

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

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 May 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 15/141** : **SCIENTIST (PRODUCTION LEVEL): FOOD SCIENCE REF NO: AGR 15/2024**

- SALARY** : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence M.Sc. or equivalent qualification in Food Science; Experience of agriculture and agribusiness environment. Competencies: Working knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills; Proven computer literacy.
- DUTIES** : Undertake advanced research for the development of new products, adaptation of existing ones including improvement, identification of new and innovative methods and processes, new technology, infrastructure and equipment; Write and publish papers in semi and scientific platforms; Facilitate compliance of Agri-processing establishments, infrastructure and product compliance with relevant prescripts and market requirements; Facilitate on-site advice and support and training on various Agri-processing activities; Perform administrative and human capital development functions, liaise with various stakeholders within the sector and represent the department and/or programme on various platforms.

- ENQUIRIES** : Ms L Thabethe Tel No: (021) 8087733

- POST 15/142** : **SCIENTIST (PRODUCTION LEVEL): CROPPING SYSTEMS REF NO: AGR 20/2024**

- SALARY** : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate Science degree BSc (Hons) or equivalent with Agronomy as a major subject; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Agronomy; A valid code B driving licence. Competencies: Working knowledge of the following: Small stock management and grazing management; Conservation agricultural and regenerative agricultural systems; Implements/machinery used in the small grain systems; Agronomy; Management in multi-disciplinary cropping systems of the Western Cape and the management of component trials in cropping systems for optimal production and sustainability; Planning skills that involves

managing a complex multidisciplinary systems trial within, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills at production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in in the field of agronomy and cropping systems in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service.
Ms A Swanepoel Tel No: (021) 808 5320

ENQUIRIES :
POST 15/143 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): ALTERNATIVE CROPS REF NO: AGR 18/2024**

SALARY : Grade A: R371 253 per annum, (OSD as prescribed)
Grade C: R556 080 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma in Horticultural Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Major alternative crops in the Western Cape; Glasshouse and tunnel technical management; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field and in tunnels/glasshouses; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies, and new developments in the subject field.

ENQUIRIES : Ms A Swanepoel Tel No: (021) 808 5320
POST 15/144 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024**

SALARY : Grade A: R371 253 per annum, (OSD as prescribed)
Grade C: R556 080 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies, and new developments in the subject field.

ENQUIRIES : Ms A Swanepoel Tel No: (021) 8085320

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 27 May 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 15/145 : **PROJECT CHAMPION: WORLD HERITAGE SITES MANAGEMENT REF NO: CAS 24/2024**

SALARY : R552 081 per annum (Level 10)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate Master's degree in Archaeology or related discipline; A minimum of 5 years' appropriate research experience in the related discipline as well as project management experience. Recommendation: Working knowledge of World Heritage Nomination processes; Experience in the following: Heritage sector; Established networks in the South African Heritage sector; Working knowledge of World Heritage Nomination processes; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: World Heritage Convention; Processes of the World Heritage Centre; Operations of the South African World Heritage Committee; National Heritage Resources Act and related legislation, regulations, and prescripts; Indigenous knowledge systems; Understanding of the South African World heritage sector. Skills needed: Relating and Networking; Analysing; Delivering Results and Meeting Customer Expectations; Working with People; Persuading and Influencing; Presenting; Communicating (Written and verbal); Report writing; Applying Expertise and Technology; Computer literacy in MS Office Package. Ability to work independently and as part of a team.

DUTIES : Coordination of the nomination process and manage the inscription and operationalisation of the World Heritage Sites; Managing strategic projects of the Western Cape Government (e.g. World Heritage Sites) and explore their tourism potential (e.g. Cradle of Human Culture); Raise funds from the donor community and relevant sector funding in order to protect and develop World Heritage and other sites and operate these prospective WHSs in terms of the requirements of the world Heritage Convention and the World Heritage Committee; Liaise with Heritage Western Cape, the South Africa Heritage Resources Authority and other relevant bodies that regulate World Heritage Sites Management and other project matters in the Western Cape; Develop budget for the World Heritage Sites and other projects in line with relevant legislations; Coordination of research outputs and identification of stakeholders in order to ensure project efficacy and efficiency; Development of a management tool for World Heritage Sites in the Western Cape.

ENQUIRIES : Mr M. Janse Van Rensburg Tel No: (021) 483 5959
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/146 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
REF NO: CAS 23/2024

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree/Advanced Diploma (equivalent qualification or higher) in Supply Chain Management /Public Management/Public Administration/Business Management; A minimum of 3 years related demand and acquisition management experience at supervisory level. Recommendation: 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: 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); SCM framework; Financial Systems (LOGIS, BAS, etc); General Conditions of the Contract & Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, etc); Communication skills (written and verbal); Report writing, Ability to work independently and as part of a team.

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Co-ordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and acquisition management and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Mr T Malgas Tel No: (021) 483 9558
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/147 : **ASSISTANT DIRECTOR: METROPOLE REF NO: CAS 27/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. 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. Recommendation: Experience in Library Collection development. Competencies: Knowledge of Collection development; Planning and organising; Interpersonal relationships; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Supervision; Communications skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Oversee the administration and provision of library material and equipment in a control area; Asset management (assets and disposals) in a control area; Provide professional guidance and training in a control area; Project implementation and library planning in a control area; Financial management; People management.

ENQUIRIES : Ms R Mouton Tel No: (044) 814 1481
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/148 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS CONTRACT AND PERFORMANCE MANAGEMENT REF NO: CAS 22/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' experience in Supply Chain Management. Recommendation: 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: 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); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: planning and organising; Interpersonal skills; Numeracy; Analytical; Conflict Management; Literacy; Driving; Computer literacy; Written and verbal communication skills; Problem Solving; Decision Making; Creative Thinking; Accounting Finance and Audit.

DUTIES : Monitor, analyse and determine actions to ensure proper contract administration; Monitor contract compliance; Monitor supplier performance according to the contract and service level agreement; People Management.

