

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 22 April 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 11/70** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: AGR 08/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher) in Pomology, Horticulture or related field; A minimum of 6 years experience in an agricultural environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate (BSc Hons and/or MSc degrees or higher qualification); Practical experience in: Pome/stone fruit, citrus or berry production; Research and development as well as adaptive research; Mentoring, coaching and supervision of pomology related extension; Networking with fruit industry and related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural pomology production sector; Soil crop relations, climatic conditions for crops in the province; Rural pomology advisory services and related policies; Land reform and applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills needed: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and technical intelligence capabilities.
- DUTIES** : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in Pome, stone citrus and berry production spheres; Develop technical, economic and business acumen of extension officers regarding pomology production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.
- ENQUIRIES** : Mr. J. Aries Tel No: (021) 808 5103
- POST 11/71** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): AGRICULTURAL ENGINEERING SERVICES REF NO: AGR 39/2023 R1 (X2 POSTS BASED IN VREDENDAL AND ELSENBURG)**
- SALARY** : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) in Civil Engineering; A minimum of 3 years post qualification engineering experience in Agricultural water use and irrigation. Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Financial management Skills needed: Networking; Decision making skills; Customer focus and responsiveness; Planning and organising skills; Written and verbal communication skills; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare

and consolidate inputs for the facilitation of resource utilization; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr P Keuck Tel No: (021) 808 5340

POST 11/72 : **ADMINISTRATION CLERK: FARM SERVICES (NORTIER) REF NO: AGR 11/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate administrative experience. Competencies: A good understanding of the following: Application of relevant legislation ;Working knowledge of systems (EPS, Microsoft Word, Excel, PowerPoint) Skills needed: Written and verbal communication; Interpersonal/Listening; Typing/MS Computer literacy; Organising/Record keeping; Analytical thinking/Problem solving; Negotiation; Ability to work well in a team; Ability to work under pressure; Self-motivated and reliable.

DUTIES : Provide a Reception service; Provide a typing service; Provide office administration; Provide logistical support; Perform administrative and related functions.

ENQUIRIES : Mr CG Rheeder Tel No: (021) 808 7789

POST 11/73 : **ACCOUNTING CLERK: BUDGET PLANNING AND REPORTING REF NO: AGR 10/2024 (X2 POSTS)**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject; Relevant financial administration experience. Competencies: Knowledge of the following: Strong financial background specifically in Public Sector Finance Administrative procedure relating to specific working environment including norms and standards. Basic Accounting System (BAS) Skills in the following: Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Verbal and written communication; Planning and organising.

DUTIES : Standard Chart of Accounts (SCOA) Logs; IYM Projection schedules; Basic Accounting System; Expenditure Reports and uploading budgets; Medium Term Expenditure Framework (MTEF) budget process ; original budget and adjustable budget process; Inventory administration.

ENQUIRIES : Ms M Passenz Tel No: (021) 808 7730

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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CLOSING DATE : 22 April 2024

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OTHER POST

POST 11/74 : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 03/2024**

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 finance or related; A minimum of 3 years relevant supervisory experience in a financial statements and reporting 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) Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Report writing; Ability to work independently and as part of a team.

DUTIES : Compilation of un-audited and audited annual financial statements; Compilation of the interim financial statements; Review monthly and quarterly financial reporting compliance; Research, analyse and interpret accounting information as well as changes in respect of the MCS and AMD

and to provide guidance and training thereof; General supervision of employees (including leave management and training gap analysis).

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

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.

MANAGEMENT ECHELON

POST 11/75 : **DIRECTOR: FINANCE**

SALARY : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: An appropriate undergraduate qualification Degree (NQF level 7) in Finance/Accounting as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in managing financial resources within a Health environment. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of best practices procurement, especially in a health environment and related legislative aspects and prescripts. Strong leadership, strategic, operational and contingency planning, managerial and organisational skills. Proven experience in financial management at managerial level within a large organisation.

