

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

**CLOSING DATE** : 07 August 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 25/207** : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 02/2023 R1**

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive salary package)  
: Department of Agriculture, Western Cape Government  
: An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; and analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

**DUTIES** : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); and Manage the planning and reporting on the Conditional grants of the Programme.

**ENQUIRIES APPLICATIONS** : Mr Darryl Jacobs Tel No: (021) 808 5013  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## OTHER POSTS

- CLOSING DATE** : 07 August 2023
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- POST 25/208** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES)**  
**REF NO: AGR 40/2023 (X2 POSTS)**
- 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; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. Recommendation: Masters degree (or higher qualification); Experience in the following: Database design; Video editing and YouTube. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect 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; Work accurately and precisely; Work 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; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.
- ENQUIRIES** : Dr V Henwood 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 25/209** : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH REF NO: AGR 42/2023**
- 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; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. Recommendation: Masters degree (or higher qualification); Experience in monitoring, auditing and control of meat safety in abattoirs. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect 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; Work accurately and precisely; Work under stressful conditions.
- DUTIES** : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Public Health; Render Veterinary Services through the implementation of relevant legislation; Provision of training development and awareness programmes (extension and outreach services) to communities with regards to Veterinary Services; Perform administrative and related functions; Keep abreast with Veterinary legal, policy frameworks, journals, publications and attend relevant professional development interventions.
- ENQUIRIES** : Dr M Wolhuter at Tel No: (021) 808 7606
- 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 25/210** : **FARM AID: FARM SERVICES: TYGERHOEK REF NO: AGR 41/2023**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: Relevant experience of general farm physical labour work involving animals, crops and infrastructure. Competencies: Ability in the following: Work well within a team; Physical work/activities; Work independently; Good communication (written and verbal).
- DUTIES** : Perform manual farm activities: Crop production; Animal production; Mixed cropping and livestock research farm and infrastructure development and maintenance.
- ENQUIRIES** : Mr L Mabitsele Tel No: (028) 425 4861
- 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).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 14 August 2023

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 August 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 25/211** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION (CASE MANAGEMENT)**  
**REF NO: DEDAT 24/2022 R1 (X2 POSTS)**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Bachelor's degree with Research or Business Process Improvements; Experience in the following: Systems, data and reporting across a wide range of stakeholders; Communication techniques; Undertaking surveys and recommending process improvements. Competencies: Knowledge of the following: 3 spheres of government, and their roles; Monitoring and Evaluation; Basic research and writing surveys; The concept of red tape and its reduction; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Planning; Organising; Report writing, Problem-solving; Analytical thinking; Computer literacy (MS Office).
- DUTIES** : Managing the Administration of the Case Management System of the Department; Identify blockages and inhibitors to economic growth and development; Support the advocacy and the creation of awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
- ENQUIRIES** : Ms A. Augustus at Email: aeysha.augustus@westerncape.gov.za

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 August 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 25/212** : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 31/2023**
- SALARY** : Grade A: R564 490 per annum, (OSD as prescribed)  
**CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in Physical/ Natural Sciences or Engineering/ Environmental Management/Sciences; A minimum of 6 years relevant post-qualification experience after obtaining first qualification; A valid (Code B or higher) driving license. Recommendation: Knowledge and experience of the following: Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Environmental legislation, policies and regulations, including pollution management and chemicals management; Management and interpretation of water quality monitoring data and pollution information; Compliance monitoring; Project Management / Planning. Competencies: Knowledge and understanding in the following: Environmental Management (that includes integrated environmental management; pollution

management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g., NEMA); Environmental legislation (e.g., NEMA). Interpretation of water quality data and pollution information; Chemicals management and international conventions. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal), research, and report writing, General office and administration; Project Management; Human Resource Management; Financial Management (budgeting and expenditure control; supply chain management processes). Ability to analyse, interpret and respond to scientific, technical reports and policy and legislation; Ability to work independently and as part of a team.

**DUTIES** : Manage and provide specialist and technical comment, advice and guidance on environmental technical reports (including impact assessment reports) to organs of state and other stakeholders regarding pollution and chemicals management. Management of the development and implementation of projects with regard to information management. Manage the development, implementation, monitoring and evaluation of specialised projects on pollution management, related to pollution monitoring and chemicals management. Manage and perform Financial and Human Resource Management, including general office management and administration.

**ENQUIRIES** : Ms Natasha Davis-Wolmarans Tel No: (021) 483 2970

**POST 25/213** : **CONTROL ENVIRONMENTAL OFFICER: BIODIVERSITY MANAGEMENT REF NO: EADP 34/2023**

**SALARY CENTRE REQUIREMENTS** : R554 490 per annum, (OSD as prescribed)  
 : Environmental Affairs and Development Planning, Western Cape Government  
 : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in Physical/ Natural Sciences or Engineering/ Environmental Management/Sciences; A minimum of 6 years relevant post-qualification experience after obtaining first qualification in the field of biodiversity management, policy, planning or conservation management; A valid (Code B or higher) driving license. Recommendation: Master's degree or higher in biodiversity and related fields; Experience in the following: Developing policy instruments and regulatory processes in the biodiversity sector; Project management within the biodiversity field; Facilitation and establishing stakeholder platforms; Knowledge and experience in biodiversity economy and ecological infrastructure value chains. Competencies: Knowledge and understanding in the following: Biodiversity management, conservation and ecological Infrastructure as well as existing legislation and policy instruments; Making legislation and developing other relevant policy instruments; Project management and financial systems; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal), research, and report writing; General office and administration; Conflict resolution; Project Management; Human Resource Management; Financial Management (budgeting and expenditure control; supply chain management processes). Ability to analyse, interpret and respond to scientific, technical reports and policy and legislation; Ability to work independently and as part of a team.

**DUTIES** : Biodiversity legislation, policy, strategic planning and procedural development; Support and undertake biodiversity monitoring and performance review processes for CapeNature and the Biosphere Reserves; Planning, coordination and implementation of Biodiversity initiatives; Biodiversity Mainstreaming & Capacity building in the Department, for municipalities and other stakeholders and provide support for municipal planning processes; General Management, financial, human and administrative management for the component.

