

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

**CLOSING DATE** : 18 March 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 08/29** : **CHIEF DIRECTOR: AGRICULTURAL EDUCATION AND TRAINING REF NO: (AGR 02/2024)**

**SALARY** : R1 371 558 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate post graduate qualification, as recognised by SAQA; 5 years senior management experience; A valid driver's license or alternative means of transport for persons with disabilities; Proficient in two of the official languages of the Western Cape Province. Recommendation: Extensive knowledge of Agricultural industry and relevant practices and policies; Knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; Knowledge of relevant legislation, frameworks and prescripts regulating training and development, skills development and Learnerships; Extensive knowledge of the needs and factors impacting Agricultural Training Institutes; Broad knowledge of how government department function and how the different spheres of government operates; Knowledge of regulatory frameworks in relation to norms and quality standards for outcomes based training programmes; Experience of functioning in an academic institution; and 6 - 10 years senior management experience. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Client orientation and customer focus; Extensive knowledge of academia and agriculture; and To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board.

**DUTIES** : Provision of Strategic Leadership and Management; Provision of formal and non-formal training on NQF levels 1 - 4; Provision of tertiary education and training; Create opportunities for qualified students to obtain practical exposure through agricultural practices; Integrate departmental work with Provincial Strategic Plan and different priority focus areas of the growth for jobs strategy; Implement the college transformation plan; and Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national, and international).

**ENQUIRIES** : Mr Darryl Jacobs Tel No: (021) 808 5013  
**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 08/30** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 06/2024**

**SALARY** : R1 371 558 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: PhD in Agricultural Sciences; Extensive experience in strategic

management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

**DUTIES** : Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).

**ENQUIRIES** : Dr I Trautmann Tel No: (021) 808 5012

**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 08/31** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: AGR 07/2024**

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

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

**REQUIREMENTS** : B degree in Finance / Accounting at NQF level 7; 6 years middle management experience in a financial environment. Recommendation: Completed articles towards CA(SA) qualification; Valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Competencies: Strategic Management and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.

**DUTIES** : Line management - Manage the Financial Management and Management Accounting functions of the Department. This includes amongst others the responsibility for planning, budgeting and forecasting processes, manage In-Year Monitoring and reporting and perform trend and narrative analysis of information, manage the roll-over process and adjustment estimates, management of revenue and expenditure in respect of budgets, control month-end and year-end closure, ensure optimal utilization of financial resources, compilation of annual financial statements (including the appropriation statement and audit working papers) and submission to the Auditor-General; Service delivery innovation - Initiate innovations for improvements in financial practices in the Department, enhance effective financial management by programme and line managers; Strategic Management - Strategic Management: Foster strategic alliances and partnership with a broad spectrum of stakeholders, active involvement in the development and management of strategic and business plans for the department, actively participate in the strategic planning process of the Chief Directorate; People Management - Ensure staff are developed to achieve optimal performance, provide support, guidance and capacity to staff in the execution of their duties, promote sound labour relations and standards of discipline, Performance management, promote and maintain a working environment which is conducive to optimal productivity; and Financial Management of the Directorate.

