

**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** : 26 February 2024

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**OTHER POSTS**

**POST 05/36** : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: AGR 03/2024**  
(12 Month Contract)

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

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : A B-Degree (equivalent or higher qualification) in Finance or related field; A minimum of 5 years middle management level experience in a financial management environment. Recommendation: Financial management experience in the agricultural environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks and policies of the Public Service; Public Finance Management Act, National and Provincial Treasury Regulations and other financial policies and legislation; Competency framework for financial management; Research methodologies and techniques; Project planning and management; Auditing; Systems that governs public entities; Policy development, strategy management, monitoring and review processes.

**DUTIES** : Review the legislative mandate in terms of the public entities and resourcing of government farms; Manage and report on specific assignments as identified by the Head: Agriculture; Develop a funding model for external development funding, private donations and other investments from external sources; Provide strategic support to Head: Agriculture in respect of the 2022/2023 audit outcome and preparations for the 2023/2024 audit.

**ENQUIRIES** : Ms L Govender Tel No: (021) 483 5007

**POST 05/37** : **ASSISTANT DIRECTOR: ASSET REPORTING AND ANALYSIS REF NO: AGR 05/2024**

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

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Financial Management, Asset management or related fields. Recommendation: Experience in the Public Sector Supply Chain Management. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

**DUTIES** : Prepare disclosure notes; Administer and reconcile financial lease agreements; Perform needs analysis; Perform supply chain management transactional analysis; Investigate fruitless and wasteful expenditure; Facilitate recording of losses, damage or mismanagement of assets.

**ENQUIRIES** : Mr J Koen Tel No: (021) 808 5173

**POST 05/38** : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 04/2024**

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

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related

fields. Recommendation: Experience in Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

**DUTIES** : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process

**ENQUIRIES** : Mr J Koen Tel No: (021) 808 5173

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

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#### **OTHER POSTS**

**POST 05/39** : **ASSISTANT DIRECTOR (SALARY ADMINISTRATION AND DEBT): SYSTEMS CONTROL REF NO: CAS 06/2024**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting, Public Administration or similar field; A minimum of 3 years relevant supervisory experience in Salary Administration, Debt and Systems working environment. Recommendation: A valid driving licence (Code B or Higher). 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); Financial systems including Enterprise Content Management (ECM); Modified cash standards and accounting manual for departments; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Ability to work independently and as part of a team.

**DUTIES** : Oversee the following: The identification and accurate recording of debts owed to the department including the management of debt take-on and payments received; Quality assurance and the verification of capturing payroll transactions (interfaced) on the accounting systems; Oversee and manage salary administration payments i.e. reimbursement claims; Processing of information to reconcile system interface, quarterly debt report, inputs to the interim and annual financial statements, systems violation and maintenance report is complete and accurate; Manage the annual and bi-annual SARS Pay-overs; Manage the accounting system control functions; General supervision of employees (including leave management and training gap analysis).

**ENQUIRIES** : Ms L Mannel Tel No: (021) 483 9549

**POST 05/40** : **HERITAGE OFFICER: BUILT ENVIRONMENT REF NO: CAS 04/2024 (X3 POSTS)**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in the field of Architecture, History, Art History, Town and Regional planner, Engineering, Building Sciences, and Archaeology or Paleontology; 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: Training in Architecture, Anthropology, History, Art History, Town and Regional planning, Engineering, Building Sciences, or related disciplines; Skills needed: Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Communication (written and verbal) skills; Proven computer literacy (MS Office).