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

**POST 25/214** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): RECTIFICATION REF NO: EADP 09/2023**  
 (8 Month Contract Position)

**SALARY CENTRE REQUIREMENTS** : R451 587 per annum, (OSD as prescribed)  
 : Environmental Affairs and Development Planning, Western Cape Government  
 : An appropriate Honours Degree in Environmental Management/Natural Sciences/Social Science/Geographical Sciences/Conservation Biology or

related; A valid (Code B) driving licence. Registered as a Environmental Assessment Practitioner (EAP) or Candidate EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and applied for registration or will apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). Recommendation: Experience in the following: Review of Environmental Impact Assessment applications and/or related field; Integrated Environmental Management, including applicable legislation and policies; Environmental compliance and enforcement; National Water Act and water use licence applications; Biodiversity and coastal management policies and programmes; National Environmental Management: Waste Act and waste licensing applications. Competencies: Knowledge of the following: Evaluation of environmental impact assessments and management programmes/plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/Dept; Public Service Code of Conduct. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support with regards to Productivity and Quality Management within the component.

**ENQUIRIES** : Zaidah Toefy Tel No: (021) 483 2701

**POST 25/215** : **ASSISTANT DIRECTOR: COMMUNICATIONS SERVICES REF NO: EADP 30/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 : Environmental Affairs and Development Planning, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design, communication or related fields; A minimum of 3 years supervisory level experience in a Graphic Design, Communications, Journalism or related field. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Publishing environment; Editing and creative direction; Project Management; Creative Design; Skills needed: Written and verbal communication; Report writing; Proven computer literacy (MS Office); Adobe Creative Cloud; Ability to work independently and as part of a team.

**DUTIES** : Research, plan, create, design and layout print and online communication products for internal and external use; Internal communication; Liaising with various stakeholders; Supervision of staff.

**ENQUIRIES** : Mr R van Jaarsveldt Tel No: (021) 483 4051

**POST 25/216** : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: EADP 35/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 : Environmental Affairs and Development Planning, Western Cape Government  
 : An appropriate 3-year tertiary qualification (B-Degree/equivalent or higher) in Financial Management; A minimum of 3 years supervisory level experience in a financial environment. Recommendation: Basic Accounting System (BAS); Medium Term Expenditure Framework experience; Knowledge of the following: PERSAL (Personnel and Salary Administration) and LOGIS (Logistical Information System); Standard Charts of Accounts (SCOA). Competencies: Knowledge of the following: Strategic and Annual Performance Planning; Budget, review, analysis and quality assurance skills in the budget preparation process; Public Sector finance; Public Finance Management Act and other financial norms and standards; Proven computer literacy (MS Office); Written and verbal communication skills.

<b><u>DUTIES</u></b>	:	Budget Management; Compilation of the MTEF (Medium Term Expenditure Framework) Budget; Supervision of staff; Mentoring employees to ensure guidance and direction to prosper in their careers.
<b><u>ENQUIRIES</u></b>	:	Ms G Buggas Tel No: (021) 483 3298
<b><u>POST 25/217</u></b>	:	<b><u>GISC TECHNICIAN (PRODUCTION LEVEL): SPATIAL INFORMATION MANAGEMENT REF NO: EADP 33/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R353 013 – R376 806 per annum, (OSD as prescribed) Grade B: R398 865 – R428 619 per annum, (OSD as prescribed) Grade C: R451 587 – R531 117 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Environmental Affairs and Development Planning, Western Cape Government An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; A minimum of 3 years post qualification technical (GISc) experience; Compulsory registration with the South African Geomatics Council as a GISc Technician; A valid driving licence. Recommendation: Experience and knowledge in GIS associated software and platform, specifically ESRI products. Competencies: Knowledge and understanding of the following: GIS applications, specifically the latest ESRI products; Theory, principles and practices of GIS Standards; Different GIS Software packages, especially ESRI products; GPS, Photogrammetry and Remote Sensing; Mapping projections and applications; Converting and analysis of spatial data; Principles of Cartography. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc) and ESRI suite of products; Communication (written and verbal); Problem solving. Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Perform technical GISc activities; Lead and Support GIS Projects; Maintain GIS Unit Effectiveness; Peoples Management; Functional requirement analysis; GIS Marketing, Research and Training; Application of legislation pertaining to spatial data.
<b><u>ENQUIRIES</u></b>	:	Dalene Stapelberg Tel No: (021) 483 8359 or 082 458 8525
<b><u>POST 25/218</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY MANAGEMENT REF NO: EADP 32/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R310 767 - R343 113 per annum, (OSD as prescribed) Grade B: R361 110 - R398 865 per annum, (OSD as prescribed) Grade C: R420 447 - R531 117 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Environmental Affairs and Development Planning, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Natural/ Physical/ Environmental Sciences or Engineering or equivalent qualification; A valid driving licence (Code B). Recommendation: Experience or training in any of the following: Environmental pollution / air quality management; Air quality monitoring; Air quality management planning / integrated environmental management; Implementation of air quality / environmental pollution related projects; Environmental legislation / policy; Environmental compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality / pollution management / environmental management; Implementation of specific projects related to pollution management, specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Must be able to meet strict deadlines; The ability to work well within a team; Must be able to travel for work purposes.
<b><u>DUTIES</u></b>	:	Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services / management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality / environmental pollution / environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality / environmental pollution management; Provide assistance with administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Bhawoodien Parker Tel No: (021) 483 2888 / <a href="mailto:Bhawoodien.Parker@westerncape.gov.za">Bhawoodien.Parker@westerncape.gov.za</a>

**POST 25/219** : **ADMINISTRATION CLERK: ENVIRONMENTAL APPEALS MANAGEMENT**  
**REF NO: EADP 11/2023 R1**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Environmental Affairs and Development Planning, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience/exposure in office and public service administration; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Procurement policies and guidelines; Public Service Financial policies and guidelines; Public Service administration policies and guidelines. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skill (written and verbal); Planning and organising; Ability to work under pressure and meet strict deadlines; Ability to work independently and as part of a team.

**DUTIES** : Rendering the following: File management service to the Sub-directorate: Environmental Appeals Management; Administrative support services to the Sub-directorate: Environmental Appeals Management; Financial and procurement support service to the Sub-directorate: Environmental Appeals Management; Database management support service to the Sub-directorate: Environmental Appeals Management.