DUTIES : Financial Management of supplier payments, equipment purchases and minimise irregular expenditure as well as obtaining unqualified audits. Provide policy and procedural direction on Supply Chain Management processes to staff and end users. Ensuring patient administration and revenue collection by utilising best practices, principles and thus improving financial management services. Ensuring accurate monthly projections on BMI of Management Accounting. Monitor spending of Budgets and provide monthly dashboard reports. Provide Strategic and Health Support regarding Information management systems relating to financial aspects. Ensure deployment strategies are introduced and support middle managers to align their departmental objectives. Overall responsibility for corporate governance, including all aspects of Financial Management, Supply Chain Management, Patient Administration, Revenue Management, Management Accounting and People Management with key partners within the hospital.

ENQUIRIES APPLICATIONS : Dr S De Vries Tel No: (021) 404-3178
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
26 April 2024

OTHER POSTS

POST 11/76 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
Directorate: Infrastructure Programme Delivery

SALARY : Grade A: R687 879 per annum
Grade B: R783 693 per annum
Grade C: R881 121 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: **Grade A:** At least 3 years appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years of appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. General Administration experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to

hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information. management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES APPLICATIONS : Mr A Kumandan - Altaaf.Kumandan@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 April 2024

POST 11/77 : **EMS DISTRICT MANAGER GRADE 2 TO 3: RESCUE (PROVINCIAL COORDINATOR)**
Chief Directorate: ECSS

SALARY : Grade 2: R598 653 per annum
Grade 3: R919 851 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, (Metro Medical Rescue Services)
: Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT) or successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT or a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT) or a Paramedic. Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current registration as an ECT, CCA or ECP. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Experience as a Rescue Technician will serve as an advantage.

DUTIES : Establish and maintain a governance system within EMS operations and ensure implementation and oversight of improvement projects. Ensure community and organisational stakeholder engagement to allow better responsiveness to the community, inclusive of collaborative engagement with volunteer organisations and volunteers to strengthen partnerships. Responsive coordination and management of operations as it relates to emergency and non-emergency care within the province. Ensure adequate capacitation and agility for Major Incident Response and Disaster situations. Manage the health and safety of patients, staff and working environments. Ensure, through oversight and intervention, that all People Management policies and procedures are adhered to within operations and act as a strategic link between finance, supply chain management and operations. Ensure that complaints, queries and compliments are responded to in a timeous manner.

ENQUIRIES APPLICATIONS : Ms S Modack-Robertson Tel No: (021) 932 1966
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates may be subjected to a practical assessment.

CLOSING DATE : 26 April 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 22 April 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

<u>POST 11/78</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT IMPLEMENTATION REF NO: DOI 27/2024</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in the built environment; A minimum of 5 years relevant senior managerial level experience; A valid driving licence or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification in the built environment; Professional registration with relevant bodies (ECSA / SACQSP / SACAP / SACPCMP). Competencies: Proven knowledge of applicable policies, guidelines, designs standards, best practices, procedures and legislation; National and Provincial human settlements strategic goals, objectives, targets, activities; National Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, national Home Builders registration Council (NHBRC) guidelines, as well as the National Building Regulations; Engineering, legal and operational compliance; Project design and management in the built environment; Human Settlements and local Government delivery challenges; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Economic, financial analysis; Legal Administration; Strategic Planning; Collaborative Relationship Building; Business acumen; Presentation skills.
<u>DUTIES</u>	:	Render the following services: A professional development advice service regarding human settlement development; An architectural design and technical support service with regard to housing and building related projects; An engineering and project management support service; A building inspection support service. An administrative support service; Coordinate departmental engagement with municipalities and render human settlement development support and services with a regional focus in regions 1, 2 and 3; Strategic Management; Change Management; People Management; Participation in Financial Management at Chief Director Level.
<u>ENQUIRIES</u>	:	Ms. L Schuurman Tel No: (021) 483 2955
<u>APPLICATIONS</u>	:	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.com

OTHER POSTS

<u>POST 11/79</u>	:	<u>PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R4</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE</u>	:	Department of Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and

formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

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

ENQUIRIES : Mr I Haupt Tel No: 021 483 6453

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CLOSING DATE : 22 April 2024