- DUTIES** : Processing application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for formal protection of Heritage Resources; Monitor and enforce compliance with permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance and advice and undertake advocacy on heritage matters; Provide professional and technical assistance to other departments or units.
- ENQUIRIES** : Ms W Dhansay Tel No: (021) 483 9729/ Waseefa.Dhansay@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>
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**OTHER POSTS**

- POST 05/41** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY REF NO: EADP 01/2024**

- SALARY** : Grade A: R554 490 per annum, (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural, Environmental Sciences or relevant Engineering Sciences; A minimum of 6 years relevant experience in the field of biodiversity management, biodiversity economy, policy, planning or conservation management after qualification: A valid (Code B or higher) driving license. Recommendation: Master's degree or higher; Previous experience in advancing the biodiversity economy/ ecological infrastructure investment; Advancing partnerships and collaboration of stakeholders; Programme and project management within the biodiversity field and Experience in facilitation and establishing stakeholder platforms. Competencies: Knowledge of the following: Relevant subject matter knowledge (Biodiversity management, conservation and ecological Infrastructure as well as existing legislation and policy instruments); Making legislation and developing other relevant policy instruments; Programme and project development and management and financial systems and Conflict resolution and strategic partnership management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent communication and presentation skill (written and verbal); Excellent report writing skills which include drafting of correspondence, comments on applications, drafting of law, policies, guidelines etc; Ability to work independently and as part of a team; Facilitation and Information technology.

- DUTIES** : Biodiversity economy and ecological infrastructure legislation, policy, strategic planning and procedural development and review; Support and undertake biodiversity monitoring and performance review processes for CapeNature and the Biosphere Reserves; Advance the ongoing development and implementation of the Province's ecological infrastructure investment framework, including the contribution of CapeNature and the Biosphere Reserves and leveraging investment of partners; Planning, coordination and implementation of Biodiversity Economy initiatives. Mainstreaming and capacity building for advancing the biodiversity economy and implementing the Ecological Infrastructure Investment Framework within the Department, municipalities and partners; General Management, financial, human and administrative management.

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

- POST 05/42** : **CONTROL ENVIRONMENTAL OFFICER: REMEDIATION AND EMERGENCY INCIDENTS MANAGEMENT REF NO: EADP 02/2024**

- SALARY** : Grade A: R554 490 per annum, (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year B-Degree/ Honours NQF 8 (equivalent or higher qualification) in Physical, Natural Sciences or Environmental Engineering, Environmental Management, Sciences; A minimum of 6 years relevant environmental management experience (including water quality management); A valid (Code B or higher) driving license. Recommendation: Working Knowledge and experience of

the following: Environmental legislation, policies and regulations, including integrated pollution management and water resource management; Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Water quality management including monitoring, data analysis and information systems and Research and/or report writing experience. 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 and analysis 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; GIS; 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**

: Management and implementation of an integrated water quality monitoring programme in the respective catchments; Data analysis and provision of specialist technical comment to inform integrated pollution management initiatives and regulatory interventions; 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; Development of citizen science initiatives and monitoring and water stewardship networks; Manage financial and human resources, including project and contract management and general office management; Contribute to a communication, information, monitoring and evaluation system for water quality monitoring programme with regards to pollution management and the implementation of Environmental Resource Protection Plans.

**ENQUIRIES**

: Ms Natasha Davis-Wolmarans Tel No: (021) 483 4656

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE**  
**NOTE**

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**MANAGEMENT ECHELON**

**POST 05/43**

: **DIRECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT REGION 2 - GARDEN ROUTE AND CENTRAL KAROO REF NO: DOI 06/2024**

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

: R1 162 200 per annum (Level 13), (all-inclusive salary package)  
: Department of Infrastructure, Western Cape Government  
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years experience at a middle-management level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Qualification in the built environment; Professional registration with relevant bodies (ECSA / SACQSP / SACAP / SACPCMP). Competencies: Proven knowledge and practical application of the following: Public service procedures, processes and systems;

Engineering, legal and operational compliance; National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBC) guidelines, as well as the National Building Regulations; Latest building legislation, building contracts and Contract Administration; Project design and project management in the built environment; Strategic policies, guidelines, standard procedures and best practices relevant to human settlement implementation; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province of the Western Cape; Occupational Health and Safety Act (OCHSA); Information Systems; Procurement and tendering processes; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Economic, financial analysis; Legal Administration; Strategic Planning; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Collaborative Relationship Building; Business Acumen; Client Orientation.