**ENQUIRIES** : Ms J Keet Tel No: (021) 483 5116

#### **DEPARTMENT OF HEALTH AND WELLNESS**

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

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

**ERRATUM:** Kindly note that the advert for the Post of 24/186: EMS Operations Manager (Metropole and Rural) (X2 Posts) Chief Directorate: Emergency and Clinical Service Support salary: R961 614 per annum, A portion of the package can be structured according to the individual's personal needs advertised in the Public Service Vacancy 24 dated 14 July 2023 with reference number: Post 24/186, has been cancelled.

#### **OTHER POSTS**

**POST 25/220** : **DEPUTY DIRECTOR: VIOLENCE PREVENTION IMPLEMENTATION**  
**ENABLEMENT AND REPORTING DIRECTORATE MANAGEMENT**  
**ACCOUNTING**  
Sub-Directorate: Strategic Budget Analysis

**SALARY** : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : (Head Office, Cape Town) stationed at Bellville Health Park in Bellville  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Degree in Social Science or Public Health. Experience: Appropriate three years' middle management experience in the public sector. Appropriate experience in programme development and implementation. Inherent requirements of the job: Valid Driver's license. Willingness to travel. Good written and communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy. Project management skills. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative problem-solving skills. Networking, coalition building and stakeholder/relationship management skills. Enhanced dispute resolution and conflict management skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, working within a matrix and multi-disciplinary environment. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.

**DUTIES** : Guide the development and monitoring of evidence-based violence prevention interventions. Manage the integrated reporting processes on evidence-based



violence prevention interventions. Ensure the provision of input into the strategic, operational and business planning processes related to the Western Cape Government violence prevention strategy and Safety Plan. Ensure the provision of guidance and support to violence prevention implementation teams, including the development of Standard Operating Procedures and implementation guidelines and tools. People management and financial management including the identification of financial needs, active participation in budgeting processes, adherence to PFMA, participation in recruitment of staff, staff capacity building and promotion of sound labour relations.

**ENQUIRIES** : Ms JO Arendse, tel.no. (021) 815-8612 / Ms N Van Der Walt, tel.no. (021) 815-8713

**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 may be subjected to a practical assessment.

**CLOSING DATE** : 11 August 2023

**POST 25/221** : **DEPUTY DIRECTOR: SUPPORT (STRATEGIC PLANNING)**  
Directorate: Strategy, Policy and Planning

**SALARY** : R811 560 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 4-year health or social science-related qualification. Experience: 3 years minimum managerial experience in a planning environment. Appropriate health policy and planning experience. Appropriate stakeholder management experience, particularly in a development context. Inherent requirement of the job: Valid (Code E/EB) driver's license. Competencies (knowledge/skills): Sound understanding of the legislative and policy framework governing public sector planning. Sound Knowledge of health systems and related measurement sciences. Sound knowledge of planning methodologies. Epidemiological thinking skills. Ability to conceptualize and formulate planning frameworks. Research skills. Highly organised and meticulous.

**DUTIES** : Assist with facilitating the production of departmental statutory plans. Assist with facilitating emergent provincial health planning processes. Provide a technical strategic planning support function. Manage the sub-directorate team.

**ENQUIRIES** : Ms Karen Ching, email: [Karen.Ching@westerncape.gov.za](mailto:Karen.Ching@westerncape.gov.za)

**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** : 04 August 2023

**POST 25/222** : **DEPUTY DIRECTOR: VIOLENCE PREVENTION POLICY AND STRATEGY**  
Chief Directorate: Emergency and Clinical Service Support

**SALARY** : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Directorate: Violence Prevention

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Degree in Social Science or Public Health. Experience: Appropriate 3-year middle management experience in the public sector. Appropriate experience in policy development and strategic planning. Inherent requirement of the job: Good written and communication skills in at least two of the three official languages of the Western Cape. Valid Driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy. Critical thinking and reasoning skills. Enhanced dispute resolution and conflict management skills. Innovative problem-solving skills. Knowledge and understanding of social and cultural dynamics within communities. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Networking, coalition building and stakeholder/relationship management skills. Policy analysis and writing skills. Project management skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, working within a matrix and multi-disciplinary environment.

- DUTIES** : Collaboratively influence policy and strategy alignment between all spheres of government. Establish partnerships and platforms for engagement with a range of violence prevention stakeholders across government and non-governmental organisations. Manage and oversee the conducting of impact evaluations on evidence-based violence prevention interventions. Manage the development and maintenance of appropriate evidence-based policies, strategies, procedural manuals and guidelines by utilising a public health approach. Manage the review of and reporting on violence prevention policy and strategies. People management and financial management including the identification of financial needs, active participation in budgeting processes, adherence to PFMA, participation in recruitment of staff, staff capacity building and promotion of sound labour relations.
- ENQUIRIES** : Ms JO Arendse Tel No: (021) 815-8612 / Ms N Van Der Walt Tel No: (021) 815-8713
- 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** : 04 August 2023
- POST 25/223** : **REGISTERED COUNSELLOR GRADE 1 TO 3**  
Overberg District
- SALARY** : 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)
- CENTRE** : Caledon Hospital and Theewaterskloof Sub-district
- REQUIREMENTS** : 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: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years of appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years of appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Proven counselling skills with individuals, and groups; set up of evidence-based community interventions; knowledge and/or experience in psychometric assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriate. Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
- DUTIES** : Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub-district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative Duties: such as keeping accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health workers and attend regular clinical supervision.
- ENQUIRIES** : Dr R Liebenberg Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a computer literacy test. 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.”

