and from places where needed. Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES APPLICATIONS** : Mr E Thom, tel. no. (044) 814-1099  
: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION NOTE** : Ms S Pienaar  
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE** : 14 July 2023

**POST 22/605** : **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : False Bay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate general hospital cleaning experience. Inherent requirements of the job: Excellent verbal communication skills in at least two of the three official languages of the Western Cape. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies: Good communication and interpersonal skills.

**DUTIES** : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Attend in-service training appropriate to service delivery.

**ENQUIRIES** : Ms B Tyutu, tel. no. (021) 832-5206  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 14 July 2023

**POST 22/606** : **GENERAL WORKER STORES**  
Chief Directorate: Rural Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Worcester Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic numeric and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of e

**DUTIES** : (key result areas/outputs): Keep Bin Cards Up to date. Cleaning of shelves and general Stores Area as well as yard round stores. Distribution and delivery of stock, equipment to all Departments of Worcester Hospital. Maintain stock levels on shelves. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist store clerk with packing and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Mr PW Ruiters, tel. no. (023) 348-1106  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.  
**CLOSING DATE** : 14 July 2023

**POST 22/607** : **ADMIN INTERNSHIP (4 POSTS)**  
(7 Month Contract)  
Chief Directorate: Metro Health Services

**SALARY** : R60 039 per annum  
**CENTRE** : Oral Health Centre, Tygerberg / Mitchells Plain  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Inherent requirement of the job: Good reading and writing skills in at least two of the three official languages of the Western Cape. Between the ages of 18 – 35. Competencies (knowledge/skills): Good interpersonal and numerical skills. Ability to work in a team environment and independently. Computer literacy in Ms Word and Excel.

**DUTIES** : (key result areas/outputs): Admit and discharge patients on Clinicom. Dispose patients on Clinicom. Ensure patients details are accurate. Control and manage reception areas. Ensure data is correct, accurate and reliable. Support Supervisor with relieve duties. Relieve switchboard operator.

**ENQUIRIES** : Ms N Jooste, tel. no. (021) 937 3144

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment. Candidates who has completed a 24-month internship or is currently in an internship will not be considered.
- CLOSING DATE** : 14 July 2023

**DEPARTMENT OF INFRASTRUCTURE  
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 22/608** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: HEALTH INFRASTRUCTURE (IPSS), REF NO. DOI 09/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum  
Grade B: R894 042 - R962 292 per annum  
Grade C: R1 020 087- R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.  
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: None. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous

		professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr I Haupt Tel No: 021 483 6453.
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 22/609</u></b>	:	<b><u>PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2), REF NO. DOI 43/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R795 147- R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government.
<b><u>REQUIREMENTS</u></b>	:	Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification civil engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation:None. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.
<b><u>DUTIES</u></b>	:	Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
<b><u>ENQUIRIES</u></b>	:	Mr A Nell at Tel No: (021) 483 2013.
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 22/610</u></b>	:	<b><u>ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE, REF NO. DOI 42/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R687 879 - R739 509 per annum Grade B: R783 693 - R834 993 per annum Grade C: R881 121 - R1 035 084 per annum (OSD salary determined as prescribed).
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government.
<b><u>REQUIREMENTS</u></b>	:	B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project management. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects;

- Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
- ENQUIRIES APPLICATIONS** : Mr E du Plooy at (021) 483 8261.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/611** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER)- BELLVILLE, REF NO. DOI 34/2023**
- SALARY** : Grade A: R220 533 - R244 737 per annum  
Grade B: R258 753 - R285 396 per annum  
Grade C: R299 361 -R368 070 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.  
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence.. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr E Louw at Tel No: (021) 959 7700.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/612** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO. DOI 26/2023**
- SALARY** : R424 104 per annum (Level 9).  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in finance, supply chain management, accounting or auditing. Recommendation: Accounting experience; Working knowledge of Standard Charts of Accounts; 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 relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and nonstrategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.
- ENQUIRIES** : Ms P Van Der Merwe at Tel No: (021) 483 6915.



- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/613** : **ASSISTANT DIRECTOR: CAPACITY BUILDING, REF NO. DOI 27/2023**
- SALARY** : R424 104 per annum (Level 9).  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in supply chain management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supply Chain Management; Stakeholder relation; Diversity citizen; Self-management; Written and verbal communication skills.
- DUTIES** : Develop, implement and support capacity building programmes; Facilitate capacity building in supply chain management; Implements and reviews a capacity building and support framework for supply chain management; Manage, coordinate, monitor and facilitate the successful implementation of capacity building initiatives in supply chain management; Implement the supply chain management system; Draft and implement departmental policies and standard operating procedures with reference to capacity building in supply chain management.
- ENQUIRIES** : Ms P Van Der Merwe at Tel No: (021) 483 6915.  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/614** : **PLANNER: PROVINCIAL HUMAN SETTLEMENT PLANNING, REF NO. DOI 41/2023**
- SALARY** : R359 517 per annum (evel 8).  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : An appropriate 3-year B-Degree in Town and Regional Planning, Development Planning, Built environment, Statistics or related field; A minimum of 1 year relevant experience in a human settlement working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge and understanding of the following: Relevant public service legislation, prescripts, policies, codes, guidelines, standards, procedures, best practices, etc. with focuses on human settlements, local government or related; Project management and design in the built environment; Project coordination, integration, communication and control of project activities; Built environment related to human settlements; Monitor and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Data analysis; Proven computer literacy (MS Office); Planning and organising skills; Ability to work effectively both as part of a team and independently.
- DUTIES** : Render support towards the development and implementation of the Human Settlement Multiyear Human Settlement Development Plan (Business Plan); Provide forward planning support; Facilitate the Provincial Planning Committee; Research and development.
- ENQUIRIES** : Ms CM Johnston Tel No: (021) 483 5298.  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/615** : **ADMINISTRATION CLERK: WORKSHOP (HR AND GENERAL OFFICE SUPPORT SERVICES REGION2) - OUDTSHOORN, REF NO. DOI 38/2023**
- SALARY** : R202 233 per annum (level 5).  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in a workshop or similar environment. Competencies: A good understanding of the following: Vehicle wall charts;

- Identification of vehicles; Supply chain management; National, provincial and departmental policies; Types of vehicles and plant; Written and verbal communication skills.
- DUTIES** : Responsible for all administration pertaining to the workshop; Liaison with finance component and external service providers in ensuring the timeous delivery of parts required by workshop; Responsible for reception and switchboard; Supports supply chain in execution of certain supply chain functions.
- ENQUIRIES APPLICATIONS** : Mr L Arnold at Tel No: (044) 272 2992.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/616** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE), REF NO. DOI 40/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5).  
: Department of Infrastructure, 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 working experience in administration and supply chain management. Competencies: A good understanding of the following: Asset Control, store and stocktaking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement; General administration; Data capturing; Licensing; Repair authority; Traffic fines; Machine transfers; Loss and control liaison; Auctions; Plant management.
- ENQUIRIES APPLICATIONS** : Ms H Kleinhans at Tel No: (021) 959 7700.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/617** : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION, REF NO. DOI 44/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5).  
: Department of Infrastructure, Western Cape Government.  
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in Supply Chain Management. Competencies: Good understanding of the following: Appropriate in-service training courses in LOGIS and provisioning procedures; Asset Control, store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Integrate Purchasing System (IPS); Applicable Treasury and purchasing delegations; Proven computer literacy skills; Planning and organising skills; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Performing procurement specific functions; The identification, making and recording of assets (Asset Control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow ups of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory, control, stores issues and a general administrative (help) function to users and chief users.
- ENQUIRIES APPLICATIONS** : Ms H Kleinhans at Tel No: (021) 959 7700.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/618** : **DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (BELVILLE), REF NO. DOI 39/2023**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum (level 4).  
: Department of Infrastructure, Western Cape Government.  
: Grade 12 (Senior Certificate or equivalent qualification. Recommendation:None. Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and databases; Proven computer literacy (MS Office). Skills in the following: Communication (verbal and written); Numeracy and literacy; Planning and organising; Flexibility; Ability to work part of a team and independently.

**DUTIES** : Capture data from available records into the required formats e.g. databases, table, spreadsheet; Verify query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.

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

**POST 22/619** : **ROAD WORKER: CONSTRUCTION MAINTENANCE AND SPECIALISED MAINTENANCE (REGION 2) ROUTINE MAINTENANCE (9 POSTS AVAILABLE IN MOSSEL BAY), REF NO. DOI 33/2023**

**SALARY CENTRE REQUIREMENTS** : R147 036 per annum (level 3)  
: Department of Infrastructure, Western Cape Government.  
: Ability to read and write/Adult Basic Education and Training (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and operating hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES** : Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES APPLICATIONS** : Mr. P Gers at (044) 272 6071  
: To submit your application, there are three methods in which you can apply, please only use one of the following:\_1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 24 July 2023