POST 11/80 : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 25/2024**

SALARY : Grade A: R687 879 - R739 509 per annum, (OSD as prescribed)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : iNiAn appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required. A valid Code B driving licence. Competencies: Knowledge of the following: National and provincial human settlements strategic goals, objectives, targets and activities; Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Housing Act; Western Cape Housing Development Act; National Housing Code and guidelines; Built environment related to human settlements; Town and regional planning; Town and regional planning legal compliance; Project co-ordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement planning and budgeting processes; Project management/Project administration; Human settlement fraternity/delivery; Functioning of the province of the Western Cape and activities of sister departments; Managing stakeholder engagement processes; Public Finance Management Act; National Treasury Regulations; Provincial Instructions; Financial legislation, prescripts, policies, guidelines, delegation, norms and standards, procedures and best practices in the public sector; Staff Performance Management System (SPMS) and PERMIS; Skills needed: Written and verbal communication; Proven computer literacy (MS Office and other relevant software packages); Financial skills; Project management/project administration; Time management; Planning and organising; Customer, client liaison and networking; Dispute, conflict resolution and problem solving; Implementation and monitoring; Report writing; Analytical thinking; Research skills.

DUTIES : Ensure the application of town and regional planning principles in land development; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Dr RN Robertson Tel No: (021) 483 5609

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CLOSING DATE : 22 April 2024

POST 11/81 : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (HEALTH), REF NO. DOI 24/2024**

SALARY : R527 298 per annum (Level 10)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification (Building/ Civil and structural streams); or an N3 and a passed trade test in the building environment; Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Extensive practical experience in the construction industry including maintenance work; Proven Project Management experience in a built environment. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

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

ENQUIRIES : Mr Terence Fester Tel No: (021) 483-3882/ Cell 082 497 7542
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.com>

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CLOSING DATE : 22 April 2024

POST 11/82 : **ENGINEERING TECHNICIAN (PRODUCTION): STRUCTURES REF NO: DOI 48/2023 R1**

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

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

DUTIES : Provide technical input for road infrastructure design; Produce design deliverables (drawings, BoQ, specifications etc.) for road structures (bridges, culverts etc.) and ensure through evaluation that designs are based on sound engineering principles and according to norms and standards

and code of practice; Evaluate road structure designs based on sound engineering judgment and relevant standards; Implement and adhere to existing technical manuals, standards and procedures; Ensure training and development of candidate technicians; Liaise with relevant internal and external bodies on engineering matters.

- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107
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- CLOSING DATE** : 22 April 2024

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.com>
- CLOSING DATE** : 22 April 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 11/83** : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 04/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Town Planning, Development Studies, Public Management or related field; A minimum of 3 years management level experience in integrated development planning or local government planning; A valid code B driving licence. Recommendation: Registration with SA Council for Planners as a Professional Planner. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guiding manuals; Skills needed: Communication (written and verbal); Proven computer literacy (MS Office packages); Project Management; Presentation and facilitation; Customer, client, liaison pr networking skills; Financial Management; Negotiation.
- DUTIES** : Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDPs; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.
- ENQUIRIES** : Ms N Zamxaka Tel No: (021) 483 4449
- POST 11/84** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (LEGAL INVESTIGATIONS) REF NO: LG 06/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government
: A recognised 4-year legal qualification or LLB; A minimum of 8 years experience in providing legal support; 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: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law, criminal law and administrative law; Certified Fraud Examiner designation or similar investigative experience into municipalities. Competencies: Knowledge of the following: Applicable policies, acts, prescripts, legislation and procedures; Legislation pertaining to forensic investigations; Interpretation of legislation; Skills needed: Written and verbal communication; Interpersonal; Analytical thinking; Analysing and fact finding; Proven computer literacy; Project

management; Ability to take statements during investigations; Ability to compile accurate and complete forensic reports based on facts determined during investigation; Display professional and ethical conduct in a diverse working environment.

DUTIES : Case/Project planning and conducting investigations; Case closure and finalisation; Reporting on fraud, theft, corruption risks and control issues; Liaise with stakeholders and proactive investigations; Performance and information management and reporting; Manage the operation of the sub-directorate.

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

POST 11/85 : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS) REF NO: LG 05/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Applicable legislation, prescripts, policies, acts and procedures; Skills needed: Proven computer literacy; Planning and organising; Communication (written and verbal); Project management; Problem solving; Ability to work independently and within a team.