- CLOSING DATE** : 11 August 2023
- POST 25/224** : **ASSISTANT DIRECTOR: VIOLENCE PREVENTION POLICY AND STRATEGY**  
Office of the Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Directorate: Violence Prevention Unit  
: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience within the Public Sector. Appropriate supervision experience. Appropriate experience with stakeholder relations or community engagements. Inherent requirements of the job: Valid Driver's license. Willingness to travel. Good written and communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy skills. Facilitation and presentation skills. Planning and organizing skills. Dispute resolution / conflict management skills. Interpersonal skills. Problem-solving skills and Analytical skills. Knowledge and understanding of the functions of the different spheres of government. Knowledge and understanding of the social dynamics within communities. Knowledge of the policies and priorities of the government of the day (provincial and national). Knowledge of modern systems of governance and administration. Knowledge of developing and implementing communications strategies. Knowledge of monitoring, evaluation and learning methods, tools and techniques. Knowledge of relationship/stakeholder management.
- DUTIES** : (Develop and maintain appropriate violence prevention policies, strategies, procedural manuals and guidelines utilising a public health approach, including policy analysis, interpretation and translation. Facilitate violence prevention policy and strategy alignment between all spheres of government. Conduct impact evaluations and assessments on evidence-based violence prevention interventions, in consultation with relevant stakeholders. Review of and reporting on violence prevention policy and strategies to ensure alignment with Western Cape Government strategic guidance on violence prevention and safety. Provide a professional administrative support service, including accurate record keeping on deliverables, effective communication and review of financial requirements.
- ENQUIRIES** : Ms JO Arendse Tel No: (021) 815-8612 / Ms N Van Der Walt Tel No: (021) 815-8713
- 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 may be subjected to a practical assessment.
- CLOSING DATE** : 11 August 2023
- POST 25/225** : **ASSISTANT DIRECTOR: SYSTEMS**  
Directorate: Health Intelligence
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Head Office, Cape Town  
: Minimum educational qualification: Appropriate three-year National Diploma/Degree in Information Technology or Computer and Information Science. Experience: Appropriate experience in the health system and its operational environment. Appropriate experience in the use of project management methodologies and tools. Inherent requirements of the job: A valid (Code B) driver's license and willingness to travel. Competencies (knowledge/skills): Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape with team members, management personnel, end-users, and external stakeholders. Good interpersonal and project management skills. Ability to work independently with results-oriented supervision, while exercising sound judgment in escalation to

<b><u>DUTIES</u></b>	:	management. Ability to work in a structured and unstructured environment where initiatives are pioneered at times with no previous roadmap to access.
	:	Responsible for planning, coordinating, and supervising digital activities in relation to the design, development, implementation, maintenance, and support of organizational operational reporting. Facilitate and coordinate the implementation of business intelligence digital projects from inception to completion. Develop and publish customized operational dashboards, and reports to support business requirements. Communicate issues to management and initiate follow-up sessions with system owners and cross-functional data and digital teams as required. Facilitate the required user acceptance testing, training, drive adoption, and change management process in relation to business intelligence digital products and support services. Oversee team members' performance, provide guidance, support, and identify individual skills development needs. Manage system audit process and ensure digital products meet information technology compliance requirements.
<b><u>ENQUIRIES</u></b>	:	Mr A Loff Tel No: (021) 483- 6363, email: adam.loff@westerncape.gov.za
<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>	:	11 August 2023
<b><u>POST 25/226</u></b>	:	<b><u>ASSISTANT DIRECTOR: VIOLENCE PREVENTION IMPLEMENTATION ENABLEMENT AND REPORTING</u></b> Office of the Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R424 104 per annum
<b><u>CENTRE</u></b>	:	Directorate: Violence Prevention Unit
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience within the Public Sector. Appropriate experience in Public Development and Implementation. Appropriate experience with stakeholder relations or community engagements. Appropriate supervisory experience. Inherent requirements of the job: Valid driver's license. Willingness to travel. Good written and communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy skills. Facilitation and presentation skills, Planning and organizing skills, Dispute resolution / conflict management skills, Interpersonal skills, Problem-solving skills and Analytical skills. Knowledge and understanding of the functions of the different spheres of government. Knowledge and understanding of the social dynamics within communities. Knowledge of the policies and priorities of the government of the day (provincial and national). Knowledge of modern systems of governance and administration. Knowledge of developing and implementing communications strategies. Knowledge of monitoring, evaluation and learning methods, tools and techniques. Knowledge of relationship/stakeholder management.
<b><u>DUTIES</u></b>	:	Coordinate the mobilisation, implementation and reporting on evidence-based violence prevention interventions, including the review of operational plans and ensuring regular reporting on progress. Engage and advise implementation teams on localised responses to violence prevention, including the co-development of violence prevention guidelines, frameworks and implementation tools. Co-develop and implement monitoring plans for the implementation of violence prevention interventions. Co-develop and monitor the implementation of evidence-based violence prevention interventions, including the prioritisation of interdepartmental and intersectoral violence prevention programmes and projects. Gather relevant data and information related to violence prevention for the purposed of regular reporting, data visualisation and policy/strategy development and refinement. Provide a professional administrative support service, including accurate record keeping on deliverables, effective communication and review of financial requirements.
<b><u>ENQUIRIES</u></b>	:	Ms JO Arendse Tel No: (021) 815-8612 / Ms N Van Der Walt Tel No: (021) 815-8713
<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>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	04 August 2023

<b><u>POST 25/227</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Emergency and Clinical Services Support Directorate: Pharmacy Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum Cape Medical Depot, Head Office Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate proven supervisory experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel and stay overnight. Willingness to extend working hours, as needed. Competencies (knowledge/skills): Thorough knowledge of computer systems (LOGIS, BAS, MS Office). Thorough knowledge of the PMFA, Treasury and Finance rules and regulations. Recent proven knowledge and application of SCM rules and regulations. Good presentation skills. Ability to work as part of a team and motivate others. Well-developed inter-personal skills. Good leadership, analytical, problem-solving and data analysis skills.
<b><u>DUTIES</u></b>	:	Execute a wide variety of administrative functions related to the line functions in the Finance and related SCM Departments. Perform leadership functions by advising and guiding Sub-ordinates, interpreting and application of directives and policy, planning, budgeting and exercising of control and supervision over all activities in the finance department. Perform quality control and risk management functions. Control of institution's budget and assets. Ensure compliance with PFMA, Treasury, Financial and SCM Rules and Instructions. Manage, monitor and report on income generation, expenditure and projections. Plan, implement and maintain financial control and handling of audit queries. Overall control and management of Revenue (e.g. Supplier Penalties).
<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</u></b>	:	Candidates may be required to do a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	11 August 2023
<b><u>POST 25/228</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE/PAYMENTS</u></b> Directorate: Supply Chain Management (1-Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum Western Cape Health Warehouse, Head Office Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirements of the job: A valid Code (EB/B) drivers' licence. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good managerial, reporting and report-writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<b><u>DUTIES</u></b>	:	Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse-related stock. Analyse information, and compile complex documents as required. Keeping abreast and recording relevant and Departmental prescripts/policies and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Q Manuel, email: <a href="mailto:Quinton.Manuel@westerncape.gov.za">Quinton.Manuel@westerncape.gov.za</a> 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 may be required to do a practical test.
<b><u>CLOSING DATE</u></b>	:	11 August 2023