**DUTIES**

: Line Management will entail the following: Coordinate departmental engagement with municipalities; Render a technical advice and support service; Render an engineering and project management support service; Render a building inspection and quality assurance service; Provide input into municipal project packaging. Strategic Management; Change Management; People Management; Financial Management will entail active participation and direct accountability at directorate level in respect of the following: Manage participation in the budgeting process; Ensuring the preparation of Annual and Adjustment Budgets; Ensure efficient, economic and effective control and management of the directorate's budget and expenditure; Ensure that the correct tender and procurement procedures are adhered to in respect of purchases made; Ensure contracts are managed effectively and efficiently; Ensure that all spending is aligned with the strategic objectives of the directorate; Management, maintenance and safekeeping of the directorate's assets.

**ENQUIRIES APPLICATIONS**

: Mr. G De Villiers Tel No: (021) 483 8145  
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**OTHER POSTS**

**POST 05/44**

: **DEPUTY DIRECTOR: WORKS INSPECTORATE REF NO: DOI 10/2024**

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11), (all-inclusive salary package)  
 : Department of Infrastructure, Western Cape Government  
 : An 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a built environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, people management and discourse management processes; Public Finance Management Act, National Treasury Regulations and Provincial Treasury Guidelines, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Safety procedures and regulations; Materials; Skills needed: Written and verbal communication; Proven computer literacy; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration and Legal Compliance; Problem Solving; Project Management; Computer-aided engineering applications; Technical report writing; Research and development; Quality Control; Leading and supervising; Persuading and influencing; Planning and organising; Deciding and initiating action; Working with people.

**DUTIES**

: Conduct inspections; Conduct technical assessments and draft reports on project applications; Deal with the technical maintenance of departmental housing stock; Plan and manage the work of and account for the overall performance of the Subdirectorate; People Management; Financial Management.

**ENQUIRIES APPLICATIONS**

: Mr G De Villiers Tel No: (021) 483 8145  
 : 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 05/45** : **CONTROL WORKS INSPECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT (EDEN AND CENTRAL KAROO DISTRICT) REF NO: DOI 12/2024**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)  
: Department of Infrastructure, Western Cape Government  
: A National Diploma (T/N/S stream) or equivalent qualification or A N3 and a passed trade test in the building environment or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid driving licence (Code B or higher). Competencies: Knowledge and understanding of the following: National Housing Code, Construction Industries, Development Board (CIDB), guidelines, National Home Builders Registration Council (NHBRC) guidelines and the National Building Regulations; Procurement and tendering processes; Occupational Health and Safety Act, 1993 (OCHSA); Building practices and interpretation of drawings and plans; Contract and Project Management; Relevant technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions. Skills needed: Communication (written and verbal); Computer literacy; Report-writing; Project management; Planning and organizing; Implementation and monitoring; Analytical thinking and problem-solving; Customer/client liaison; Record keeping; Basic numeracy.

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES APPLICATIONS** : Mr G De Villiers Tel No: (021) 483 8145  
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**POST 05/46** : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 08/2024 (X4 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3 year B Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory experience in a Supply Chain Management, Finance, Audit working environment. Recommendation: Working Knowledge of relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Planning and organising; Problem solving and decision-making; Project management; Conflict Resolution; Communication and Information management; Team membership and Decision making. Skills in the following: Communication (written and verbal) and Negotiations.