DUTIES : Plan, conduct, assess and report on investigations in terms of Section 106 of Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Performance and information management and reporting; Perform an oversight role over expenditure in terms of the procurement of service providers and consultants.

ENQUIRIES : Ms J Louw Tel No: (021) 483 9071

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.com>

CLOSING DATE : 22 April 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 11/86 : **DEPUTY DIRECTOR: ENERGY RESILIENCE REF NO: DOTP 17/2024**
(Project Manager 24-month contract)

SALARY : R958 824 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 4-year B-Degree/Honours, equivalent or higher qualification (NQF 8) in any of the following fields: chemical, mechanical, electrical or other engineering; Or natural, environmental or sustainability-related sciences; Or energy, finance, economics or law; 8 years relevant experience in energy or related fields Recommendation: Driver's licence (code EB/B); Relevant post-graduate academic qualification in energy or related field; Experience in energy project or programme design, implementation and / or management. Competencies: Knowledge of the following: Applicable policies and procedures; Electricity Regulation Act (and amendments); National Environmental Management Act; Integrated Resource Plan; Public Finance Management Act; Municipal Finance Management Act; Carbon Tax and Carbon Border Adjustment Mechanisms; Integrated Energy Policy; Public Service procedures; Following skills: Project management, financial management, relationship management, monitoring and evaluation, contract management, people management; computer literacy, communication (written and verbal) and report writing.

DUTIES : Facilitate the implementation of the Western Cape Energy Resilience Programme and related energy projects in the province; Manage and provide specialist and technical comment, advice, and guidance on energy systems, projects and programmes; Render energy related strategic and policy development services; Drive collaboration with key stakeholders for the implementation of energy resilience programmes and projects; Manage ME systems for Western Cape Energy Resilience Programme projects; Manage and perform financial and people management, including general office management.

ENQUIRIES : Mr Lourenco Pick at email address: lourenco.pick2@westerncape.gov.za

<u>POST 11/87</u>	:	<u>STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 40/2023 R1</u>
<u>SALARY</u>	:	LP 7: R844 572 per annum, (all-inclusive salary package), (OSD as prescribed) LP 8: R991 233 per annum, (all-inclusive salary package), (OSD as prescribed)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	LLB-Degree with admission as an Advocate or Attorney, LP 7: A minimum of 5 years' appropriate practical post qualification legal experience, LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following:Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law; Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; Well developed innovative problem solving and analytical skills; sound organising and planning skills.
<u>DUTIES</u>	:	Researching formulating drafting and editing legislation; Providing legal technical comments on draft legislation;Providing legal advice (including formal written opinions) on substantive legal issues;Scrutinising, drafting and editing legal documents and memoranda submissions and legal technical correspondence.
<u>ENQUIRIES</u>	:	Ms A Vosloo at Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
<u>POST 11/88</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 14/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting.Skills needed: Communication (written and verbal); Computer literacy; Supervisory;Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.
<u>DUTIES</u>	:	Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.
<u>ENQUIRIES</u>	:	Mr R. Williams Tel No: (021) 483 0598
<u>POST 11/89</u>	:	<u>ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: DOTP 13/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A 3-year B-degree in Industrial Psychology / HRM (equivalent or higher qualification) with a minimum of 3 years's relevant experience. Recommendation: A Degree in Industrial Psychology or Industrial Psychology as a major; Experience in Strategic Human Resource Planning and/or Industrial Psychology. Comprehensive understanding of the DPSA Directive on HR Planning and the WCG People Management Strategy; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Competencies: Knowledge of the following: Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; A comprehensive understanding of People Management (Human Resource Management) legislation and policies within a strategic context is essential. Workforce Planning (HR Planning) Skills in the following: Analysing (incl. Analytics) • Creating and Innovating • Formulating Strategies Concepts • Advanced Writing and Reporting skills • Deciding Initiating Action skills • Delivering Results Meeting Customer Expectations • Entrepreneurial and Commercial Thinking • Presenting and Communicating Information (incl. Basic Consultancy Skills) • Leading and Supervising skills • Learning

Researching & Applying Expertise Technology (incl. Intermediate Computer literacy in MS Office, namely MS Word, Excel, Power-point, Outlook)