**ENQUIRIES** : Ms L Govender ([linde.govender@westerncape.gov.za](mailto:linde.govender@westerncape.gov.za))

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

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

**CLOSING DATE** : 18 March 2024

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#### **OTHER POSTS**

**POST 08/32** : **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 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). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 APPLICATIONS** : Ms L Mannel at Tel No: (021) 483 9549  
: 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 08/33** : **LIBRARIAN (BEAUFORT WEST) REF NO: CAS 17/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government.  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; Experience in the following: Library; Supervisory; Administrative; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in a Public library environment; Willingness to drive and travel extensively as required. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset control; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Interpersonal relations; Teamwork; Flexibility.
- DUTIES** : Collection development and stock control in affiliated libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office; Managing, planning, budgeting, and organising of Region's operational activity; Attend to personnel related functions.
- ENQUIRIES APPLICATIONS** : Mr J Mbanga at Tel No: (044) 814 1490/ 060 572 5007  
: 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 08/34** : **CHIEF ADMINISTRATION CLERK: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 09/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' experience in finance and administration. Competencies: Knowledge of the following: Public administration; Administrative procedures; Public Finance Management Act; Human Resource Management; Financial Management; Reporting procedures. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Training; Research; Analytical; Project management; Development of systems and databases; Planning and organising; Conflict resolution; Report writing.
- DUTIES** : Provide the following: Financial support to Heritage Resource Management Services; Financial support to Heritage Western Cape; Human resource services to Heritage Resource Management Services; Create and maintain databases for Heritage Western Cape and Heritage Resource Management Services; Manage the EPWP; Consolidate monthly reports and manage contracts and salary reports; Assist with the management of the HWC application process; Administrative support to HWC Committees in terms of new appointments; process claims and maintain relevant databases.
- ENQUIRIES APPLICATIONS** : Ms N Vallie Tel No: (021) 483 9900  
: 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 08/35** : **GROUNDSMAN: KOEKENAAP CULTURAL FACILITY(KOEKENAAP) REF NO: CAS 21/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities); A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing

and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.

**DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants and flower beds); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.

**ENQUIRIES** : Ms L Jephtha at Tel No: (021) 483 9722

**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or

2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or

3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 25 March 2023

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted.

**CLOSING DATE** : 18 March 2024

**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 POSTS**

**POST 08/36** : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION PREVENTION AND REGULATORY SERVICES (WATER RESOURCE REHABILITATION AND BIOREMEDIATION) REF NO: EADP 03/2024**

**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 (equivalent or higher qualification) in Physical, Natural, Environmental Sciences/Management or Chemical/Environmental Engineering or related; A minimum of 6 years relevant environmental management experience (including water management and experience in development of and/or implementation of riparian rehabilitation, bioremediation and/or nature-based solution projects); 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; Riparian rehabilitation, water sensitive design and/or nature-based solution; Research and/or report writing. Competencies: Knowledge and understanding in the following: Environmental legislation (e.g. NEMA); Environmental Management (that includes integrated environmental management and pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Riparian rehabilitation; Water Sensitive Design and Nature-based solutions for reducing pollution/improving water quality; Skills needed: Proven computer literacy (MS Office); GIS skills; Written and verbal communication; General office administration; Project Management; Human Resource Management; Financial Management (budgeting and expenditure control; supply chain management processes; contract management).

**DUTIES** : Implement, manage, control and oversee riparian zone rehabilitation, bioremediation and water sensitive urban design initiatives/interventions in the respective catchments; Ensure effective communication on implementation of Environmental Resource Protection Plans particularly related to pollution reduction initiatives and interventions with the intention of promoting and

upscaling riparian rehabilitation and nature-based solutions; Liaise with and strengthen partnerships with key stakeholders including stewardship networks; Manage and provide specialist and technical comment, advice and guidance on environmental and water resource management matters particularly in relation to pollution complaint/incident investigations; Contribute to the 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; Conduct compliance monitoring and enforcement to improve environmental quality.

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

**POST 08/37** : **CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY MONITORING REF NO: EADP 04/2024**

**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 (equivalent or higher qualification) in natural or physical sciences, environmental management/sciences or engineering field or an equivalent qualification; A minimum of 6 years relevant environmental management experience; A valid (Code B or higher) driving license. Recommendation: Working Knowledge and experience of the following: Environmental management, particularly as it relates to air quality management processes and systems, particularly air quality monitoring; Relevant environmental legislation and policies, particularly as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Operation and maintenance of an ambient air quality monitoring network, and activities as it relates to Specific Environmental Management Acts promulgated in terms of the National Environmental Management Act; Human resource management, financial management and relevant fiscal policies, regulations and legislation and administration procedures relating to the specific working environment; Project management. Competencies: Knowledge and understanding in the following: Integrated environmental management processes and air quality management systems, particularly air quality monitoring; Environmental legislation and policies, relating to air quality management; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing, with respect to air quality management; Related sectors/ fields, e.g. mining, agriculture, water, industry, spatial planning, town and regional planning, etc; Strategic planning; Conflict management; Skills needed: Supervisory and mentoring; Written and verbal communication; Conflict resolution; Time management; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

**DUTIES** : Assist with management and strategic and specialist inputs on the development and administration of air quality management systems and policies (norms and standards, guidelines and air quality planning and information management); Assist with managing the operation and maintenance of an ambient air quality monitoring network; Assist with the development and implementation of specific projects related to air quality monitoring and information management and capacity building; Assist with management and technical and subject specific comment and advice on technical reports (e.g. air quality reports, basic assessments, scoping and EIA's, etc.); Assist with managing and performing Financial and Human Resource Management, including general office management.