ENQUIRIES APPLICATIONS : Mr T Malgas Tel No: (021) 483 9558
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/149 : **ADMINISTRATION CLERK: LIBRARY SERVICE (MOSSEL BAY) REF NO: CAS 26/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); 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: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset management. Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES APPLICATIONS : Jongihlanga Mbanga Tel No: (044) 814 1490 / (060) 572 5007
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/150 : **DRIVER WITH SECONDARY FUNCTIONS REF NO: CAS 25/2024**

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Department of Cultural Affairs and Sport, Western Cape Government
: Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year experience; A valid code 10 (or higher) driving licence with a valid professional Driving Permit (PDP). Recommendation: Able to carry heavy boxes to load vehicles. Competencies: Knowledge of the following: Driving a code 10 truck and medium to light type vehicles; Road rules; Vehicle maintenance. Skills in the following: Computer literacy in MS Office Package (Word, Excel PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Driving a vehicle; Do routine maintenance on the allocated vehicle and report defects; Complete the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/messenger service; Handle library material.

ENQUIRIES APPLICATIONS : Nkosinathi Mahala Tel No: (021) 483 2391
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/151 : **LIBRARY AID: LIBRARY ADMIN SUPPORT: SCM: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 28/2024**

SALARY CENTRE : R131 265 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : Junior Certificate (Grade 10) or equivalent qualification. Competencies: Knowledge and understanding of the following: Delivering results and meeting customer expectations; Following instructions and procedures; Adapting and responding to change; Working with people; Relating and networking; Planning and Organising; Coping with pressures and setbacks; Adhering to principles and values; Achieving personal work goals and objectives; Numeracy/Literacy; Basic communication skills.
- DUTIES** : Load and off load of furniture, equipment and any other goods to relevant destinations; Assist with barcoding of furniture and equipment; Assist with stockroom holding of all redundant and obsolete equipment; Assist with minor moves from office to office; Assist with the distribution and collection of assets in the regions; Prepare items for redundant committee etc printer, computer eg in different categories; Assist with library material; Verify quantities of books received; Pack and unpack of books in the store; Collect and verify books in store; Assist with physical barcoding of books.
- ENQUIRIES** : Ms. Michelle Hendricks Tel No: (021) 483 2436
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: 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.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 24 May 2024
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 15/152** : **E-LEARNING PROJECTS FACILITATOR REF NO: 83**
Directorate: Overberg Education District Office
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Caledon
REQUIREMENTS : 3 year post matric qualification. plus 3 years' experience in project management in a ICT environment preferably within education. A valid driver's license. To manage e-Learning projects at district level. Knowledge of relevant eLearning Provincial Policies, legislation, and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication, and report writing skills. Project and organizational planning. Ability to think analytically and systematically. Competencies: Required - Deciding and Initiating Action, Applying Expertise and Technology, Leading and Supervising, Adhering to Principles and Values, Persuading and Influencing, Analysing, Planning and Organising, Formulating Strategies and Concepts. Competencies Recommended: Presenting and Communicating Information, Delivering Results and Meeting Customer Expectations, Coping with Pressures and Setbacks, Adapting and Responding to Change.
- DUTIES** : ICT and Technology Access and Provisioning: Planning: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Implementing: Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Closure and handover: Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. eLearning HO, FET/GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Information Management and Reporting: Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.
- ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300
- POST 15/153** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE (INCLUDING HR, FINANCE AND INFRASTRUCTURE) REF NO: 79**
Directorate: Institution Development and Coordination
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : 3 year post matric qualification/valid Driver's Licence Code B. Work experience: 3-5 years administrative experience. Knowledge of Education policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures.

DUTIES

Knowledge finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Numeracy, Literacy Driving, Typing, Computer Literacy, Language skills. Project Management. Accounting Finance and Audit, Information Technology, Formal Training, Economic, financial analysis, Legal Administration, Strategic Planning, Communication, Language, Project Planning, Organising, Presentation and facilitation, Report writing (specifications and submission, Interpretation, Interpersonal |Problem solving, Financial.

: Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial records in adherence to the regulations as applicable to Collaboration Schools. Ensure that financial and records management policies, guidelines and instruments are implemented according to prescripts that are in line with minimum requirements. Ensure that financial and record management policies have been adopted by SGB's including the SOP. Plan and manage the assessment of finance and record management policies. Plan, organise and manage support to schools and hostels with the development of finance and records management policies. Follow-up on complaints regarding the functioning / implementation of financial and records management policies, guidelines and prescripts. Coordinate the follow-up on all corrective actions including provincial forensic service recommendations. Plan and organise that the administrative tasks regarding the finance and assets with the opening and closing of schools are executed. Ensure the update and maintenance of information management systems. Report on the implementation of financial and records management. Manage and coordinate school governance and management policies, guidelines and instruments in adherence to the regulations as applicable to Collaboration Schools. Ensure that management and governance policies, guidelines and instruments are implemented according to prescripts that are in line with minimum requirements. Ensure that management and governance policies have been adopted by SGBs. Plan and manage the assessment of identified key policies on management and governance. Plan, organise and manage support to schools and hostels with the development of management and governance policies. Follow-up on complaints regarding the functioning / implementation of management and governance policies, guidelines and prescripts. Coordinate follow-up on all corrective actions. Ensure the update and maintenance of information management systems. Report on the implementation of management and governance policies. Coordinate and monitor all financial, records, governance and management training interventions. Ensure that training needs are determined. Manage the development of training material for planned training interventions. Manage and facilitate training interventions. Facilitate and coordinate the plan for implementation of training. Follow-up on the implementation of training. Monitor and report on all training interventions and the implementation of training. Supervision of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Monitor the usage, quality of data and reports on information management systems. Maintain discipline. Participate in the recruitment of selection of staff, when required.

ENQUIRIES

: Ms. H Van Ster Tel No: (021) 467 2089

POST 15/154

: **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 77**
Directorate: Strategic People Management

SALARY
CENTRE
REQUIREMENTS

: R444 036 per annum (Level 09)
: Cape Town
: At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years relevant experience in a human resources or people management environment. A Valid Code B or higher Drivers Licence. Language proficiency in at least two of the three official languages of the Western Cape. Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and

- experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).
- DUTIES** : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.
- ENQUIRIES** : Ms T Florence Tel No: (021) 467 2169
- POST 15/155** : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 76**
District: Metro South Education District Office
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Mitchells Plain
REQUIREMENTS : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.
- DUTIES** : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
- ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000
- POST 15/156** : **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 75**
District: West Coast Education District Office
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Paarl
REQUIREMENTS : National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations, government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills Financial Administration. Analytical thinking. Written and verbal communications (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
- DUTIES** : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools

within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database? with regards to capturing and analysing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).