**DUTIES** : Working knowledge of public sector procurement: Bidding (competitive, limited, transversal and unsolicited) including policies. Perform the related activities to the functioning of SCM committee system, inclusive of the secretariat service; Manage quotation procurement (written and verbal), emergency procurement and petty cash procurement; Manage forms of specialised procurement (consultants, IT, infrastructure/construction, roster, list of selected suppliers) including policies , as well as managing the participating in contracts arrange by other organs of state policy; Facilitate, renew, extend and cancel contracts; Process contract amendments, timeous communication to contractors in responding to enquiries contract breach and /or disputes and administer contract negotiations; Monitor and report on contracts and collate data for contractor performance and relations.

**ENQUIRIES APPLICATIONS** : Ms P Van Der Merwe Tel No: (021) 6915  
: 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 05/47** : **ASSISTANT DIRECTOR: HOUSING CONTRACT MANAGEMENT REF NO: DOI 09/2024**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar environment; A minimum of 3 years supervisory level experience in working in a housing contract management or similar environment. Recommendation: A valid code B (or higher code) 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: Housing Act (Act 107 of 1999); Housing Code; Housing Amendment Act (Act 4 of 2001); Departmental policies; Housing Subsidy System (HSS); Human Resource Management; Labour Relations, Disciplinary Code; Approved filing system; EPWP; NHBRC regulations and requirements; Building regulations

and building plans; Application of relevant legislation; Contract Administration; Project Management; Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Public Service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Communication (written and verbal); Leadership; Organisation; Able to work under pressure.

**DUTIES** : Manage the rendering of housing contract administration; Oversee the compilation of housing development contracts; Manage all information, database and reporting of contract agreements; To ensure that the records system is kept up to date; Human Resource Management; Ensure that the work procedures and methods are efficient, effective and economical; Provide a secretariate function for the Departmental Project Assessment Committee; Coordinate and provide the secretariat and support function of the Departmental Project Assessment Committee meetings.

**ENQUIRIES** : Mr B Denton Tel No: (021) 483 4012  
**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 05/48** : **ASSISTANT DIRECTOR: TITLE DEED AND ASSET ADMINISTRATION REF NO: DOI 11/2024**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience; A valid code B (or higher code) 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: Legislation, regulatory frameworks, policies, and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Skills needed: Written and verbal communication; Financial Management; MS Office (Excel); Following instructions and procedures; Working with people; Presenting and communicating information; Analysing; Writing and reporting.

**DUTIES** : Manage the rendering of a service to contribute towards the upliftment of the livelihoods of the citizens of the Western Cape by coordinating the transfer of title deeds to housing beneficiaries and ensure security of tenure; Provide financial management, performance reporting management and human resource management support; To resolve contested title deeds through normalisation and regularisation of cases.

**ENQUIRIES** : Mr R Stewart Tel No: (021) 483 4444  
**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 05/49** : **ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION (EDUCATION) REF NO: DOI 07/2024**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification. Recommendation: Relevant experience. Competencies: A good understanding in the following: Administration rules and regulations; Computer literacy (MS Offices); Departmental information systems (BAS, BIZ Project, MyContent, SITS); Skills in the following: Verbal and written communication; Organisational and record keeping; Ability to work under pressure and meet deadlines; Able to work individually and in a team environment; Good telephone etiquette.

**DUTIES** : Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agenda's and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangement.

**ENQUIRIES** : Mr P Williams Tel No: (021) 483 4573  
**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 05/50** : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 1 (MALMESBURY) REF NO: DOI 05/2024**

**SALARY** : R171 537 per annum (Level 04)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of

staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

**DUTIES** : Plan, supervise and undertake road maintenance activities; Determine material quantities for road maintenance activities; Define Road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Train subordinates.

**ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020

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## PROVINCIAL TREASURY

**CLOSING DATE** : 26 February 2024

**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 05/51** : **DIRECTOR: INFRASTRUCTURE REF NO: PT 04/2024**

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

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

**REQUIREMENTS** : Post graduate degree in Finance/Economics/or Build Environment, with specific preference for Civil/Structural engineering; 6 Years appropriate middle management experience; Valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proven knowledge of Physical (Fixed), Assets and Public Private Partnerships; Proven knowledge of government Infrastructure Delivery; and Knowledge legislation governing the public sector build environment. Competencies: Working knowledge of the follow: The Framework for Infrastructure Delivery and Procurement Management as well as Government Infrastructure Development Management System Human Resource Management function Financial Management processes Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with the ambiguity and manage under rapidly changing and pressurized circumstances.