**ENQUIRIES** : Dr J Leaner Tel No: (021) 483 2888

**POST 08/38** : **SPECIALISED ENVIRONMENTAL OFFICER: POLLUTION MONITORING AND INFORMATION MANAGEMENT REF NO: EADP 05/2024**

**SALARY** : R451 587 per annum, (OSD as prescribed)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree in Physical/Natural/Environmental Sciences/Management or Chemical/Environmental Engineering or related; A valid (Code B) driving license. Recommendation: Experience in the following: Environmental management experience (including water quality management); Project Management; Information and Data Management; 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, water quality sampling, data analysis and information systems; Research and report writing. Competencies: Knowledge of the following: Environmental legislation (e.g. NEMA); Environmental Management (that includes integrated environmental management and pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Interpretation and analysis of water quality data and pollution information; Chemicals management and international conventions; Sampling procedures and protocols; Skills needed: Proven computer literacy (MS Office); GIS skills; Interpersonal, conflict management and negotiation; Problem-solving and analytical; Research and report writing skills which include technical/scientific reports as well as submissions for approval; Written and verbal communication skills; General office and administration; Project Management.

**DUTIES** : Support the development, implementation and management of the Water Quality Monitoring Programme for: The River Resource Protection plan(s); investigative and routine pollution

monitoring; Engage with other monitoring stakeholders to assist with co-ordination and integration of water quality monitoring programmes and data; 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; Co-ordinate and promote widespread information sharing and constructive co-ordinated use of water quality data/information; Conduct water quality data verification and analysis and support the compilation of reports through drafting and information system enhancements; Assist with financial and human resource management, including general office management.

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

**POST 08/39** : **SPECIALISED ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: EADP 06/2024**

**SALARY** : R451 587 per annum, (OSD as prescribed)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree in Natural, Environmental or Engineering Sciences (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Coastal and / or Environmental Management and / or Estuarine Management; Project Management; Facilitation and / or Stakeholder engagements. Competencies: Knowledge of Estuary, coastal and environmental legislation, policies and regulations; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Report writing which include drafting of correspondence, comments on applications, drafting of law, policies and guidelines; Information technology; Ability to work independently and as part of a team.

**DUTIES** : Supporting the administration and implementation of the NEM:ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Providing technical advice in support of the administration and implementation of NEM:ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Support compliance and enforcement of NEM:ICMA; Supporting the development and implementation of provincial and municipal coastal management programmes and projects; Conducting research and assist with the development of coastal management and estuary management related policies, programmes and projects; Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Driving initiatives to enable mainstreaming of coastal and estuary management into provincial and local governmental programmes.

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

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

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

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

#### **OTHER POSTS**

**POST 08/40** : **CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (CARDIOVASCULAR PERFUSIONIST)**

**SALARY** : R520 785 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Inherent requirement of the job: After-hour service is compulsory. Competencies (knowledge/skills): Knowledge of all aspects of Cardiothoracic procedures. Skilled in all aspects of Cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage Cardiovascular perfusion. Must be able to work under pressure. Understanding the procurement process. Training Paediatric cardiopulmonary bypass.

**DUTIES** : Optimal patient care. Training of students. Equipment resource management. Human resource management. Troubleshooting of equipment. Maintenance of equipment. Training. Research. Adult and Paediatric cardiopulmonary bypass.

**ENQUIRIES** : Ms P Maharaj Tel No: (021) 938-5006  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 15 March 2024

**POST 08/41** : **SENIOR FORENSIC OFFICER**  
 Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R294 321 per annum  
**CENTRE** : Forensic Pathology Services, (Oudtshoorn)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Forensic Pathology Service (Medico-legal) experience. Appropriate experience as a Forensic Pathology Officer Grade 1 or 2. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Must be competent in forensic investigation and evisceration. Will be required to assist in the planning/training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, operational duties, and overtime duties. Ability to be trained in 4 x 4 vehicle handling and photography skills. Competencies (knowledge/skills): Good working knowledge of IT packages (FPS Business System, Live link). Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Knowledge and experience of Forensic Mortuary Procedures and administration. Good working knowledge of relevant legislation, Regulations, and Policies governing Forensic Mortuary procedures and investigations. Above average communication skills in two of the three official languages of the Western Cape and ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy in at least MS Excel and MS Word.