ENQUIRIES : Ms A Truter Tel No: (021) 860 1200

POST 15/157 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 73**
Directorate: Management Accounting

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid Code B (manual) driver's license. The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Technical knowledge of financial systems. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills. Skills: Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide reports to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

ENQUIRIES : Mr PPP Adams Tel No: (021) 467 2225

POST 15/158 : **ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: 68**
District Office: Metro Central Education District Office

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : An appropriate 3-year qualification/B degree with 3-5 years' experience. Knowledge of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.

DUTIES : Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescripts. Ensure the arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district

records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 15/159 : **SCHOOL FINANCE RECORDS OFFICER REF NO: 87**
District: Metro Central Education District Office

SALARY : R376 413 per annum (Level 08)
CENTRE : Maitland
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 15/160 : **SCHOOL SAFETY OFFICER REF NO: 82**
District: Eden & Central Karoo Education District Office

SALARY : R376 413 per annum (Level 08)
CENTRE : George
REQUIREMENTS : Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Further Duties are and developmental initiatives including Youth Clubs, Anti-Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills.

DUTIES

: Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills. Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

ENQUIRIES

: Mr J Jonkers Tel No: (044) 803 8300

POST 15/161

: **SCHOOL MANAGEMENT AND GOVERNANCE OFFICER REF NO: 80**
District: Metro South Education District Office

SALARY
CENTRE
REQUIREMENTS

: R376 413 per annum (Level 08)
: Mitchells Plain
: 3 year post matric qualification or degree plus 3 years relevant administrative experience (preferably in the field of assessment and development of policies). A valid code B drivers' licence. Knowledge of the Education Departmental policies and procedures; Knowledge of Western Cape Policy for the

Management of Admission; Knowledge of SCM processes and procedures; Knowledge of finance (business planning); Knowledge of project planning; Knowledge of School Administrative Processes and procedures; Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Communication skills in 2 official languages of the Western Cape; Computer literacy; Project planning; Organising; Presentation and facilitation; Report writing skills (specifications and submissions); Interpretation; Interpersonal; Problem solving; Financial.

DUTIES : Check that management and governance policies are available / accessible. Assess identified key policies of management and governance in line with prescripts. Assist the school / hostel with the development of the relevant policies in line with prescripts. Investigate, resolve and report on complaints regarding school / hostel management and governance policies. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school / hostel policies to the Assistant Director School Management and Governance. Training on and the development of school / hostel management and governance policies. Monitor the implementation of the training interventions. Coordinate the process of learner admission at district level.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000

POST 15/162 : **STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: 78 (X2 POSTS)**
Directorate: Management Accounting

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A relevant National Diploma or Degree in Finance. The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.

DUTIES : Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.

ENQUIRIES : Mr PPP Adams Tel No: (021) 467 2225

POST 15/163 : **STATE ACCOUNTANT COMPLIANCE REF NO: 74**
District: Overberg Education District Office

SALARY : R376 413 per annum (Level 08)
CENTRE : Caledon
REQUIREMENTS : 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National

Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300

POST 15/164 : **STATE ACCOUNTANT COMPLIANCE REF NO: 72 (X2 POSTS)**
District: Metro North Education District Office

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Parow
: 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 15/165 : **CHIEF WORKS INSPECTOR REF NO: 67**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Cape Town
: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three years of experience post qualification. Valid Driver's License. To plan and execute inspections on infrastructure projects and implement condition assessments. Computer literate Computer Literacy (MS Microsoft package). Skills: Project management skills, organising, research and report writing, monitoring of projects. Must be comfortable operating independently and in a team environment.

DUTIES : Prepare specifications for all types of maintenance related work. Development, assessment and analysis of bills of quantities for the above where required.

Draft a report re proposals, including associated cost estimates for maintenance projects. Conduct inspections on all building projects, monitoring progress, quality on infrastructure projects. Assess, facilitate and resolve technical problems. Conduct condition assessments on school infrastructure. Manage people and finances. Assist schools to develop & manage maintenance plans. Complete NEIMS (National Education Infrastructure Management System).

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 15/166 : **SOCIAL WORKER REF NO: 88**
District: Eden & Central Karoo Education District Office

SALARY : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 - R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 - R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 - R687 918 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Knysna
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..
Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.

DUTIES : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300

POST 15/167 : **SOCIAL WORKER REF NO: 86**
District: Metro Central Education District Office

SALARY : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)

		Grade 2: R376 416 - R436 014 per annum, (OSD as prescribed)
		Grade 3: R452 667 - R532 113 per annum, (OSD as prescribed)
		Grade 4: R554 919 - R687 918 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Maitland
	:	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. Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.
<u>DUTIES</u>	:	Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700
<u>POST 15/168</u>	:	<u>NSNP LIASON OFFICER REF NO: 85</u> District: Metro Central Education District Office
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	National Diploma (NQFL 6) or degree plus 1-year relevant administrative experience. A valid code B drivers' licence. South African Schools Act; National Policy on School Nutrition Programme; Financial management processes (including budgeting and SCM); Occupational Health and Safety Act (OHS) Act 85 of 1998; Project Planning; Information and knowledge management system; Understanding and interpretation of the Conditional Grant Framework. Skills: Ability to interpret relevant policies; Interpersonal; Report writing; Communication (verbal and written); Computer literacy; Ability to think analytically and systematically; Organising and planning; Assessment and evaluation.
<u>DUTIES</u>	:	Assist with the compilation of district action plans for NSNP. Check and verify, with school visits, that schools adhere to the targeting criteria and the approved

NSNP objectives. Report non-compliance to the NSNP Coordination Officer. Check and verify (Monitor) that Service Providers comply with programme requirements and service level agreements. Capture and maintain relevant NSNP information Management System. Monitor the implementation of NSNP at Public Ordinary and Public Special Schools. Monitoring of warehouse(s) for NSNP. Check Stock levels and stock control systems. Check Service Providers compliance with NSNP requirements and service level agreements. Update and maintain all information management systems.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 15/169 : **ADMIN SUPPORT OFFICER: CIRCUIT REF NO: 71**
District: Metro South Education District Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Ottery

REQUIREMENTS : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

DUTIES : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000

POST 15/170 : **ADMIN OFFICER: CIRCUIT REF NO: 70**
District: Eden & Central Karoo Education District Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Knysna

REQUIREMENTS : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

DUTIES : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and

compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300

POST 15/171 : **ADMIN OFFICER: CIRCUIT REF NO: 69**
District: Eden & Central Karoo Education District Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Beaufort West
REQUIREMENTS : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

DUTIES : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300

POST 15/172 : **CHIEF ACCOUNTING CLERK REF NO: 84**
District: West Coast Education District Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Paarl
REQUIREMENTS : Matric / Grade 12 Certificate, 6 years relevant financial experience required. Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organisation, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all

documents. Supervise collection of petty cash. Supervise and payslip administration support services. Receive and distribute payslips and IRP5's. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures.

