

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF INFRASTRUCTURE

OTHER POSTS

POST 01/45 : **CHIEF ENGINEER (GRADE A): REGIONAL HUMAN SETTLEMENT SUPPORT (GEORGE), REF NO: 143/2023**

SALARY : Grade A: R1 146 540 (all-inclusive salary package) - (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer. A minimum of six years post qualification experience required as a Registered Professional Engineer. A valid code B driving licence. Competencies: Knowledge of applicable policies, guidelines, design standards, best practices, procedures and legislation. National and provincial human settlements strategic goals, objectives, targets, and activities. Engineering, legal and operational compliance. National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations. Public Finance Management Act (PFMA). Occupational Health and Safety (OCHSA). Communication (written and verbal) skills. Planning, organising and People Management skills. Programme/ Project Management. Strategic capability, leadership and managerial skills. Proven computer literacy. Analytical thinking skills. Interpersonal skills. Ability to work effectively both as part of a team and independently.

DUTIES : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources. Financial Management. People management.

ENQUIRIES : Mr G Hanekom at Tel No: (021) 483 4954
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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CLOSING DATE : 29 January 2024

POST 01/46 : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE, REF NO: DOI 140/2023**

SALARY : Grade A: R687 879 - R739 509 per annum
 Grade B: R783 693 - R834 993 per annum
 Grade C: R881 121 - R1 035 084 per annum (OSD salary determined as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : B-Degree in Architecture or relevant qualification. Compulsory registration with SACAP as professional Architect. A minimum of 3 years post qualification architectural experience. A valid code B driving licence. Competencies: Knowledge in the following: Contract documentation and administration; Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal

		communication; Conflict management; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Potgieter at Tel No: (021) 483 4881
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, for all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 January 2024
<u>POST 01/47</u>	:	<u>PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO: DOI 144/2023</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate Mechanical 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. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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- CLOSING DATE** : 29 January 2024
- POST 01/48** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE, REF NO: DOI 89/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate Mechanical 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. 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 judgment; 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 thorough 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 APPLICATIONS** : Ms R Kok Tel No: (021) 483 3056
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support

(challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 29 January 2024
- POST 01/49** : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE, REF NO: DOI 142/2023**
- 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 (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP). A minimum of three years' experience as a Senior Architectural Technologist. Compulsory registration with SACAP as a Senior Architectural Technologist. A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgment; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).
- DUTIES** : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr D Nugent Tel No: (021) 483 8084
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 29 January 2024
- POST 01/50** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY (CAPE TOWN/OUTDSHOORN), REF NO: DOI 141/2023**
- 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 Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as a Engineering Technician and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment. A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code

B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

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

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CLOSING DATE : 29 January 2024

DEPARTMENT OF LOCAL GOVERNMENT

OTHER POSTS

POST 01/51 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) - GRADE A: MUNICIPAL INFRASTRUCTURE, REF NO: LG 50/2023**

SALARY CENTRE REQUIREMENTS : Grade A: R795 147 per annum (OSD as prescribed)
 : Department of Local Government, Western Cape Government
 : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification. A minimum of 3 years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional

judgment; Networking; 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; Strong leadership, interpersonal and teamwork skills.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development; Project Management of the MIG Programme; Investigate service delivery complaints; Answer Parliamentary questions; Participate in IGR platforms; Assist with implementation of JDMA implementation plan; Conduct Infrastructure and Service delivery assessments/Diagnostics; Update Municipal Infrastructure Status report; Monitoring and evaluation of municipal performance; Participate in DLG grant implementation and compliance with TPAs; Participate in other programmes such as water and energy resilience and infrastructure financing mechanisms.

ENQUIRIES APPLICATIONS : Mr M Brand Tel No: (021) 483 2856
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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CLOSING DATE : 29 January 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

OTHER POSTS

POST 01/52 : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES, REF NO: DSD 133/2023**

SALARY : Grade 1: R410 289 – R457 614 per annum
 Grade 2: R484 431 - R647 325 per annum
 (OSD as prescribed)

CENTRE REQUIREMENTS : 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 South African Council for Social Service Professions. Compulsory registration with SACSSP as a Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed

Transfer Payment Agreement (TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of programme specific programmes.

- ENQUIRIES** : Mr T Kwakwini Tel No: (021) 483 4115
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
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- CLOSING DATE** : 29 January 2024
- POST 01/53** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MATZIKAMA AND ATLANTIS), REF NO: DSD 134/2023**
- SALARY** : Grade 1: R174 702 – R194 808 per annum
Grade 2: R205 770 – R231 339 per annum
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; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills;

- Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development. Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I Koen Tel No: (021) 840 3500
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
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