**DUTIES** : Efficient support to the Manager with regard to operational management of the Forensic Pathology Laboratory. Efficient support to the Manager with regard to Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility. Adhere to Standard Operating Procedures at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology Services IT system and any other databases provided by the department. Attend court cases and deliver of testimony when subpoenaed to do so.

**ENQUIRIES** : Mr A Hector Tel No: (044) 272 0073  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance before appointment. Shortlisted candidates may be subjected to a psychometric evaluation.

**CLOSING DATE** : 15 March 2024

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 18 March 2024  
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**MANAGEMENT ECHELON**

**POST 08/42** : **DEPUTY DIRECTOR-GENERAL: ROADS REF NO: DOI 21/2024**

**SALARY** : R1 663 581 per annum (Level 15), (all-inclusive salary package)  
**CENTRE** : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : A recognised B Eng Degree (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA in Civil Engineering; Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng.); A minimum of 8 years Senior Management level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.
- DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the branch; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the branch against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Manage road programme and operational support; Manage road planning; Manage road design; Manage the construction and maintenance of the road network on contract; Manage the construction and maintenance of the road network in-house; Ensure efficient and effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES APPLICATIONS** : Adv. C Smith Tel No: (021) 483 2826  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### OTHER POSTS

- CLOSING DATE NOTE** : 18 March 2024  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

- POST 08/43** : **PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: EDUCATION (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR, CHIEF CONSTRUCTION PROJECT MANAGER), REF. NO. DOI 18/2024**
- SALARY** : Chief Engineer - Grade A, All-inclusive salary package of R1 146 540 per annum (OSD as prescribed)  
Chief Architect – Grade A, All-inclusive salary package of R990 747 per annum (OSD as prescribed)  
Chief Quantity Surveyor – Grade A, All-inclusive salary package of R 990 747 per annum (OSD as prescribed)  
Chief Construction Project Manager – Grade A, All-inclusive salary package of R1 146 540 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Surveying or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or B Tech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Competencies: Working



knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

**DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or group of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract 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 organisations; 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, payment processes.

**ENQUIRIES** : Mr D Nugent at Tel No: (021) 483 8084  
**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 08/44** : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH) REF NO: DOI 139/2023 R1**

**SALARY** : R990 747 per annum, (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; 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 multi-disciplinary 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  
**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 08/45** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO: DOI 65/2023 R2**

**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** : Department of Infrastructure, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	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 licence (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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr E van Wyk Tel No: (044) 272 6071
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 08/46</u></b>	:	<b><u>PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: DOI 20/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R795 147 - R847 221 per annum, (OSD as prescribed) Grade B: R894 042 - R962 292 per annum, (OSD as prescribed) Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking. Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<b><u>DUTIES</u></b>	:	Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.
<b><u>ENQUIRIES</u></b>	:	Mr X Smuts Tel No: (044) 272 6071
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 08/47</u></b>	:	<b><u>PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 80/2023 R1</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: Property management related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.