<b><u>POST 25/229</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum Valkenberg Hospital Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Information Management and Health Information Systems (HIS). Appropriate working experience in report writing and data compilation. Appropriate experience in data processing, data quality checking and data analysis. Inherent requirements of the job: The ability to communicate in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent computer skills with advance knowledge in MS Office (Word, Excel, PowerPoint and Outlook). Knowledge of database management, data filing and collation as well as manipulation. Ability to work under pressure and meeting deadlines. Good interpersonal, communication and organisational skills. Good numerical and analytical skills.
<b><u>DUTIES</u></b>	:	Maintain and improve IM reporting structures. Develop and maintain regular and ad-hoc reports for management (i.e., Patient stats). Perform data analysis, data reviews and data quality assessments. Prepare and present reports as well as accurate and timeous reporting. Sustain, update, and amend the IM system changes. Provide guidelines, train, and assist hospital staff in Health Information systems. Assist with operational and statistical matters including supervising staff in the IM unit. Ensure access to IT, technical and implementation support.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Pelsler Tel No: (021) 826-5791 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. Shortlisted candidates may be required to undergo a practical test.
<b><u>CLOSING DATE</u></b>	:	11 August 2023
<b><u>POST 25/230</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u></b> Directorate: Supply Chain Sourcing Sub-directorate: Infrastructure Sourcing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum Head Office, Cape Town Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience performing administration and possess appropriate Supply Chain Management experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Good communication (verbal and written), planning and organisational skills. Ability to work under pressure, pay attention to detail and meet deadlines.
<b><u>DUTIES</u></b>	:	Perform general office administration. Develop and maintain a record keeping filing system. Provide administration for Infrastructure Sourcing People Management matters. Render an effective Supply Chain Management administrative support service. Perform an administrative function for complaints raised via and experienced by Infrastructure Sourcing. Provide an overall support role to the Manager of the Infrastructure Sourcing component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Snell, email: <a href="mailto:Priscilla.Snell@westerncape.gov.za">Priscilla.Snell@westerncape.gov.za</a> 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>	:	11 August 2023
<b><u>POST 25/231</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (X2 POSTS)</u></b> Directorate: Management Accounting
<b><u>SALARY CENTRE</u></b>	:	R202 233 per annum Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital patient fees or a health-related claims environment. Appropriate experience with medical aid/scheme claims will be an advantage. Appropriate working experience in a HIS (Health Information system)/Accounts Receivable System. Inherent requirements of the job: A valid (Code B/EB) driver's licence (persons with a valid Learner's Licence may also apply). Willingness to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing-related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel). Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System.
- DUTIES** : Assist various facilities with billing of account backlogs, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist facilities fees departments with relevant reports for follow-up of outstanding patient accounts and invoices. Assist with submissions of EDI (Electronic Data Interchange) claims, rejections and resubmissions. Liaise with debtors, Medical Aids, and other relevant stakeholders regarding queries, stale claims and outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear backlogs in terms of outstanding invoices. Assist with the clean-up of outstanding medical aid balances through the provision of support i.e investigation and follow-up, or escalation, of outstanding accounts. Assist with the clean-up of outstanding medical aid balances by providing the relevant reports i.e distribute reports (BD006) to hospitals, or similar reports to medical schemes.
- ENQUIRIES** : Ms L Ismail at 072 6016586
- 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 must be prepared to complete a competency test as part of the evaluation process.
- CLOSING DATE** : 11 August 2023
- POST 25/232** : **STERILISATION OPERATOR**  
Chief Directorate: Metro Health Services
- SALARY** : R147 036 per annum
- CENTRE** : Oral Health Centres, Mitchell's Plain
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of a Central Sterile Services Department. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Ability and willingness to clean and pack heavy equipment.
- DUTIES** : Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc Duties: at Oral Centre, Mitchell's Plain.
- ENQUIRIES** : Mr M Dubase Tel No: (021) 937-3083

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : A competency test may form part of the selection process. No payments of any kind are required when applying for this post.  
**CLOSING DATE** : 11 August 2023

**POST 25/233** : **OPERATOR (PNEUMATIC TUBE STATION)**

**SALARY** : R147 036 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience as operator within an industrial environment. Inherent requirements of the job. The ability to do physical tasks such as lifting of carriers. Render a shift duty and willingness to work under pressure. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Extensive knowledge of the Tube distribution service. Basic knowledge of Infection Prevention Control procedures.

**DUTIES** : Responsible for the operational function of the Pneumatic Tube System, the dispatch and collection of tubes and telephonic queries/requests. Responsible for reporting defective specimens and transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the collection of DHA1663 from wards and perform other miscellaneous Duties:, e.g. messenger Duties: and assist undertaker with queries.

**ENQUIRIES** : Ms A Mohapi Tel No: (021) 404-5036  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payments of any kind are required when applying for this post.  
**CLOSING DATE** : 11 August 2023

**POST 25/234** : **HOUSEHOLD AID**  
West Coast District

**SALARY** : R125 373 per annum  
**CENTRE** : Clanwilliam Hospital, Cederberg Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of infection control and safety procedures in a hospital environment.

**DUTIES** : Provide a clean, safe, and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping floors, dusting polishing floors and furniture, emptying bins daily, cleaning windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, eg polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving of meals and beverages. Correct handling and disposal of waste and medical waste.