ENQUIRIES : Ms A Truter Tel No: (021) 860 1209

POST 15/173 : **WORKS INSPECTOR REF NO: 81**
Directorate: Infrastructure Delivery Management

SALARY : R255 450 per annum (Level 06)
CENTRE : Cape Town
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One years' relevant experience post-qualification. Valid Driver's license. Computer literate. An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to the Metro North Education District Office (MNEDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Project management skills, organising, research and report writing, monitoring of projects, time management.

DUTIES : Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness 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 15/174 : **DEPUTY DIRECTOR: CLIMATE CHANGE AND UTILITIES CHAMPION**
Directorate: Facilities Management

SALARY : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate Honours degree or equivalent qualification (minimum NQF level 8) The successful candidate will be required to complete an Energy Course and register as a Certified Energy Auditor within a period of 12 months after assumption of duty. Experience: A

minimum of 8 years extensive experience in matters relating to climate change, energy and water management as well as energy efficiency and energy auditing. Competencies (knowledge/skills): Excellent communication and presentation skills. Numeracy, Literacy, Computer Literacy, Communication Skills, Project Management, Financial Analysis, Auditing, Organizational skills, Presentation Skills, Lateral Thinking, Complex Problem solving. In-depth knowledge of climate change including adaptation and mitigation strategies. In-depth knowledge of financial management as applicable to feasibility studies and shared savings energy contracts. Understanding of municipal tariffs, energy auditing and management and both energy and water saving initiatives and technologies. Ability to engage with peers and other stakeholders. Knowledge of the Western Cape Department of Health and Wellness service.

DUTIES : Develop and monitor the implementation of the WCGHW Race to Net Zero 50 Action Plan working closely with a broad range of stakeholders including the Department of Environmental Affairs and Development Planning (DEADP), the City of Cape Town, other Municipalities, Health Care without Harm, Global Green and Healthy Hospitals (GGHH) and the National Department of Health. Conduct feasibility studies to identify and support Climate and Utilities initiatives, including Energy and Water savings initiatives, and develop financial models to enable short- and long-term budgeting for these initiatives. Provide support to and monitor Climate Change and Utilities projects as part of a multi-disciplinary team. This includes identification of shared savings opportunities and interventions, the review of audit reports, shared savings calculations and invoices with the Directorate: Infrastructure Planning, the Directorate: Infrastructure: Delivery, the Directorate: Engineering and Technical Services and other relevant departmental stakeholders. Monitor WCGHW facilities utilities by evaluating energy and water utilization and expenditure data. This also includes amongst others the downloading of Smart Metre Data, compiling of appropriate monitoring and evaluation documentation, GGHH annual reporting, the development of performance indicators and providing input for the WCGHW Annual Performance Plan (APP). Conduct engagements with departmental management and ensure managers at all levels in WCGHW have an understanding of the WCGHW Race to Net Zero 50 Action Plan including energy and water utilisation and are enthusiastically committed to achieving the savings targets. The engagements will be in the form of one-on-one meetings, presentations at management meetings, follow-up visits to facilities, webinars and awareness campaigns.

ENQUIRIES : Dr A Kharwa Tel No: (021) 918-1635
APPLICATIONS : 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 : 24 May 2024

POST 15/175 : **REGISTERED COUNCILLOR: GRADE 1 TO 3**
 Cape Winelands Health District
 (Contract Period till March 2026)

SALARY : Grade 1: R675 450 per annum
 Grade 2: R769 347 per annum
 Grade 3: R868 662 per annum
 (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a Registered Counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-district and district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Proven counselling skills with individuals, groups; set up of evidence-based community interventions; knowledge and/or experience in psychometric

- assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriately. Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
- DUTIES** : Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative duties as keep accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health worker and attend regular clinical supervision.
- ENQUIRIES** : Ms S Raynardt/Dr R Gaffoor Tel No: (021) 877-6400
- APPLICATIONS** : 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 24 May 2024
- POST 15/176** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POSTNATAL, NEONATAL LOW CARE AND KMC)**
Chief Directorate: Rural Health Services
- SALARY** : R520 560 (PN-A5) per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Flexibility to perform after-hour and weekend standby duties for the hospital. Willingness to work both day/night shifts, act on behalf of supervisor and/or another member of the nurse management team. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Managerial and leadership skills and values aligned with the WCG values: integrity; innovative visionary; catalyst for change; self-awareness and confidence; delegation; critical thinking; accountability; problem solving and decision making. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge in general nursing, infection prevention and control and quality assurance. Knowledge in midwifery, neonatology, and TOP. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical and evidence-based nursing practices, relevant public sector policies and protocols.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the Postnatal unit which includes gynaecology, TOP, neonatal low care and KMC services and related OPD areas. Development, monitoring and implementation of evidence based WCG/SANC/facility policies, guidelines, standards, procedures, and regulations within nursing. Management of human, physical

and financial resources – incl. staff performance, overtime, skills development, labour relations and bed management. Effective and efficient functional business unit management – incl. risk management, information management to enhance service delivery and quality patient care.

- ENQUIRIES APPLICATIONS** : Ms VE Rulumeni Tel No: (023) 348-1496
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. Shortlisted candidates could be subjected to a competency test on the day of the interview.
- CLOSING DATE** : 24 May 2024
- POST 15/177** : **LECTURER NURSING: GRADE 1 TO 2 (POST GRADUATE DIPLOMA NURSING PROGRAMMES)**
Western Cape College of Nursing
- SALARY** : Grade 1: R451 533 (PN-D1) per annum
Grade 2: R553 545 (PN-D2) per annum
- CENTRE REQUIREMENTS** : Based at Metro Campus
Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Trauma and Emergency, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master’s degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse, Midwife or Psychiatric (where applicable). Experience: **Grade 1:** A minimum of 4 years of appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
- ENQUIRIES APPLICATIONS** : Dr Y Magerman Tel No: (021) 684-1202
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. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 24 May 2024