- DUTIES** : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Mr E Arendse Tel No: (021) 483 3800  
: 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 08/48** : **ASSISTANT DIRECTOR: IHSD GRANT EXPENDITURE MANAGEMENT REF NO: DOI 15/2024**
- 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); 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: Application of relevant legislation; Contract Administration; Programme and Project Management; Financial Management; Research and planning; Public Service procedures; Housing Subsidy System (HSS); Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.
- DUTIES** : Ensure and advise on project expenditure; Ensure and advise clientele on subsidy payments; Provide support services; Manage of housing project expenditure; Manage of the housing subsidy system; Manage payment of the individual and Financial Linked Individual Subsidies; Manage the processing and capturing of all claims on the housing subsidy system; Manage and compiling financial reports; Manage and evaluation of personnel.
- ENQUIRIES APPLICATIONS** : Mr R Smith Tel No: (021) 483 4908  
: 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 08/49** : **TECHNICAL CASE OFFICER: CASE MANAGEMENT REF NO: DOI 16/2024**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree or higher in Property Management/Dispute Resolution/Public Management/Law or related field; A minimum of 1 year experience in a rental housing Tribunal and/or legal administration and/or property environment or related working environment; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Relevant legislation, policies, regulations, codes, guidelines and standards applicable to the Rental Housing Sector; Public service procedures and property management and maintenance from a rental perspective; Conflict management and mediation; Best practices and procedures within the Rental Housing Sector; Skills required: Proven computer literacy; Legal administration; Planning and organising; Mediation and facilitation; Interpersonal; Written and verbal communication; Analytical and problem solving; Ability to travel, work under pressure and after hours.
- DUTIES** : Investigate assigned administrative cases and ensure 90 days compliance; Investigate assigned technical and urgent cases: maintenance, spoliations, interdicts and attachments; Conduct mediations; Management of cases; Provide hearing support.
- ENQUIRIES APPLICATIONS** : Ms A Duminy Tel No: (021) 483 4148  
: 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 08/50** : **SUPPLY CHAIN MANAGEMENT OFFICER: REGION 2- OUDTSHOORN REF NO: DOI 67/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience of the following: Supply Chain Management; General office administration; BAS, LOGIS, Electronic Purchasing System (EPS) or related systems. Competencies: Knowledge of the following: National and Provincial government rules, regulations and legislation pertaining to supply chain management;

**DUTIES** : Labour relations and Public Service procedures; Skills needed: Proven computer literacy; Written and verbal communication; Report writing and formulations; Project Management; Interpersonal relations; Managing interpersonal conflict and resolving problems; Team and people oriented.  
: Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain management system; Execute all governance related matters in relation to Bid Committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM System and develop and implement a risk response plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration; Maintain all processes and procedures in relation to logistics management including requisition and capturing of goods and services, placing of orders, receiving and distribution of goods, store management and disposal management; Maintain all processes and procedures in relation to inventories management and movable/ immovable assets.

**ENQUIRIES** : Mr M Kolose Tel No: (044) 272 6071  
**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 08/51** : **CHIEF ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (PAARL) REF NO: DOI 17/2024**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to travel when required. Competencies: Knowledge of the following: PERSAL salary system or similar, Public Service Act/ Regulations, various OSD's; Human Resource Policies and Resolutions and Agreements; Skills needed: Planning and organising; Communication skills (written and verbal); Proven computer literacy ( MS Word, MS Excel and PowerPoint); Ability to interpret policies and procedure manuals; Ability to identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking; Ability to work independently and apply own initiative at times; Report writing and formulation; Conflict and diversity management.

**DUTIES** : Human Resource provisioning (establishment, recruitment and selection, appointments, transfer, secretariat functions); Implement conditions of service and service benefits; Termination of service; Recommend and approve transactions on PERSAL according to delegations; Performance management of all staff in the region; Prepare reports on human resource issues and statistics; Supervise human resources staff; Compile and coordinate human resource development and EAP activities for the region through development of a Workplace Skills Plan and its implementation; Provide guidance and assistance concerning discipline, disputes and labour relations issues to managers and employees.

**ENQUIRIES** : Mr CG Harman Tel No: (021) 8632020  
**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 08/52** : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: DOI 19/2024**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 5 years' experience finance, in roads construction and maintenance environment. Recommendation: Accredited certificate or short course in Finance. Competencies: Knowledge of the following: Application of relevant legislation; Relevant systems; SITS; Basic Accounting System (BAS); Project/Contract administration and record keeping; Project administration; Written and verbal communication skills; Planning and organising skills.

**DUTIES** : Supervise financial and general administrative duties: Compile, check and verify 896 BAS creditor payments for consulting engineers to a value of R324 m (yearly); Contract administration duties; Manage activities regarding contract administration; Administration duties: Oversee general administrative duties regarding filing, office requirements, handling of queries and claims; Manage all aspects of tender adverts.