DUTIES : Provide a comprehensive strategic workforce planning service to ensure Workforce Plans are in place to address the current and future people capability needs of the eleven provincial departments; Facilitate, co-ordinate and annually report on the implementation of the workforce planning interventions of the eleven provincial departments.; Provide an Annual People Management (M) Planner support service to senior managers of the eleven provincial departments to assess their ongoing people capability needs; Annually assess WC Provincial Departmental Workforce Plans and Reports for compliance and quality; Render the "Office of the Premier" (OTP) role in respect of Workforce Planning in the Western Cape Province; Management and Supervision responsibilities

ENQUIRIES : Ms I Mackay at Ilse.Mackay@westerncape.gov.za

POST 11/90 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 07/2024**

SALARY : R359 517 per annum (Level 08)

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

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in Accounting or Financial Management; A minimum of 1-year appropriate experience in a financial accounting working environment. Competencies: Knowledge of the following: Sound knowledge of Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Managerial knowledge of Financial systems; Experience in drafting of Financial Statements ; Computer literacy in MS Office (Word, Excel and Outlook); Sound knowledge of the legacy systems; Strong Financial background; Generally Recognised Accounting Practices; Compilation of Financial statements; The ability to provide training; Presentation skills; Good written and oral communication skills.

DUTIES : Overall assessment of the AFS Template, research and analysis of the relevant/most updated Accounting Standards, Accounting Manual for Departments, and adhoc guidelines and directives issued by National and Provincial Treasury AFS.Compilation of the IFS/AFS consisting of primary and secondary financial information and assist with implementation/compliance of IFS/AFS disclosure notes. Completion and submission of of Audit file and regular reporting. Provide guidance/advice around accounting issues in respect of IFS/AFS. Reporting as per requirement of the PFMA.

ENQUIRIES : Mr LJ Petersen Tel No: (021) 483 5758

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.com>

CLOSING DATE : 22 April 2024

NOTE : Only applications submitted online at: 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 11/91 : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT REF NO: PT 13/2024**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)

- CENTRE REQUIREMENTS** : Department of Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree (NQF8); A minimum of 8 years' relevant senior management experience; A valid Code 8 driver's license (or alternative mode of transport for people with disabilities); and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. (Refer to note 4 below) Recommendation: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: People and Financial Management; Financial norms and standards; Supply Chain and Asset management; Financial management systems; Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.
- DUTIES** : Strategic, People and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these; Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; and Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.
- ENQUIRIES** : Ms J Gantana Tel No: (021) 483 3604

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.com>
- CLOSING DATE** : 22 April 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 11/92** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 18/2024 (X4 POSTS)**
- SALARY CENTRE** : R432 348 - R500 715 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government:
 Kraaifontein
 Eeste River
 Khayelitsha
 Metro East
- REQUIREMENTS** : 4 year Degree qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the car support protection and development of vulnerable individuals groups; Families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 812 0910

<u>POST 11/93</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MOSEL BAY) REF NO: DSD 19/2024</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	4 year Degree qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from social instability in any form. Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr Q Arendse Tel No: (021) 812 0910
<u>POST 11/94</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 14/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3-5 years relevant experience. Recommendation: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za
<u>POST 11/95</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 15/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government: Overstrand Cape Agulhas Swellendam Cape Winelands Overberg
<u>REQUIREMENTS</u>	:	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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 (casework, group work and community work); Attend to matters that result in or stem from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms L Louw Tel No: (023) 348 5300

POST 11/96 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 16/2024 (X12 POSTS)**

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 : Department of Social Development, Western Cape Government:
Gugulethu
Athlone
Philipi
Mitchells Plain
Wynberg
Retreat
Metro South
Fishhoek

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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 result in or stem from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms P Magadla Tel No: (021) 001 2674

POST 11/97 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2024 (X6 POSTS AVAILABLE IN KHAYELITSHA AND KRAAIFONTEIN)**

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 : Department of 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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 Q Arendse at Tel No: (021) 812 0910

POST 11/98 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 21/2024 (X7 POSTS))**

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 : Department of Social Development, Western Cape Government:
Delft
Milnerton
Cape Town
Langa

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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 (casework, group work and community work); Attend to matters that result in or stem from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Swart Tel No: (021) 483 7673