<u>POST 15/178</u>	:	<u>LECTURER NURSING GRADE 1 TO 2: (UNDERGRADUATE NURSING PROGRAMMES)</u> Western Cape College of Nursing
<u>SALARY</u>	:	Grade 1: R451 533 (PN-D1) per annum Grade 2: R553 545 (PN-D2) per annum
<u>CENTRE REQUIREMENTS</u>	:	Boland/Overberg, Southern Cape Karoo and Metro Campus) Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse Midwife or Psychiatric (where applicable). Experience: Grade 1: A minimum of 4 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	:	Dr Y Magerman Tel No: (021) 684-1202, Ms HM Wiese Tel No: (044) 813 1841 (Southern Cape/Karoo Campus), Ms L Srauss Tel No: (023) 814 0090 (Boland/Overberg Campus)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for a change in registration status).
<u>CLOSING DATE</u>	:	24 May 2024
<u>POST 15/179</u>	:	<u>EMS SHIFT LEADER: GRADE: 3 TO 6</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	:	Grade 3: R317 751 per annum Grade 4: R376 596 per annum Grade 5: R455 079 per annum Grade 6: R558 714 per annum
<u>CENTRE</u>	:	Western District, Pinelands (Metropole), EMS

REQUIREMENTS

: Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** 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 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience in your current registration category with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code C1 driver's license. Current Professional driver's permit. Registration with HPCSA as an AEA, ECT, CCA, N. Dip or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Report writing skills. Computer literacy in the MS Office package.

DUTIES

: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of emergency vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regard to accident and incident reports and loss and theft control incidents. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.

ENQUIRIES

: Mr A Lund (District Manager) Tel No: (021) 508-4508

APPLICATIONS

: 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

: 24 May 2024

POST 15/180

ADMINISTRATION CLERK: FINANCE/ADMIN (ASSET MANAGEMENT)

Chief Directorate: Metro Health Services

SALARY

: R216 417 per annum

CENTRE

: Valkenberg Hospital

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supply Chain Management experience in an Asset Management environment. Appropriate LOGIS experience. Inherent requirement of the job: Good verbal and written communication skills. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Knowledge of Supply Chain Management processes. Knowledge of the Asset Management Framework, Provincial Treasury Instructions, and National Treasury Regulations.

DUTIES

: Maintain and update Asset Register. Procurement of Assets and services adjudicated, ensure all transactions comply with the legislative requirements. Manage Asset movement, inventory update and barcoding. Undertake Interim Financial and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure Disposals of all Assets pertaining to SCM policies and procedures. Compile the monthly, IFS and AFS reporting.

ENQUIRIES

: Mr L Pantsi Tel No: (021) 826-5921

APPLICATIONS

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates may be subjected to competency testing. No payment of any kind is required when applying for the post.
CLOSING DATE : 24 May 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 27 May 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 15/181 : **DEPUTY DIRECTOR: EXPENDITURE (PURCHASE AND PAYABLE) REF NO: DOI 65/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B-Degree /equivalent or higher qualification; A minimum of 3 years' relevant management level experience. Recommendation: A valid Code B driving licence; Working experience in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards. Skills in the following: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

DUTIES : Maintain salary deductions processes; Administer creditor accounts; Maintain payment process; Regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Operational management of the Sub-component.

ENQUIRIES APPLICATIONS : Mr G Rinquest Tel No: (021) 483 3426
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/182 : **BUSINESS ANALYST: ROAD SYSTEM DEVELOPMENT REF NO: DOI 46/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Department of Infrastructure, Western Cape Government
: An appropriate tertiary qualification (National Diploma/B-degree) or higher qualification in Information Systems and/or Engineering (B. Eng); A minimum of 6 years' experience in Information Technology; 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: Proven experience in translating business requirements into system requirements; Proven experience in compiling business and IT systems documentation; Proven experience in using or managing cloud services such as MS Azure; Proficiency with UI/UX software; Exceptional writing, verbal communication, and presentation skills; Experience in/or exposure to design and construction of large engineering projects; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modelling and re-engineering; Business Systems Analysis; Business Modelling; Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications; Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change

management & analytics. skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.

DUTIES : Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks. Map business processes and audit business systems. Prepare business cases for E-government, networking, and systems development programmes/projects. Perform transversal business systems analysis. Perform post implementation business systems and impact evaluation. Develop a Provincial Master System and IT Plans. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality. Ensure that the strategies and policies are implemented and adhered to. Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit. Actively contribute expertise to the project team in all areas of business analysis. Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings, and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages.

ENQUIRIES APPLICATIONS : Mr J Neethling at 073 952 9707
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/183 : **CONTROL WORKS INSPECTOR: ELECTRICAL MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO: DOI 48/2024**

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Department of Infrastructure, Western Cape Government
: A National Diploma (T/N/S stream) or equivalent qualification; Or A N3 and a passed trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate management experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Building contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Proven computer literacy (MS Office); Administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing building 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 and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES APPLICATIONS : Mr R Monare Tel No: (021) 483 5310
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/184 : **SENIOR ADMINISTRATIVE OFFICER: PROJECT, CONTRACT AND SUBSIDY ADMINISTRATION REF NO: DOI 42/2024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Public Management or relevant field; A minimum of 3-years' experience in a housing subsidy environment. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs. Excellent communication and presentation skills. Public Service Employment Equity Act. National Databank Deeds Officer register. PopulationPoint register. Computer literacy in Ms office package (Word, Excel, PowerPoint), Problem solving,