**ENQUIRIES** : Ms D Everts Tel No: (021) 483 2013  
**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 08/53** : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1) REF NO: DOI 14/2024 (X3 POSTS)**

**SALARY** : R202 233 per annum (Level 05)

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Infrastructure, Western Cape Government : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Competency Certificate in respect of the South African Qualification Authority (SAQA) Unit Standard 262735; Working knowledge of heavy machinery, especially grader; Willing to travel when required; Proven computer literacy. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Skills needed: Report writing; Supervisory; Planning, Organising and coordination of grader activities; Planning and problem solving; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<b><u>DUTIES</u></b>	: Supervise financial and general administrative duties: Compile, check and verify Operation of grader for maintenance and construction of roads; Material use and management for road maintenance; Supervision and management of staff and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr H Uys Tel No: (021) 863 2020 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 08/54</u></b>	: <b><u>ADMINISTRATION CLERK: HOUSING SUBSIDY ADMINISTRATION REF NO: DOI 23/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R202 233 per annum (Level 05) : Department of Infrastructure, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification); Relevant working experience or a three-year tertiary qualification without working experience. Recommendation: Knowledge of Housing Act and population register/waiting list. Competencies: A good understanding of the following: Housing Subsidy System; Housing Act, Population register; Skills needed: Computer literacy; Numeracy; Interpersonal relations; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	: Check that applicant adhere to qualifying criteria as well as to allocation policy; Capture the applications on Housing Subsidy System; Answer subsidy related telephonic enquiries in line of the Housing Act; Calculate outstanding balance to be paid to conveyancing attorneys/sellers/bond accounts of subsidy applicants after taking into consideration bond, deeds registration and or shortfall before drafting letter of undertaking for each programme; Draft letters of undertaking/approval and send to the relevant parties; Liaise with the archive register for opening of files for payments and audit purposes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms N Phanduva Tel No: (021) 483 8144 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 08/55</u></b>	: <b><u>ROAD WORK SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 06/2023 R1 (X1 POST AVAILABLE IN MOSSEL BAY)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R171 537 per annum (Level 04) : Department of Infrastructure, Western Cape Government : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid unendorsed driving license (Code EC1/EC); Professional drivers permit (PDP). Recommendation: Experience in the following: Building, maintenance and repair of roads; operating of more than one large construction machine; Civil construction activities; Acquired credits/ qualifications in construction unit standards accredited with the relevant SETA (Sector Education & training Authority) on NQF Level 1 and higher. Competencies: Knowledge of the following; Supervision of a team of workers; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self – motivated; Able to work in a team.
<b><u>DUTIES</u></b>	: Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations practices.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. M Stegmann Tel No: (044) 272 6071 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 25 March 2023

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

**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** : 18 March 2024

**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 08/56** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATION) REF NO: LG 01/2024**

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

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

**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Forensics, Commerce, Law, Auditing or related; A minimum of 3 years relevant management level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in local government law, criminal law, administrative law, forensic investigations and criminal prosecutions. A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Communication (written and verbal) skills; Proven computer literacy in Ms Office Package; Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with law enforcement and other organs of state; Problem-solving and negotiation skills; Ability to work under pressure and meet deadlines; Goal orientated and driven.

**DUTIES** : Plan, conduct, assess and report on Investigations in terms of Section 106 of the Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Compile accurate and good quality performance information; Manage performance targets and reports; Submit Monthly and Annual reports; Manage the Human resources of the component to achieve the pre-determined performance and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Component's budget and manage expenditure, through responsible implementation of practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113

#### **PROVINCIAL TREASURY**

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

**CLOSING DATE** : 18 March 2024

**NOTE** : 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 08/57** : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: PT 11/2024**

**SALARY** : R1 663 581 per annum (Level 15), (all-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Recommendation: An appropriate Master's degree in Business Administration, Economics or Future Studies; Demonstrated ability to build networks, work with diverse teams and manage people; Proven track record of citizen centric focus, working in an integrated manner to ensure evidence based decision making; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

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

**ENQUIRIES** : (Acting) Head of Treasury, Ms. J Gantana Tel No: (021) 483-3604

#### **OTHER POSTS**

**POST 08/58** : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT REF NO: PT 08/2024**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built environment; A minimum of 5 years management level experience of which 3 years must be in the built /property or infrastructure environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills needed: Strategic planning and analysis; Communication (written and verbal); Proven computer literacy in MS Office packages.