**ENQUIRIES** : Mr NM Goeieman Tel No: (027) 482-2166  
**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Mr M Moolman  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 August 2023

**POST 25/235** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum



**CENTRE REQUIREMENTS** : Stikland Hospital  
 : Minimum requirement: Basic numeracy and literacy skills. Experience: Basic appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape. Ability to work overtime which includes weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES APPLICATIONS** : Ms J Linneman Tel No: (021) 940-4539  
 : 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** : 11 August 2023

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 07 August 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 25/236** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: DOI 49/2023 (X2 POSTS)**

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

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
 : Civil Engineering Degree (B Eng/BSc Eng); Minimum of 3 years post-qualification engineering experience; Registered with ECSA as a Professional Engineer OR submitted application to ECSA for registration as Professional Engineer (registration becomes mandatory within 6 months from appointment); Valid driving license (code B or higher). Competencies: Knowledge of the following: Road infrastructure design in terms of traffic engineering; Traffic signal design; Capacity analysis with the aid of computer software; Road traffic signs and roadmarking designs; Traffic safety assessment; Speed limit review; Relevant technical manuals, standards and procedures; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

**DUTIES** : Provide technical input for road infrastructure design; Develop cost-effective traffic engineering solutions based on sound engineering judgment and relevant standards; Evaluate transport infrastructure design based on sound engineering judgment and relevant standards; Evaluate existing technical manuals, standards and procedures; Ensure training and development of

		candidate engineers; Liaise with relevant internal and external bodies on engineering matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Hendrickse Tel No: (021) 483 3107
	:	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 25/237</u></b>	:	<b><u>CONTROL GISC TECHNICIAN: ROAD GEOGRAPHICAL INFORMATION SYSTEMS REF NO: DOI 46/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R499 275 per annum, OSD as prescribed
	:	Department of Infrastructure, Western Cape Government
	:	Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendation: Experience in spatial data management and maintenance in a SDE environment; In-depth knowledge of and experience in advanced electronic mapping solutions; Successful completion of ArcGISPro courses. Competencies: Knowledge of the following: Geo-database implementation; GIS applications and spatial data; Theory, principles, and practices of GIS; GIS standards; GIS software applications; GIS software customisations; Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing; Projections; Principles of cartography; Skills needed: Problem solving and analysis; Decision making; Team work; Analytical; Creativity; Self-management; Customer service; Written and verbal communication; Proven computer literacy; Project Management.
<b><u>DUTIES</u></b>	:	Manage, supervise and perform technical GISc activities; Maintain GIS unit Effectiveness; People management; Functional Requirement analysis; Research, investigate and advice on new GISc technologies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Neethling at 073 952 9707
	:	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 25/238</u></b>	:	<b><u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL - PAARL REF NO: DOI 55/2023</u></b>
<b><u>SALARY</u></b>	:	Grade A: R410 388 - R441 045 per annum Grade B: R464 703 - R49 275 per annum Grade C: R531 117- R622 134 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government
	:	Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.
<b><u>DUTIES</u></b>	:	Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies

- in the roads construction and maintenance environments, such as trail/test sections for different materials types and equipment.
- ENQUIRIES APPLICATIONS** : Mr C. Malgas Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/239** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: DOI 53/2023**
- SALARY** : Grade A: R410 388 - R441 045 per annum  
Grade B: R464 703 - R499 275 per annum  
Grade C: R531 117 - R622 134 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience / exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender projects and supervising staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing, Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
- DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707  
: 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 25/240** : **CHIEF WORKS INSPECTOR: GENERAL INFRASTRUCTURE (MECHANICAL) REF NO: DOI 52/2023**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : National Diploma: Mechanical (T- or N-stream) with a minimum of 3 years mechanical experience in built environment or NTC 3 (or equivalent)

qualification) plus appropriately completed apprenticeship or successful passing of an official trade test with appropriate experience within the Mechanical field environment. Recommendation: Willingness to travel regularly and work irregular hours; Experience in the following: Preparation of tender documentations and specifications, adjudicate tenders, manage contracts and the ability to interpret plans, working drawings and Bills of Quantities; Technical experience on fire systems and mechanical services installations, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 10400 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Skills needed: Proven computer literacy; Technical report writing; Written and verbal communication; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

**DUTIES** : Oversee and manage regular maintenance and replacement of mechanical installations and equipment; Undertake inspections of mechanical systems, installation and fire services at all Western Cape Government owned and hired buildings and compilation of reports; Oversee and manage the resolution of all clients day to day requests; Liaise with the relevant stakeholders regarding mechanical breakdown, issues or complaints; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Supervise and exercise quality control on projects; Manage external consultants and contract administration.

**ENQUIRIES APPLICATIONS** : Mr T Twani Tel No: (021) 483 2456  
: 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 25/241** : **ENGINEERING TECHNICIAN (PRODUCTION): STRUCTURES REF NO: DOI 48/2023**

**SALARY** : Grade A: R353 013 - R376 806 per annum  
Grade B: R398 865- R428 619 per annum  
Grade C: R451 587 - R531 117 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Pr Techni); OR submitted application to ECSA for registration as Professional Engineering Technician (registration becomes mandatory within 6 months from appointment); A minimum of 3 years relevant post qualification technical (engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Structural engineering design of minor road structures (culverts); Hydrology and hydraulic design of road structures; Computer-Aided Design Software (AutoCAD or OpenRoads); Frame and finite element analysis of minor structures with the aid of computer software (Prokon); Relevant road infrastructure technical manuals, standards and procedures; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

**DUTIES** : Provide technical input for road infrastructure design; Produce design deliverables (drawings, BoQ, specifications etc.) for road structures (bridges, culverts etc.) and ensure through evaluation that designs are based on sound engineering principles and according to norms and standards and code of practice; Evaluate road structure designs based on sound engineering judgment and relevant standards; Implement and adhere to existing technical manuals, standards and procedures; Ensure training and development of candidate technicians; Liaise with relevant internal and external bodies on engineering matters.

**ENQUIRIES** : Mr M Hendrickse Tel No: (021) 483 3107  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 25/242** : **REGIONAL COORDINATOR: PROVINCIAL COORDINATION AND COMPLIANCE MONITORING (PAARL) REF NO: DOI 56/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Internal office procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Ministerial determination-EPWP workers; Principles and processes for providing customer and personal services; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable EPWP systems; Sector plans; Procedures for receiving, responding to and managing data; Operation and maintenance of office machines and other equipment; Skills needed: Proven computer literacy; Written and verbal communication; Applying technology; Decision making and problem solving.