**DUTIES** : To promote and enforce the effective and efficient delivery of infrastructure programme/projects and optimal management of immovable assets; Monitor the implementation of Public Private Partnerships projects; Leverage infrastructure planning,-investment and -delivery management systems and immovable assets in line with Provincial Economic- and Social development objectives and applicable legal- and service delivery frameworks; Assess and monitor departmental plans, budgets and spending related to infrastructure delivery and immovable asset management; and effective Human Resource Management within the Directorate; Infrastructure.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127



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#### **OTHER POSTS**

**POST 05/52** : **DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: PT 01/2024**

**SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Degree (equivalent or higher qualification) in finance, economics, commerce or the built environment; A minimum of 5 years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Property, Infrastructure, Built environment or public private partnership; Contract law; Qualification in Project Management. Competencies: Knowledge of the following: Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS); Public Finance Management Act (PFMA); Treasury Regulations; Division of Revenue Act (DoRA); Construction Industry Development Board (CIDB) Act; Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act; Asset Management guidelines; National Treasury Regulations; Financial and econometric modelling; PPP projects; Property management; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Strategic planning and analytical.

**DUTIES** : Promoting PPP and building capacity in client department of municipal (provincial departments and municipalities); Provision of technical assistance (provincial departments and municipalities); Monitoring and compliance with relevant regulations governing PPPs; Financial management; Effective human resource management.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127  
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**CLOSING DATE** : 26 February 2024

**POST 05/53** : **ASSISTANT MANAGER: PROCUREMENT AND CONTRACT MANAGEMENT REF NO: PT 02/2024**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Public Administration, Supply Chain Management; A minimum of 3 years' experience in Supply Chain Management. Recommendation: Experience in the following: Implementation of the demand management; Execution of Contract Management. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994); Prescripts, policies and procedures governing financial and supply Chain Management; Application of National Treasury Contract Management Framework; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions/Note/Circulars, Supply Chain Management Policies/legislations/Acts; Public sector procurement processes, contract management, monitoring supplier performance; Understanding of the legislative framework governing the Supply Chain Management and Public Sector; Written and verbal communication; Planning and organisational; Management and leadership and ability to work independently and meet deadlines.

**DUTIES** : Coordinate, review, undertake and implement the supply chain demand management process and policies; Render effective Contract Management services; Render risk management and performance monitoring services with regard to supply chain internally and externally.

**ENQUIRIES** : Ms T Ndlazi Tel No: (021) 483 8915  
**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** : 26 February 2024

**POST 05/54** : **ASSISTANT MANAGER (PROVISIONING): PROVISIONING AND ASSET MANAGEMENT REF NO: PT 03/2024**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Public Administration, Supply Chain Management, Logistics Management; A minimum of 3 years relevant experience in Logistic, Acquisition and Asset Management. Recommendation: Experience in relevant systems. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994), Prescripts, policies and procedures governing financial and Supply Chain Management; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions, Note, Circulars, Supply Chain Management Policies, legislations, Acts; Public sector procurement processes, rules and regulations; Framework governing the Supply Chain Management and Public Sector; Ability to work independently and meet deadlines, ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Skills needed: Written and verbal communication; Planning and organisational; Management and leadership.

**DUTIES** : Coordinate, review and execute the Acquisition Management functions; Execution of functions in the Logistic process i.e generation of Logis orders, maintain O-9 files and follow-up with suppliers on outstanding/open orders, ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function are maintained in all payments made by the department to its suppliers; Monitor and maintain supplier invoice registers; Oversee and review the monitoring of assets in accordance with relevant policy and procedures; Render risk management and performance monitoring services with regard to supply chain internally and externally; Management and Supervision of human resource staff.