POST 11/99 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 17/2024 (X6 POSTS)**

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 : Department of Social Development, Western Cape Government:
Bonnytown
De Novo Treatment centre
Horizon
Lindelani Child and Youth Care Centre
Outeniekwa Child and Youth Care Centre
Vredelus Child and Youth Care Centre

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. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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); Case Work; Assessment /profiling; Implementation of Intervention; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 11/100 : **ACCOUNTING CLERK: GOVERNANCE REF NO: DSD 20/2024**

SALARY : R202 233 per annum (Level 05)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: None. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial

legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual; Written and verbal communication skills.

DUTIES : Render Financial Accounting transactions: Receive invoices; Check invoices for correctness verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash; Perform Salary Administration support services: Receive salary advices; Process advices (e.g. check advices for correctness capture salaries bonuses salary adjustments capture all deductions etc.); File all documents; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget Identify variances; Capture allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

ENQUIRIES : Mr A Nzimande Tel No: (021) 483 6278

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 22 April 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 11/101 : **DEPUTY DIRECTOR: FLEET REPAIR AND MAINTENANCE REF NO: MD 12/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
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 middle management level experience in fleet management; A valid code B (or higher) driving licence.NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical/technical/engineering background. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (cir 2 of 2019). Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making; Research; Presentation; Computer literacy (MS office package);.

DUTIES : Oversee the daily activities of the GMT RM client care centre; Oversee the daily functions of the GMT Repairs and Maintenance Coordination (RMC) section; Oversee the daily functions of the GMT Quality Assurance (QA) section; Oversee the daily functions of the GMT Related Supplier Management section and the payment of RM invoices; Policy and contract management, as well as management support services; Human capital management.

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

POST 11/102 : **DEPUTY DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: WCMD 13/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum 3 years management experience and 2 years transport planning and/or transport logistics; A valid (Code B or higher) driving licence . NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project Management processes; Built Environment field. Competencies: Knowledge of the following: Business and management principles; Supply Chain Management; Project Management; Applicable legislative and regulatory requirements in the development of Public Transport projects; Skills needed: Written and verbal communication; Problem solving and decision making ability.

DUTIES : Ensure the provisioning of public transport services and public transport infrastructure within non-metro municipalities; Support and capacitate non-metro local authorities with regard to the implementation of land transport services; Ensure the implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making, produce

reports, support integration and collaboration across government spheres; Management of the Human Resources of the sub-directorate to achieve pre-determined performance indicators and service delivery imperatives, motivated and competent staff and sound labour relations; Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions.

ENQUIRIES : Mr F Mbambo Tel No: (021) 483 7849 / Nicola.abrahams@westerncape.gov.za

POST 11/103 : **DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 15/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in Finance, Asset, Logistics or Supply Chain Management; 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: None. Competencies: Knowledge of the following: Asset and logistics management services and processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Policy development and operational management, monitoring and review processes and systems; Public Finance Management Act, National and Provincial Treasury regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication skills; Project Management; Accounting, finance and auditing; Economical and statistical analysis; Legal administration.

DUTIES : Develop, implement and monitor departmental asset management and logistic related plans, policies, prescripts and processes; Ensure the rendering of effective and efficient asset management and logistics management services; Plan and manage the work of and account for the overall performance of the subdirectorate; People management; Financial management.

ENQUIRIES : Ms R Davids at Tel No: (021) 483 4505

POST 11/104 : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: WCMD 11/2024 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Communication Science, Public Relations or related field; A minimum of 3 years supervisory level experience in a departmental/organisational communication working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement with the Department of the Premier (CSC); Departmental media liaison and public relations services; Departmental communication plans; Internal and external organisational communication; Media management; Printing and production processes; Communication products in a departmental context; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Numeracy and literacy; Project management and administration; Accounting, finance and auditing; Report writing; Planning and organising; Time management; Analytical thinking; Problem solving; Grooming and presentation; Customer/Client liaison.

DUTIES : Plan and coordinate external and internal communication support within the department; Provide support for the department's media management services; Team and Unit Administration; Managerial functions.

ENQUIRIES : Ms M Allie Tel No: (021) 483 9483