		Conflict Management, Innovative and Analytical thinker, planning and organising skills, Database administration skills.
<u>DUTIES</u>	:	Responsible for the supervision of accurate and timeous processing and flow of subsidy. Ensure that all audit (internal and external) requests are addressed timeously. Responsible for the verifications of all subsidy applications. Liaison with all role players regarding subsidy-related matters. Assist with the management and maintenance of the Housing Subsidy System. Supervision of personnel, training, and equipment.
<u>ENQUIRIES</u>	:	Mr T de Klerk Tel No: (021) 483 5322
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 15/185</u>	:	<u>DEMAND ANALYST: DEMAND MANAGEMENT REF NO: DOI 60/2024</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the data analysis and reporting within Supply Chain Management/ Finance/Economics environment. Competencies: Knowledge of the following: legislative and regulatory requirements pertaining to Supply Chain Management and stakeholder engagement. Skills needed: Planning and organising; Problem solving and decision making; Technical and data analysis, Reporting and project management; Communication and information management; Team membership and public speaking.
<u>DUTIES</u>	:	Conduct a high-level market analysis/assessment and industry analysis to determine available suppliers and commodities and for individual project proposals; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management; Design and implement a knowledge database for specifications, TOR's and serve on bid and/or quotations committees pertaining demand management; Prepare demand management plans, progress reports, monitor and review transactions on various SCM systems for demand analysis; Update and analyse statistics, update and submit procurement plan and amendments schedule engagements with branches, obtain feedback advise on inputs to the procurement plan; Provide administrative support to the management of the demand management unit.
<u>ENQUIRIES</u>	:	Ms A Janse van Rensburg Tel No: (021) 483 2018
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 15/186</u>	:	<u>STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 62/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Finance Management, Skills in the following: Analytical thinking; Proven Communication (written and verbal); Presentation; Computer literacy; Report writing; Conceptual and formulation; Team-building and strong inter- personal; Strong conceptual and formulation and strategic thinking/conflict resolution.
<u>DUTIES</u>	:	Compile/provide input to assurance services standard operating procedure and operational plan; Perform further investigations on provincial forensic services referrals and/or special requests for investigations; Post auditing of expenditure vouchers/claims and financial inspections; Perform inspections at municipalities; Maintain internal control processes.
<u>ENQUIRIES</u>	:	Mrs G Hartley Tel No: (021) 483 0498
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 15/187 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL)- ELECTRICAL: ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 114/2023 R1**

SALARY : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449 079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma in Electrical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (PR Techni); A minimum of 3 years relevant post qualification technical (electrical engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of Legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; People management; Planning and organising; change management; Good analytical, interpersonal and organisational skills.

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

ENQUIRIES APPLICATIONS : Mr I Haupt Tel No: (021) 483 6453
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/188 : **ADMINISTRATIVE OFFICER: HEALTH INFRASTRUCTURE REF NO: DOI 31/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge in the following: Departmental information systems (BAS, SITS, MyContent); Financial processes; Proven Computer literacy including the MS Office suite of programs; Report writing skills; Good planning and organisational skills; Good telephone etiquette; Verbal and written communication in at least two of the three official languages of the Western Cape.

DUTIES : Render line administrative support to the Chief Directorate: Health Infrastructure; Update leave and recruitment and selection database. Monitor and ensure that all payments and claims are processed correctly and timeously. Provide support to meetings, planning sessions and workshops; Manage programme / project related resources.

ENQUIRIES APPLICATIONS : Mr Peter Williams Tel No: (021) 483 4573
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/189 : **ADMINISTRATIVE OFFICER: PROJECT, CONTRACT AND SUBSIDY ADMINISTRATION REF NO: DOI 44/2024 (X2 POSTS)**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12) with a minimum of 6 years' experience in administrative. Recommendation: An appropriate 3-year National Diploma. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs. Excellent communication and presentation skills. Computer literacy in Ms office package (Word, Excel, PowerPoint), Problem solving, Conflict Management, Innovative and Analytical thinker, planning and organising skills, Database administration.
<u>DUTIES</u>	:	Assist to supervise the accurate and timeous processing and flow of subsidy applications. Render and ensure an effective liaison service to all role players. Report system challenges and update subsidy applications/ projects on Housing Subsidy System (HSS). Actively manage, supervise the performance and evaluation of employees within the component. Participate in the recruitment and selection of employees to ensure the achievement of the Sub-Directorate's Operational Standards. Assist with training of role players/ stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Binase Tel No: (021) 483 3977 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 15/190</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: INFRASTRUCTURE POLICY AND RESEARCH REF NO: DOI 47/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years relevant experience working in an administrative role or environment. Recommendations: Previous experience in a research, policy, or strategy environment. Competencies: Knowledge of the following: office policies, practices and various office procurement procedures; Including financial management and reporting procedures related to the budget and knowledge of strategic planning, mentoring, evaluation procedures and systems; Skills in the following: Good planning, organising and record keeping; Good analytical thinking and problem-solving; Good customer/client liaison; Good record keeping; Good telephone etiquette and people; Communication (written and verbal); Basic numeracy.
<u>DUTIES</u>	:	Render a general administrative support service to the Infrastructure Policy and Research Directorate; Assist the Directorate in carrying out administrative activities, both general and project related; Assist with secretariat functions at Directorate meetings, which include setting up meetings, drafting agendas, compilation of the minutes, editing presentations and circulating these to the members of the meeting; Provide support to the Infrastructure Policy and Research Directorate in terms of Financial Management; Assist the Directorate with the preparation and consolidation of financial inputs received from line managers for the facilitation of resource utilisation of projects; Monitor, control and report on expenditure in the Directorate as well as project expenditure; Provide support to the Infrastructure Policy and Research Directorate in all Human Resource management-related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Norushe Tel No: (021) 483 8420/3489 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 15/191</u>	:	<u>PROPERTY OFFICER: PROPERTY PLANNING REF NO: DOI 51/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B- Degree equivalent or higher) in property or built environment; A minimum of 2 years' experience in property planning and/or immovable asset management; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience both in property planning and immovable asset management Competencies: Knowledge of Property planning, compliance, and enablement with specific reference to planning, knowledge in office accommodation planning; heritage and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel, and Outlook,);

- DUTIES** : Planning and organising; Report writing and formulation; Problem-solving and analytical thinking; Project Management; Communication (written and verbal). Execute and report on responsibilities required to plan and facilitate the optimal utilisation of immovable assets, including Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Assist with matters pertaining to compliance and enablement of infrastructure delivery, including preparation of Power of Attorney or related documentation for relevant signatures. Monitor outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance. Obtain, provide, and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems' requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres. Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.
- ENQUIRIES** : Mr D Fourie Tel No: (021) 483 5422
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/192** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3year relevant experience. Recommendation: Experience working on BAS (Basic Accounting System); A valid code B driver's license. Competencies: Knowledge of the following: Government IAM act; Municipal valuation rolls; Conveyancing procedures; Read and interpret SG Diagrams and Read and interpret Title deeds, restrictive conditions and clauses. Skills in the following: communication (written and verbal); Computer literacy in Ms office package (Word, Excel, PowerPoint) and ability to work independently and as part of a team.
- DUTIES** : Collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); Understate the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; Ensure completeness of information on the IAR; Collect analyse, process and report on all data U-Amps and assist with compilation of C-Amp.
- ENQUIRIES** : Mr A Boersma Tel No: (021) 4833223
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/193** : **TRAINING OFFICER: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 54/2024**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 2 years' experience in a Supply Chain Management/Finance/Audit environment. 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: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management; Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.
- DUTIES** : Identify training needs for internal stakeholders, actively and regularly through the performance management system. Compliance assessments and skills audit; Arrange best practice training in the SCM sphere for all SCM

practitioners/officials in accordance with national minimum training requirements and all relevant prescripts, conducting market research and evaluate and assess the quality of learning programmes; Arrange and monitor all logistical arrangements for training interventions, various stakeholder engagements, contractor information sessions and general office support; Reporting on training contracts in place,(including recommending timely replacements, renewals, extensions and cancellation of contracts),compile and prepare reconciliation of invoices, and keeping records; Schedule engagements with and provide general feedback to supervisors and trainees on needs, outcomes and certificates; Coordinate, organise and implement informal training and awareness sessions for external stakeholders.