**POST 22/620** : **STORES ASSISTANT: SCM REGION 1 (2 POSTS ARE AVAILABLE AT PAARL), REF NO. DOI 45/2023**

**SALARY CENTRE** : R125 373 per annum (level 2)  
: Department of Infrastructure, Western Cape Government.

- REQUIREMENTS** : ABET Level 4 (Grade 9 or equivalent qualification). Recommendation: Experience in a store environment; Ability to carry heavy tools. Competencies: Computer literacy; Verbal and written communication skills; Ability to work under pressure; Ability to work independently and part as a team.
- DUTIES** : Responsible to assist the Store Clerk in receiving goods and packing neatly on the shelves; Issuing of stock; Assist with stock inspections; Assist with other administrative tasks on request from supervisor; Effective File management.
- ENQUIRIES** : Ms M Louw at Tel No: (021) 863 2020
- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 24 July 2023

**DEPARTMENT OF LOCAL GOVERNMENT  
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 22/621** : **ASSISTANT DIRECTOR: COMMUNICATIONS (12-MONTH CONTRACT POSITION), REF NO. LG 26/2023**
- SALARY** : R 424 104 per annum (level 9).plus 37% in lieu of benefits
- CENTRE** : Department of Local Government, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: Qualification in Communication, Media, Public Relations, Marketing or Advertising; 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: Benchmarking; Mentoring and coaching practices; Staff performance management systems; Disciplinary and grievance procedures; Human resource management; Financial management prescripts; Latest trends in communication products; Communication policy and strategies; Skills needed; Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Draft and consult on departmental communication plan(s) and protocols; Render departmental media liaison and public relations service in liaison with strategic communication unit; Draft speeches and content of communication products in conjunction with line functionaries; Facilitate/coordinate

departmental functions, workshops, conferences, exhibitions, road shows and other events; Liaise with line function managers to ensure that the departments intranet and internet web pages reflect factually correct and up to date information; Render a departmental language service; Operationally manage the departmental communications service level agreement with the Department of the Premier (Corporate services); Conceptualisation and development of internal and external communications and all online platforms.

**ENQUIRIES** : Ms R Van Wyk at Tel No: (021) 483 4443  
**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>

#### **MOBILITY DEPARTMENT WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 22/622** : **DEPUTY DIRECTOR: FLEET RISK MANAGEMENT, REF NO. MD 12/2023**

**SALARY** : R811 560 per annum (Level 11). (All-inclusive salary package)  
**CENTRE** : Mobility Department, Western Cape Government.  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree/equivalent or higher); A minimum of 5 years management level experience; A minimum of 5 years relevant Fleet Management or Loss Control Management or Risk/Insurance Management experience. A valid code B (or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 2 of 2019). Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making; Research; Presentation; Computer literacy (MS office package); Analytical mindset. Ability to interpret relevant directives and policies.

**DUTIES** : Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting..

**ENQUIRIES** : Mr Y Ahmed at Tel No: (021) 483 5152  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF COMMUNITY SAFETY WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties

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

**OTHER POSTS**

**POST 22/623** : **DEPUTY DIRECTOR: PHYSICAL PROTECTION, REF NO. POC5 05/2023**

**SALARY** : R811 560 per annum (level 11).  
**CENTRE** : Department of Police Oversight Community Safety, Western Cape Government.  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant management level experience in security 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: None. Competencies: Knowledge of the following: Legislative and regulatory requirements, policies and standards; Public Service Act, 1994; The Control of Access to Public Premises and Vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 85 of 1993; Private Security Industry Regulator Act, 1994; Criminal Procedure Act 51/1977; Protection of Information Act 84 1982; Protection of Personal Information Act; WCG Access control directive; Various SOP's; Various service level agreements with outsourced security service providers; Public management and administration; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership, production methods and coordination of people and resources; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; People Management; Project management; Conflict management; Analytical skills.

**DUTIES** : Facilitate the provisioning of security to safeguard the assets of the provincial government; Facilitate the provisioning of outsources security service providers to departments; Manage the operational and processes for the sub-directorate; Financial management; People management.

**ENQUIRIES** : Mr F Watkins at Tel No: (021) 483 8461  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 22/624** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO. DOTP 55/2023**

**SALARY** : R844 572 per annum LP 7: (All-inclusive salary package) (OSD as prescribed).LP 8: All-inclusive salary package of R 991 223 per annum (OSD as prescribed).  
**CENTRE** : Department of the Premier, Western Cape Government.

- REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector. Recommendation: Experience in forensic investigations at manager level or criminal prosecutions or a related field; Experience in at least two of the following fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure; Law of Evidence; Constitutional Law; Labour Law; Administrative Law. Legal drafting experience. Experience in presenting evidence and admissibility requirements; and a keen interest in forensic investigations and fact-finding. A valid code B drivers' license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, is encouraged to apply. Competencies: A firm understanding of the legislation relating to Public Service, Public Finance and supply chain, Protected Disclosures and Protection of Personal Information. Skills needed: Communication (Written and verbal); Ethical Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.
- DUTIES** : Forensic Services Methodology and Strategy: develop the legal risk, quality assurance and improvement programme to enhance knowledge of legislation, prescripts and legal precedents applicable to investigations. Legal advisory: Provide legal advice on legal issues or risks identified during forensic investigations. Quality assurance: quality assure forensic investigation reports from a factual, evidentiary and legal perspective. Institutional knowledge management: keep abreast of the law and precedents and capacity building of broader team.
- ENQUIRIES APPLICATIONS** : Mr R Janse van Rensburg at Tel No: (021) 483 0901  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/625** : **DEPUTY DIRECTOR: SUPPORT SERVICES, REF NO. DOTP 04/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (level 11) (All-inclusive salary package)  
: Department of the Premier, Western Cape Government.  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 year's management level experience in an institutional environment. Recommendation: Experience in financial management, facilities management, supply chain management in the Public Sector. Competencies: Knowledge of the following: Project management; Benchmarking; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Employment Equity Act; Labour Relations Act.
- DUTIES** : Finance: Handle budget matters; Ensure the financial management of the Chief Directorate; Handle provision and procurement; Perform contract administration; Manage the cost recovery processes; Manage the annual procurement plan for the Chief Directorate and report on progress to the Sub-Program Manager; Manage asset management on behalf of the Chief Directorate. Facilities: Maintain the buildings and terrain; Perform housekeeping duties; Booking of facilities and related tasks; General Support: Perform course administration; Handle registry and transport matters; Perform personnel and office administration; Render a reception service; Facilitate support for ICT services.
- ENQUIRIES APPLICATIONS** : Mr NS Miti at Tel No: (021) 865 8046/ 483 2929  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/626** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO. DOTP 05/2022 R2**
- SALARY** : R424 104 per annum (level 9).

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government.  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in IT or related; A Minimum of 3 years experience in the IT environment; A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.
- DUTIES** : Plans, organises and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.
- ENQUIRIES APPLICATIONS** : Mr A. Coleman at Tel No: (021) 483 4178.  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/627** : **CHIEF ANALYST DEVELOPER (2 POSTS AVAILABLE), REF NO. DOTP 54/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (level 9).  
 : Department of the Premier, Western Cape Government.  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 year's experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license.. Competencies. Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
- DUTIES** : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
- ENQUIRIES APPLICATIONS** : Ms F Mhlongo at Tel No: (021) 467 2905  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/628** : **ADMINISTRATIVE OFFICER: PTE FINANCE, REF NO. DOTP 52/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (level 7).  
 : Department of the Premier, Western Cape Government.  
 : An appropriate 3-year National Diploma/ B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: None. Competencies: Knowledge of the following: Benchmarking; Mentoring



and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; Office administration; Financial and SCM procedures and prescripts; Treasury Regulations; Basic Accounting System (BAS); Logistical Information System (LOGIS); Human resource Management; Public Service regulation; Skills needed: Financial Management; Computer literacy; Written and verbal communication; Mentoring and coaching; Leadership; Motivation; Research; Analytical; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Innovative problem solving; Team building and strong inter-personal; Conflict resolution; Presentation; Negotiation; Influencing; Listening; Interviewing; Facilitation and process consultation skills.

**DUTIES** : Assist with the handling of budget matters in line with the Public Finance Management Act; Ensure the financial administration of the Chief Directorate; Handle provision and procurement; Perform contract administration; Administer the cost recovery processes; Administer the annual procurement plan for the Chief Directorate and report on progress to the ASD: Finance; Facilitate monthly, quarterly and annual reporting on supply chain management related matters; Control over safekeeping, utilisation and maintenance of all assets..