**ENQUIRIES** : Ms T Ndlazi Tel No: (021) 483 8915  
**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** : 26 February 2024

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

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**CLOSING DATE** : 26 February 2024

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#### OTHER POSTS

**POST 05/55** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 04/2024**

**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 REQUIREMENTS** : Social Development, Western Cape Government  
**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. 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 U Siebrits at (072) 159 2858

**POST 05/56** : **ASSISTANT DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DSD 07/2024**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Applying expertise and technology; Analysing; Deciding and initiating action; Delivering results and meeting customer expectations; Following instructions and procedures; Coping with pressures and setbacks; Adhering to principles and values; Relating and networking; Presenting and communicating information; Writing and reporting; Learning and researching; Planning and organising.

**DUTIES** : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting: Coordinate, review, analyse and quality assure the budget preparation process; Reporting: Coordinate, review and analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

**ENQUIRIES** : Ms J Abercrombie Tel No: (021) 483 3927

#### WESTERN CAPE MOBILITY DEPARTMENT

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

**CLOSING DATE** : 26 February 2024

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## OTHER POSTS

- POST 05/57** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 03/2024**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting or similar environment. Recommendation: Relevant experience in a financial accounting and/or management accounting environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project management; Accounting, finance and audit.
- DUTIES** : Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES** : Mr AE Leaner Tel No: (021) 483 3981
- POST 05/58** : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: WCMD 04/2024**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate (3-year National Diploma/B Degree or higher qualification) in Communication Science or Public Relations or equivalent; A minimum of 3 years appropriate experience in a departmental communication working environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement; Departmental media liaison and public relations services; Departmental communication plans; Internal and external organisational communication; Media management; Printing and production processes; Communication products in a departmental context; Office Administration and Database Management; Information and Records Management/Administration; Skills required: Excellent communication (written and verbal) and report writing; Excellent computer literacy skills in MS Office (i.e.. Word, Excel, PowerPoint), Internet, Good project management and administration skills; Good planning and organising skills; Proven time management skills; Good analytical thinking and problem-solving skills; Good grooming and presentation skills; Good customer/client liaison skills; Numeracy skills; Literacy skills; Language skills; Accounting, Finance and Audit skills; Economic, Financial and Statistical Analysis; Legal Administration skills.
- DUTIES** : Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management services; Planning and administration.
- ENQUIRIES** : Ms M Allie Tel No: (021) 483 9483
- POST 05/59** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 05/2024**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a financial accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Financial accounting administration; Financial accounting processes; Risk management and quality assurance control in a financial accounting working environment; Public service procedures, processes and systems; Understanding of programme and project management; Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Compile Interim and Annual Financial Statements; Co-ordinate the inputs in respect of the audit file for Interim and Annual Financial Statements; Align Annual report with the Annual Financial Statements; Preparing information for SCOPA; Co-ordinate the inputs in respect of the In Year Monitoring reports; Ensure that month and year end closure on BAS are done successfully; Monitor the asset and liability accounts and ensure timeous clearing thereof; Authorise BAS journals; Authorise BAS entities; Ensure the safeguarding of all source documents; Provide advice and guidance to role players on the Trial Balance, BAS detail reports, Bas matching reports and other

related financial reports; Collate financial supporting information for planning purposes; Monitor compliance with financial prescripts; Supervisory functions.

**ENQUIRIES**

: Ms N Sityana Tel No: (021) 483 6489

**POST 05/60**

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 02/2024**

**SALARY**

: R294 321 per annum (Level 07)

**CENTRE**

: Western Cape Mobility Department, Western Cape Government

**REQUIREMENTS**

: A grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.

**DUTIES**

: Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on revenue and receivables.

**ENQUIRIES**

: Ms M Dixon Tel No: (021) 829 3534