ENQUIRIES : Ms A Jansen van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/194 : **SUPPLY CHAIN MANAGEMENT CLERK: SYSTEM SUPPORT REF NO: DOI 53/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendations: Relevant working experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Skills in the following: Typing; Mathematical; Computer skills; Communication (written and verbal); Planning and organising; Interpersonal relations; Language; Flexibility and Teamwork.

DUTIES : Provide systems support to internal stakeholders to ensure efficient and effective SCM by testing, facilitating access; facilitating training and compliance monitoring on all SCM related systems such as SPLC, EPS, WCSEB, CRS, CSD. Maintaining of SCM filing plan and document repositories an ECM-system; Implement a process for retaining financial information as per prescripts and reporting cycles, including updating records on amongst others and the departmental website. Performing activities to contribute to the measuring performance of suppliers, the SCM unit, and the departments achievement of SCM objectives; Render clerical support in relation to surveys, system development, data collation and tools to support the Directorate in monitoring compliance with SCM legislative framework and reporting requirements; Implement and report on utilisation of systems and assist in the annual risk assessment and development of SCM risk response plan in relation to SCM systems including reporting to the IT Steering committee; Perform administrative activities relating to SCM Governance, in developing and maintaining tools, systems and mechanisms to track recommendations, feedback, complaints and enquiries; Providing administrative support: source quotations, arrange logistics, schedule and arrange meetings, confirm attendance, follow up on arrangements for engagements with internal and external stakeholders including attending and providing support for contractor information sessions related systems to increase the capability of suppliers in line with departmental objectives.

ENQUIRIES : Ms A Jansen van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/195 : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION REF NO: DOI 55/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendations: Relevant working experience in administrative, clerical and supply chain management. competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management;

- Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.
- DUTIES** : Render Asset Management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on Logis or similar system; Request and receive quotations; Capture specifications on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat of logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Render Logistical support services: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases; Receive request for goods from end users; Issue goods to end users; Maintain goods register and update and maintain register of suppliers.
- ENQUIRIES** : Ms H Kleinhans Tel No: (021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/196** : **SUPPLY CHAIN MANAGEMENT CLERK: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 56/2024 (X3 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant experience in Supply Chain Management, Finance or Compliance monitoring. Competencies: A good understanding of the following: Supply Chain Management functions; practices as well as prescripts. Skills in the following: Planning and Organising; Attention to detail; Cognitive; Communication (written and verbal); Computer literacy (MS Office suite); Mathematics; Interpersonal; Flexibility; Teamwork; Ability to work independently and as part of a team.
- DUTIES** : Providing administrative support to ensure the implementation of an effective SCM system by verifying that Departmental policies, processes, and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in SCM legislative environment; Performing activities to contribute to the measuring performance of Suppliers; Render clerical support to assisting in assessing compliance with SCM processes; Assist in the annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM Governance; Provide administrative support.
- ENQUIRIES** : Ms A Jansen Van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/197** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 57/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as: Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines,

instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, cession applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions.

ENQUIRIES : Ms A Jansen Van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/198 : **REGISTRY CLERK: ELECTRONIC RECORDS MANAGEMENT REF NO: DOI 59/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 Senior Certificate or equivalent qualification. Recommendation: Registry Clerks Course. Competencies: A good understanding of the following: Registry operations; Records disposal programme; Proven computer literacy; Ability to work under pressure and meet deadlines; Basic knowledge of MS Office; Able to work independently and in a team, good communication skills (verbal and written).

DUTIES : Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Assist the supervisor with allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of MyContent by adding folders and ensuring scanning of documents.

ENQUIRIES : Mr R Plaatjies Tel No: (021) 483 9590
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/199 : **ADMINISTRATION CLERK: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 61/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Skills in the following: Communication (written and verbal); Planning and organising; Report writing; Proven computer literacy.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component: Provide personnel administration clerical support services within the component: Maintain a leave register for the component: Capture and update expenditure in component.

ENQUIRIES : Mr A Kruger Tel No: (021) 483 7088
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 15/200 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 63/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); 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: Relevant working experience in administration, supply chain management and fleet management. Competencies: A good understanding of the following: Asset Control, store and stocktaking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical

- proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement; General administration; Data capturing; Licensing; Repair authority; Traffic fines; Machine transfers; Loss and control liaison; Auctions; Plant management.
- ENQUIRIES** : Ms H Kleinhans Tel No: (021) 959 7700
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/201** : **ADMINISTRATION CLERK: ADMINISTRATION AND FINANCIAL SERVICES REF NO: DOI 64/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. Recommendation: Experience in the following: Administrative experience, Project management; Relevant systems; Biz-projects, E-Works, BAS, My Content and SITS; Project support; Finance claims. Competencies: A good understanding of the following: Procurement and financial procedures; Applicable legislations; Skills in the following: Proven computer literacy (MS Excel, Word, Outlook and PowerPoint); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Furniture procurement and administration; Provide contract administration support; Provide office administration; Processing payments and other claims.
- ENQUIRIES** : Mr S Oliver Tel No: (021) 483 4816
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/202** : **OPERATOR SCAN CENTRE: ELECTRONIC RECORDS MANAGEMENT REF NO: DOI 58/2024**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good written and verbal communication; Computer literacy; Operating equipment; Planning; Problem solving.
- DUTIES** : Prepping of documents; Scanning of documents/Files; De-Prepping of documents/Files; Quality assurance; Scanning of vital records; Add electronic folders.
- ENQUIRIES** : Mr A Boersma Tel No: (021) 483 3223
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : 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. NB: 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.

