

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

- 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** : 11 December 2023
- NOTE** : 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 43/116** : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (BREDASDORP) REF NO: AGR 15/2023 R1**
- 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 (Salary level OSD)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government  
An appropriate 3-year National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher).  
Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self motivated, Ability to work under pressure.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide input into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters .
- ENQUIRIES** : Mr G Jephthas Tel No: (028) 425 4819/ [grant.jephthas@westerncape.gov.za](mailto:grant.jephthas@westerncape.gov.za)

**DEPARTMENT OF INFRASTRUCTURE**

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**OTHER POSTS**

**POST 43/117**

: **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH) REF NO: DOI 139/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R990 747 per annum, (OSD as prescribed)  
: Department of Infrastructure, Western Cape Government  
: B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving license; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multidisciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

**DUTIES**

: Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES** : Ms J Thomas at Jodie.Thomas@westerncape.gov.za

**POST 43/118** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R3**

**SALARY** : Grade A: R795 147 - R847 221 per annum  
Grade B: R894 042 - R962 292 per annum  
Grade C: R1 020 087 - R1 197 978 per annum  
(Salary will be determined based on post registration experience as per OSD)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Mr I Haupt Tel No: 021 483 6453

**POST 43/119** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO. DOI 65/2023 R1**

**SALARY** : Grade A: R410 388 - R441 045 per annum  
Grade B: R464 703 - R499 275 per annum  
Grade C: R532 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 (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; A valid driving license (Code B or higher) Recommendation: Working experience of physical road maintenance and

construction and associated experience . Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.

- DUTIES** : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
- ENQUIRIES** : Mr E van Wyk Tel No: (044) 272 6071

#### **PROVINCIAL TREASURY**

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## MANAGEMENT ECHELON

<b><u>POST 43/120</u></b>	:	<b><u>HEAD OFFICIAL: PROVINCIAL TREASURY REF NO: PT 16/2023 R1</u></b> 05-Year Contract
<b><u>SALARY</u></b>	:	R2 158 533 per annum (Level 16), (all-inclusive package to be structured in accordance with the rules for SMS), Plus a 10% non pensionable HOD allowance
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Financial environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a> . Recommendation: A postgraduate degree in Finance, Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and financial sectors. Competencies: Knowledge of the latest advances in public management theory and practice. Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of intergovernmental and international relations. Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skill Strong leadership skills with specific reference to the ability to display thought leadership in complex situations, Excellent communication skills. Outstanding planning, organising and people management skills. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. Persuading and influencing skills.
<b><u>DUTIES</u></b>	:	Render financial governance and asset management services. Render fiscal and economic services. Provide an effective financial management support service to the Department. Render strategic and operational management support services. Render an administrative support service to the Provincial Minister. Define and review on a continual basis the purpose, objectives, priorities and activities of the department Drive the Departmental strategic planning process. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation in the budgeting process at Departmental level, and at Branch/Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct

tender and procurement procedures are adhered to in respect of purchases for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Diligently perform all duties assigned to the post of Head Official: Provincial Treasury. Assume overall accountability for the management, maintenance and safekeeping of the Department assets. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Ms Louise Esterhuysen Tel No: (021) 483 5856

**ENQUIRIES** :

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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**OTHER POST**

**POST 43/121** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 132/2023**

**SALARY** : Grade 1: R293 670 - R337 860 per annum, (OSD as prescribed)  
Grade 2: R358 626 – R409 275 per annum, (OSD as prescribed)  
Grade 3: R431 265 - R543 969 per annum, (OSD as prescribed)

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

**REQUIREMENTS** : **Grade 1:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse. A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: None. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders. Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES**

: Ms S Smith Tel No: (021) 202 9248