- DUTIES** : Infrastructure delivery: Evaluate, assess and monitor the Infrastructure Delivery Improvement Programme (IDIP) in sector departments/municipalities against predetermined key performance areas; Monitor the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Assessing accuracy of infrastructure budget statement against project schedules in respect of projected budgeted cost, projected time against available infrastructure budgets; Monitor infrastructure spending performance; Provide technical feedback with respect to the enhancement of Business Cases; Project Proposals; Concept Reports to sector departments to access the Performance Incentive Grant. Property management: Promote the effective and efficient management of immovable assets; Assess acquisition and disposal submissions; People and managerial management.
- ENQUIRIES APPLICATIONS** : Mr B Damons Tel No: (021) 483 6127  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted.
- 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.
- CLOSING DATE** : 18 March 2024
- POST 08/59** : **CHIEF FINANCIAL ANALYST: NORMATIVE COMPLIANCE REF NO: PT 12/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in finance, Law, Commerce, Internal Audit and Risk Management or relevant field; A minimum of 5 years middle management experience in a financial legislative 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: Project Management; Financial Governance norms and standards; Municipal Finance Management Act; National Treasury regulations, Provincial Treasury Directives; Administrative procedures relating to specific working environment including norms and standards; Skills needed: Problem Solving and Decision Making; Interpersonal; Applied strategic thinking; Diversity Management; Team leadership; Communication (written and verbal).
- DUTIES** : Research, develop and update financial governance norms and standards, assessment tool and frameworks for municipalities; Monitoring the implementation and reporting on the status of implementation of municipal financial governance norms and standards; Manage and coordinate the implementation of financial governance support and training to municipalities; Drive and coordinate an integrated, collaborative municipal governance improvement programme for municipalities; Project Management; People Management and Mentoring.
- ENQUIRIES APPLICATIONS** : Ms M Van Niekerk at Tel No: (021) 483 6695  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted.
- 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.
- CLOSING DATE** : 18 March 2024
- POST 08/60** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 10/2024**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Accounting, Finance or Economics; A minimum of 3 years' experience in a financial environment; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Practical knowledge of the implementation of mSCOA in municipalities. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA,



DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing, Strategic planning; Communication (written and verbal) skills.

**DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental Relations (IGR) functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Ms W Mohamed Tel No: (021) 483 -8648  
**APPLICATIONS** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted.

**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.

**CLOSING DATE** : 18 March 2024

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

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

**CLOSING DATE** : 18 March 2024

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#### **OTHER POST**

**POST 08/61** : **CHIEF ANALYST DEVELOPER REF NO: DOTP 54/2023 R1 (X2 POSTS)**

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

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.

**DUTIES** : Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

**ENQUIRIES** : Ms F Mhlongo Tel No: (021) 467 2905

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

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

**CLOSING DATE** : 18 March 2024

**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 POSTS

- POST 08/62** : **SOCIAL WORK POLICY MANAGER: SERVICES TO FAMILIES REF NO: DSD 09/2024**
- SALARY** : R878 778 per annum, (all-inclusive salary package,) (OSD as prescribed)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : 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 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Skills needed: Organising and planning; Written and verbal communication; Professional counselling; Monitoring and evaluation; Proven computer literacy; Financial management; Ability to compile complex reports.
- DUTIES** : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPO's; Appeal process; Information Management System(s); Stakeholder Management, Relationship Management (International, National, Provincial, Local, Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.
- ENQUIRIES** : Mr TH Kwakwini Tel No: (021) 483 4115
- POST 08/63** : **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 B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience in financial management. 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
- POST 08/64** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 08/2024**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year B Degree (equivalent qualification or higher); A minimum of 3 years supervisory experience in a Supply Chain Management. 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); Budget processes; National and Provincial instruments and legislation pertaining to human resources; Human resource management function; Financial management processes; Strategic Sourcing and preferential procurement / BEE; Board knowledge on procurement activities; Industry trends and best practices per commodity groups; Records management;

General support service such as transport management and policy and procedures governing these functions; Skills in the following: Analytical and strategic thinking; Budgeting; Communication; Computer literacy; Monitoring, evaluation and reporting; Problem solving; Research; Ability to analyse, conceptualize and implement policy.