**DUTIES** : Capturing of EPWP project data received from the various provincial departments and municipalities; Coordinate and manage implementation of EPWP in the Cape Winelands Region; Maintain functioning of district forum; Coordinate the development of business by municipalities; Monitoring compliance initiatives; Information session interventions; Provide support to other job creation initiatives; Monitoring of conditional grants; Analyse reports; Manage EPWP office in the district; Provide technical support.

**ENQUIRIES** : Mr J Cloete Tel No: (021) 483 2597  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE** : 07 August 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 25/243** : **ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT REF NO: LG 29/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in Public Administration/Management, Human Resource Management, Office Administration or Office Management; A minimum of 3 years relevant supervisory level experience. Recommendation: A valid code B driving licence. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements and procedures; Administrative and financial management; Budget control and management;

- Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organising and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities.
- DUTIES** : Render administrative support services: Supporting the manager with the administration of the budget. Communication and liaison: Liaise with National/Provincial/Local Government officials and the general public; Render personal support to the Head of Department; Collate and analyse information requested by the Head of Department; Provide support in the collection of data and execution of research; Handle specific documents of a very sensitive nature. Management and supervision: Perform the role of supervisor: Disciplining, performance management, mentoring and determining of workload of staff. Assist the manager in the execution of its inter and intra governmental responsibilities.
- ENQUIRIES** : Ms D Benjamin Tel No: (021) 483 3938  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/244** : **ASSISTANT DIRECTOR: RISK AND VULNERABILITY ASSESSMENT (DISASTER RISK REDUCTION) REF NO: LG 30/2023**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ equivalent or higher) in Disaster Management, Environmental, Geographic or related fields; A minimum of 3 years relevant supervisory level experience in a disaster management, disaster risk assessment / reduction or similar environment. A valid code B (or higher) driving licence. Recommendation: Registered as a Disaster Management Associate with the Disaster Management Institute of Southern Africa (DMISA) or eligible to register within six months of appointment in the post. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management Programmes and services implemented; Project planning, management and coordination; Financial Management: Information Management and Data Analysis; Stakeholder engagements; Report writing; Facilitation and Coordination; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel, PowerPoint and Geographic Information Systems; Ability to work: Under pressure in high risk areas (emergency or disaster situations); Independently and within a team.
- DUTIES** : Ensure the following: Provincial Risk Profile is updated and maintained; Municipalities maintain and update disaster risk and vulnerability assessments; Line departments complete risk and vulnerability assessments; Risk and vulnerability mapping is included in the Decision Support Tool. Assist in the management of human resources, performance management and finances in the sub-directorate. Support Local Government processes.
- ENQUIRIES** : Mr L Nokoyo Tel No: (021) 937 6359  
**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 25/245** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT UNIT REF NO: LG 27/2023**
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: General support; Application of relevant legislature; Relevant systems; Skills needed: Written and verbal communication; Proven computer

- literacy; Planning and organising; Record keeping; Ability to work independently and as part of a team.
- DUTIES** : Provide the following: Office administration service; Logistical support; Typing service; Reception service.
- ENQUIRIES** : Ms M Ramorakane Tel No: (021) 483 5733
- 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**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 August 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 25/246** : **DEPUTY DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO. MD 14/2023**

- 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 3 years relevant management level experience. A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: WCG IT End User Policy; Public Finance Management, 1999 (Act 1 of 1999); Public Service Act, 1994 (Act 103 of 1994); Labour Relations Act, 1995 (Act 66 of 1995) National Archives Act, 1996 (Act 43 of 1996); Promotion of Access to Information Act, 2000 (Act 2 of 2000); Promotion of Occupational Health and Safety Act, 1993 (Act 85 of 1993); Western cape Tender Board Act, 1994 (Act 8 of 1994); Skills in the following: Client focus and responsiveness, analytical thinking, problem solving and decision making, verbal and written communication.

- DUTIES** : Manage statutory planning, reporting, marketing and communication processes and activities for GMT in conjunction with the similar components in the department and the Department of the Premier. Manage all aspects regarding the provision of office support services. Plan and render an ICT management service at GMT Ensure efficient and effective oversight and management for all financial resources/aspects of the Sub-directorate. Management of the human resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives. Supply Chain management and contract management.

- ENQUIRIES** : Mr Y Ahmed Tel No: (021) 467 4717

- POST 25/247** : **ADMINISTRATIVE OFFICER: OFFICE SUPPORT SERVICES (MAITLAND) REF NO: MD 13/2023**

- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year supervisory level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

Recommendation: Experience in the following: Budget and financial management experience; Occupational health and safety; Human resource management; Registry management; Accommodation; Security and building management. Competencies: Knowledge of the following: Government practices, policies and procedures: Public Finance Management, 1999 (Act 1 of 1999); Public Service Act, 1994 (Act 103 of 1994); Labour Relations Act, 1995 (Act 66 of 1995) National Archives Act, 1996 (Act 43 of 1996); Promotion of Access to Information Act, 2000 (Act 2 of 2000); Promotion of Occupational Health and Safety Act, 1993 (Act 85 of 1993); Western cape Tender Board Act, 1994 (Act 8 of 1994); Skills needed: Written and verbal communication; Conflict resolution; Analytical thinking; Planning and organisational; Proven computer literacy (Ms Office suite); Problem solving and decision making.

**DUTIES** : Manage and control security operations and occupational health and safety; Effective and efficient operational management of office support; Effective and efficient operational management of the registry; Supervise/ oversee GMT accommodation and building maintenance; General administrative duties; Supervise/ oversee and control cleaning operations; Administer GMT internal directory; Financial control (sectional buyer).

**ENQUIRIES** : Mr C Kriegler at 083 231 8382

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

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

**CLOSING DATE** : 07 August 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 25/248** : **ADMINISTRATIVE OFFICER: PRIORITY PROGRAMMES COORDINATION**  
**REF NO: DOTP 53/2023**  
(24 Month Contract Position)

**SALARY** : R294 321 per annum (Level 07), plus 37% in lieu of benefits  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: Experience in the following: Research and information management, report writing, project management, and administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community Capacity Enhancement training methodology; Events sector in Cape Town and the Western Cape; Institutional systems and processes regarding people management, finance and compliance in the public sector; Relevant policies of the government of the day; Relevant legislation/policies/prescripts and procedures; Skills needed: Report writing; Research; Analysing data; Problem solving and decision-making; Working with people both internal and external to government; Presenting and communicating information; Persuading and influencing; Planning and organising; Proven computer literacy; Project Management; Accounting finance and audit; Information technology; Formal training; Economic and financial analysis; Legal administration; Strategic planning; Written and verbal communication.