**ENQUIRIES APPLICATIONS** : Mr E Plaatjies at Tel No: (021) 865 8051  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/629** : **HR CLERK: SERVICE BENEFITS, REF NO. DOTP 56/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5).  
: Department of the Premier, Western Cape Government.  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

**DUTIES** : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with CRU managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

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

**PROVINCIAL TREASURY  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. 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 22/630** : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (PT 05/2023 R1)**

**SALARY CENTRE REQUIREMENTS** : R1, 663, 581per annum (level 15). (All-inclusive salary package)  
 : Provincial Treasury, Western Cape Government  
 : An appropriate undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: An appropriate Master's degree; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

**DUTIES** : Line Management, advice and guidance in respect of the following functional areas will entail the following: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch; Lead the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Head Official on a regular basis on the activities of the Branch; Ensure effective budget management for the provincial government; Manage the provincial fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government; Change Management; Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. Financial Management will entail leading the budgeting process at Branch level; Leading the Annual and Adjustment Budgets for the Branch; Assuming direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure and all other Financial Management related responsibilities; Assuming direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Oversee and actively participate in all People Management functions of the Branch.

**ENQUIRIES APPLICATIONS** : Head of Treasury, Mr. David Savage Tel No: (021)483-6267.  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF SOCIAL DEVELOPMENT WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 17 July 2023

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

#### OTHER POSTS

**POST 22/631** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (WYNBERG), REF NO. DSD 85/2023**

**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 licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

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

**ENQUIRIES** : Ms P Magadla at Tel No: (021) 829 0120  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/632** : **SOCIAL WORKER: SOCIAL WORK SERVICES (2 POSTS AVAILABLE IN MILNERTON), REF NO. DSD 84/2023**

**SALARY** : Grade 1: R294 411 – R338 712 per annum  
Grade 2: R359 520 – R410 289 per annum  
Grade 3: R432 348 – R500 715 per annum  
Grade 4: R530 010 – R 647 325 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 licence. Competencies:

Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES APPLICATIONS** : Ms C Engel at Tel No: (021) 483 7675.  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 22/633** : **COMMUNITY DEVELOPMENT PRACTITIONER (KHAYELITSHA), REF. NO. DSD 81/2023**

**SALARY** : Grade 1: R251 283 - R288 726 per annum  
Grade 2: R302 757 - R349 560 per annum  
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. Recommendation: None. 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** : Mr FM Gezwind at Tel No: (021) 812 0925

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/634** : **ADMINISTRATIVE OFFICER (FUNDING): VULNERABLE GROUPS, REF NO. DSD 80/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7).  
: Department of Social Development, Western Cape Government.  
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year administrative experience. Recommendation: None. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: Budgeting, leadership, liaising and decision making; Written and verbal communication skills.
- DUTIES** : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.
- ENQUIRIES APPLICATIONS** : Mr M Cottee at Tel No: (021) 483 3587  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/635** : **EDUCATION OFFICER: FACILITY MANAGEMENT (13 POSTS AVAILABLE IN VARIOUS LOCATIONS), REF NO. DSD 82/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7).  
: Department of Social Development, Western Cape Government.  
: An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1 year experience as an Educationalist/Educator; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
- DUTIES** : Implement educational programmes at secure child and youth care facilities in accordance to curriculum requirements and departmental legislation; Implement facility policies and procedures to enhance safe care, custody and development of residents; Perform administrative functions; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields.
- ENQUIRIES APPLICATIONS** : Mr M Benting at Tel No: (021) 931 0236  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 22/636** : **INFORMATION MANAGEMENT OFFICER: INFORMATION MANAGEMENT (WYNBERG), REF NO. DSD 83/2023**

<b><u>SALARY</u></b>	:	R294 321 per annum (Level 7).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government.
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: None. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Skills needed: Report writing; Communication (written and verbal); Organising and planning; Proven computer literacy; Numerical; Innovative; Analytical thinking.
<b><u>DUTIES</u></b>	:	Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms M Swart at Tel No: (021) 763 6212
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 22/637</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT OFFICER: VULNERABLE GROUPS, REF NO. DSD 86/2023</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 7).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government.
<b><u>REQUIREMENTS</u></b>	:	An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages and sound application of relevant computer programmes. (i.e. BAS); Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills needed: Draft documentation like submissions, letters; Sound organising, planning and time management skills; Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research Skills; Analyse documents and situations; Ability to access research sources; Function as a team member
<b><u>DUTIES</u></b>	:	Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms P Momoza at Tel No: (021) 483 6296
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 22/638</u></b>	:	<b><u>CUSTOMER CARE ASSISTANT: CUSTOMER CARE (3 POSTS AVAILABLE IN MITCHELLS PLAIN, RETREAT AND FISHOEK), REF NO. DSD 79/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 5).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government.
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Recommendation: None. 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.
<b><u>DUTIES</u></b>	:	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

**ENQUIRIES**  
**APPLICATIONS**

access services from the department; Render general administrative support services and maintain a record system.

: Ms I April at Tel No: (021) 763 6217

: 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>