**DUTIES** : Perform the following functions and perform the more complex work in that regard: Acquisition management; Contract management and administration; Logistics management; Perform managerial and supervisory tasks.

**ENQUIRIES** : Ms T Rakiep Tel No: (021) 483 8438

**POST 08/65** : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 13/2024**

**SALARY** : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)  
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)  
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)  
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

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

**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Mr RM Macdonald Tel No: (027) 213 2096

**POST 08/66** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 10/2024 (X4 POSTS AVAILABLE IN VARIOUS FACILITIES)**

**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** : 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. 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** : Mr E Buys Tel No: (021) 986 9100

**POST 08/67** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 11/2024**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data. operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

**DUTIES** : Rendering the following: Logistical support services; Demand and acquisition clerical support; Render budget support services.

**ENQUIRIES** : Mr S Bassadien Tel No: (021) 483 4720

**POST 08/68** : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 12/2024 (POSTS AVAILABLE AT VARIOUS FACILITIES).**

**SALARY** : Grade 1: R166 869 – R184 455 per annum, (OSD as prescribed)  
Grade 2: R194 808 – R217 410 per annum, (OSD as prescribed)

**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

**DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

**ENQUIRIES** : Mr E Buys Tel No: (021) 986 9100 (Outeniekwa, Bonnytoun and Horizon) / Mr F Hendricks Tel No: (021) 826 5972 (Lindelani, De Novo and Kraaifontein ROAR) / Mr J Campher Tel No: (021) 511 5169 ( Kensington) / Mr M Benting Tel No: (021) 931 0236 (Clanwilliam and Vredelus)

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

**CLOSING DATE** : 18 March 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

<b>POST 08/69</b>	:	<b><u>CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: WCMD 10/2024</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial 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: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; 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; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
<b><u>DUTIES</u></b>	:	Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms. M Moore Tel No: (021) 483 3900
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

#### OTHER POSTS

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	18 March 2024
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

<b>POST 08/70</b>	:	<b><u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: WCMD 07/2024</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer and personal services; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Skills needed: Written and verbal communication; Information management; Planning and organising; Leadership; Impact and influence; Problem solving; Decision making.
<b><u>DUTIES</u></b>	:	Manage the achievement of component goals in respect of contract management; Tender management; Financial management; Personnel management.

- ENQUIRIES** : Mr R Collins Tel No: (021) 483 8940
- POST 08/71** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 06/2024**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (B-Degree equivalent or higher) in Supply Chain Management or Financial Management; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Procurement and provisioning services; tendering processes; Application of relevant procurement legislation/policies, such as B-BBEE; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars, etc; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems, etc; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; SCM AOS and delegations; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Financial delegations and best practice in the Public Service; Accounting, Finance and Audit. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Project Management and problem solving; Ability to work independently and as part of a team; Ability to work under pressure, willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Manage the functional operations with regard to compliance, performance management and capacity building in the SCM environment; People management and rendering a procurement service for goods and services that incorporates demand, acquisition and contract management.
- ENQUIRIES** : Ms S Moodley Tel No: (021) 483 8970
- POST 08/72** : **STRATEGIC SOURCING SPECIALIST: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 08/2024 (X2 POSTS)**
- 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 3 years supervisory level experience supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft contracts of terms and input to SLA and negotiations; Supply chain management AOS and delegations; Project management; Skills needed: Time Management; Dispute Resolution/Conflict Management; Record Keeping; Analytical; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Proven computer literacy (MS Office).
- DUTIES** : Facilitate demand planning support for specific Mobility related commodities as well as products, services and equipment; Facilitate acquisition management support; Facilitate contract management support; Supervisory functions.
- ENQUIRIES** : Ms S Moodley Tel No: (021) 483 8970
- POST 08/73** : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 09/204**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Outcomes-based education principles; Previous experience as a facilitator; Examiner of vehicles and/or examiner of driving licence; Willing to work weekends if required; Must be prepared to travel. Competencies: Knowledge of departmental practices. Skills

needed: Communication (written and verbal); Interpersonal skills; Planning and organising; Ability to work independently and under pressure; Training and facilitating; Leadership.

**DUTIES**

: Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitation of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

**ENQUIRIES**

: Ms J Tweedie Tel No: (021) 983 1502