**DUTIES** : Provide operational support in mega events and provincial projects; Assist in planning of interdepartmental strategic interventions; Render administrative support; Human Resource Management.

**ENQUIRIES** : Mr D Moses Tel No: (021) 483 3710

#### **PROVINCIAL TREASURY**

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

**CLOSING DATE** : 07 August 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 25/249** : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 21/2022 R1 (X2 POSTS)**

**SALARY** : R424 104 per annum (Level 09)

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree/ equivalent or higher) in Finance, Public Finance, Financial and/or Management Accounting, Auditing or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Multi-year budgeting (Medium term Expenditure framework - MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures. Skills needed: Sound organization; Planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Research and Econometric skills.

**DUTIES** : Monthly and annual expenditure monitoring/ management: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/ quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.

**ENQUIRIES** : Ms SA Damon Tel No: (021) 483 8217

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

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

**CLOSING DATE** : 07 August 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 25/250** : **OPERATIONAL NURSING MANAGER: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 93/2023**

**SALARY CENTRE REQUIREMENTS** : Grade 1: R497 193 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: A Basic R425 qualification (i.e. Diploma/ Degree in Nursing or equivalent qualification) that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes and other relevant legal framework; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Skills needed: Operational management; Written and verbal communication; Report writing; Facilitation; Liaison; Networking; Problem solving; Information management; Planning and organising; Proven computer literacy; Ability to interact with diverse stakeholders and health care users and givers; Responsiveness; Initiative; Supportive; Assertive.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care though adequate nursing care; Coordinate and monitor the implementation of nursing care plan and evaluation thereof; Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients; Maintain constructive working relationships with nursing and other stakeholders; Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures; Manage and monitor proper utilisation of human, financial and physical resources.

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

**POST 25/251** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 89/2023 (X2 POSTS AVAILABLE IN DELFT AND ELSIES RIVER)**

**SALARY CENTRE REQUIREMENTS** : R432 348 - R500 715 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving 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 S Abrahams Tel No: (021) 483 7672

**POST 25/252** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ATLANTIS) REF NO: DSD 95/2023**

**SALARY CENTRE** : R432 348 - R500 715 per annum, (OSD as prescribed)  
: 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** : Dr WJ du Toit Tel No: (022) 713 2272

**POST 25/253** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT)- KRAAIFONTEIN REF NO: DSD 10/2023 R1**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year Bachelors Degree/BCom (equivalent or higher qualification) in financial management; A minimum of 3 years supervisory level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management processes; Skills needed: Strong conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal; Written and verbal communication; Problem solving and decision making; Financial management; Change management; Problem solving and analysis; Client orientation and customer focus.

**DUTIES** : Facilitate the budgeting process for facility management; Manage and oversee the supply chain process for the component and insourced facilities; Manage all financial administration services for component and insourced facilities; Manage all logistical and administrative support services to funded facilities; Management of staff; Human Resource Management; Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the directorate's business plan; Motivate, train and guide staff within the division, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the division; Monitor information capacity building within the division; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the directorate; Promote sound labour relations within the division; Actively manage and promote the maintenance of discipline within the division; Perform all the managerial tasks with regard to the component; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component.

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

**POST 25/254** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: DSD 90/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : 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 3 years supervisory level experience in a supply chain management environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Human resources management; Financial management processes; Strategic sourcing and preferential procurement/BEE; Procurement activities or equivalent; Industry trends and best practices per commodity groups or equivalent; Procurement policies/procedures/contract management; Records management, inclusive of registry services and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Proven computer literacy; Written and verbal communication; Budgeting; Problem solving; Research; Monitoring, evaluation and reporting; Analytical thinking; Strategic thinking; Ability to analyse, conceptualise and implement policy.
<b><u>DUTIES</u></b>	:	Manage and supervise staff who perform the following functions and perform the more complex work in that regard: Acquisition management; Contract management and administration; Logistics management. Perform managerial/supervisory tasks.
<b><u>ENQUIRIES</u></b>	:	Ms T Rakiep Tel No: (021) 483 8438
<b><u>POST 25/255</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (WORCESTER)</u></b> <b><u>REF NO: DSD 92/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.
<b><u>DUTIES</u></b>	:	Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.
<b><u>ENQUIRIES</u></b>	:	Ms E Heydenrych Tel No: (021) 342 6809
<b><u>POST 25/256</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 87/2023(X5)</u></b> <b><u>POSTS AVAILABLE IN SOMERSET WEST AND KHAYELITSHA</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 – R 647 325 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	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; <b>Grade 1:</b> No experience; <b>Grade 2:</b> 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; <b>Grade 3:</b> 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; <b>Grade 4:</b> 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** : Mr F Gezwind Tel No: (021) 812 0925

**POST 25/257** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 88/2023 (X4 POSTS AVAILABLE IN THEEWATERSKLOOF AND DRAKENSTEIN)**

**SALARY** : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)  
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)  
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)  
Grade 4: R530 010 – R 647 325 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving 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** : Ms M Arendse Tel No: (023) 348 5300

**POST 25/258** : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: DSD 91/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent) with Accounting and/or mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual); Basic financial operating systems; Skills needed: Written and verbal communication; Computer literacy; Planning and organising; Interpersonal relations; Flexibility; Aptitude for figures; Ability to perform routine tasks.

**DUTIES** : Render financial accounting transactions; Perform bookkeeping support services; Perform expenditure administration and support services; Perform administration and support services.

**ENQUIRIES** : Mr J Joubert Tel No: (021) 483 6022

**POST 25/259** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (PRINS ALBERT) REF NO: DSD 94/2023**

**SALARY** : Grade 1: R174 702 – R194 808 per annum, (OSD as prescribed)  
Grade 2: R205 770 – R231 339 per annum, (OSD as prescribed)  
Grade 3: R244 443 – R302 757 per annum, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

**DUTIES**

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

**ENQUIRIES**

: Mr K Mazaleni Tel No: (044) 814 1925