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 May 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 15/203 : **ASSISTANT DIRECTOR: DISASTER RECOVERY REF NO: LG 07/2024 (X2 POSTS)**

SALARY : R444 036 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); A minimum of 3 years' experience in the disaster management, financial management, civil engineer or similar field. Recommendation: Experience in the following: Financial Management, Civil Engineering and Project Management; 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. Competencies: Knowledge of the following: Disaster Management Act (Act57 of 2002) as amended; Related policies and guidelines as well as applicable legislations; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Financial Management; Strategic Planning. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : To assist with the co-ordination and facilitate: The disaster assessments and verification processes; The disaster relief, rehabilitation and reconstruction projects; The disaster debriefings/ post events analysis studies; The application, allocation and monitoring of disaster grants; To assist with input to the Disaster Management Plans; To assist with the strategic management planning, human resource management, performance management, risk management; To assist with the finances/budget of the sub-directorate in terms of the financial prescripts.

ENQUIRIES : Ms D Chabana Tel No: (021) 937 6361

POST 15/204 : **LANGUAGE PRACTITIONER (GRAPHIC DESIGNER): LOCAL GOVERNMENT COMMUNICATION REF NO: LG 03/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS :

An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in graphic design and language. Recommendation: Supervisory 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. Competencies: Knowledge of the following: Complete Adobe Suite (InDesign, Illustrator and Photoshop); Editing and translation of documents; Graphic design; Print and reproduction principles; Videography; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Proofread and edit documentation ensuring brand compliancy; Liaise with freelance language practitioners and graphic designers; Quality check of work freelance language and graphic design practitioners to ensure look and tone of produced work adheres to the Western Cape Government brand guidelines; Quality check agency produced work ensuring brand compliance; Research, plan, conceptualise and produce internal and external (departmental and municipal) campaigns and publications for digital, social and print media; Assist with the development and creation of internal branding and corporate products; Assist with print production and specification development of communication materials; Perform administrative tasks.

ENQUIRIES : Ms R Van Wyk Tel No: (021) 483 4443

POST 15/205 : **ACCOUNTING CLERK: INTERNAL CONTROL REF NO: LG 08/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an internal control, auditing, or governance environment. A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions; Procurement and provisioning related tasks, prescripts, regulations, accounting officer system and delegations; Recordkeeping; Data capturing. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Planning and organisation; Basic numeracy skills; Ability to perform routine tasks.

DUTIES : Render clerical support services with regard to governance, assurance services and fraud and losses management; Evaluate the effectiveness of financial prescripts (perform pre and post audit inspections); Responsible for maintaining financial information and knowledge management (voucher control).

ENQUIRIES : Mr P Solomons Tel No: (021) 4834566

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 27 May 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 15/206 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 14/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : 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 within 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. Competencies: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Anti-corruption strategy; Supply chain management guide to accounting officers and authorities; Delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures and government financial systems; Public sector supply chain management models and processes; Procurement and tendering processes; Project management; Public Finance Management Act(PFMA); National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; 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 : Manage the functional operations with regard to compliance, performance management and capacity building in the supply chain management

- environment; Ensure the rendering of an effective and efficient demand management and acquisition management service; Manage and administer contracts; Provide support to potential service providers and line managers; Plan and manage the work of and account for the overall performance of the sub directorate; People management; Financial management
ENQUIRIES : Ms R Davids Tel No: (021) 483 4505
- POST 15/207** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: WCMD 07/2023 R1**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant financial experience. 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: Financial norms and standards; Financial delegations, procedures, and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel, and PowerPoint); Written and verbal communication; Numerical; Systematic approach.
- DUTIES** : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.
- ENQUIRIES** : Mr Y Gqamlana Tel No: (021) 467 4700
- POST 15/208** : **INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (WORCESTER) REF NO: WCMD 23/2024**
- SALARY** : R376 413 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 2 years relevant administrative experience; A valid Code B (08) or higher driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996(Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (Ms Office suite); Planning, organising and research skills; Excellent verbal and written communication skills.
- DUTIES** : Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.
- ENQUIRIES** : Mr CC Majiedt Tel No: (021) 4832073
- POST 15/209** : **ADMINISTRATION CLERK: SAFETY TRAINING (GENE LOUW) REF NO: WCMD 22/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative experience. Competencies: Skills in the following: Computer literacy; Planning and organising; Interpersonal; Communication (written and verbal) and Technical expertise.
- DUTIES** : Responsible for the head of the College's appointments and liaison in respect of arranging meeting; Responsible for all typing functions for the manager, safety training; Handling of office documentation; Performance of diverse duties operate switchboard, reception duties, ad hoc tasks.
- ENQUIRIES** : Ms J Tweedie Tel No: (021) 983 1520

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** : 27 May 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 15/210** : **CHIEF DIRECTOR: PEOPLE TRAINING AND EMPOWERMENT REF NO: DOTP 09/2023**
- SALARY** : R1 371 558 per annum (Level 14)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: Post graduate degree and academic exposure would be to your advantage. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; 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; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
- DUTIES** : Strategic management, advice and guidance in respect of the following functional areas: Render services with regards to people training and development; Deliver learning and development programmes; Lead the continuous optimisation, growth and innovation of the Provincial Training Institute; Render support services to the Chief Directorate. Strategic Management; Change Management; People Management; Oversee Financial Management at chief directorate level which includes the following: Manage participation in the budgeting process at chief directorate level; Ensure the

preparation of the Annual and Adjustment Budgets; Ensure that the correct tender and procurement procedures are adhered to in respect of purchases made; Ensure contracts are managed effectively and efficiently; Management, maintenance and safekeeping of the chief directorate assets; Ensure that full and proper records of the financial affairs are kept in accordance with prescribed norms and standards.

ENQUIRIES : Ms. Louise Esterhuysen Tel No: (021) 483 4869

POST 15/211 : **CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 18/2023**

SALARY : R1 371 558 per annum (Level 14)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: A relevant Masters Degree and experience of working in a policy and strategy environment, preferably in the Public Sector. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; 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; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.

DUTIES : Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans. Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes. Initiate and manage transversal futures modelling research. Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation

of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management. Dr HC Malila Tel No: (021) 483 6673)

ENQUIRIES

POST 15/212

DIRECTOR: TRAINING REF NO: DOTP 10/2023

SALARY
CENTRE
REQUIREMENTS

R1 162 200 per annum (Level 13)
Department of the Premier, Western Cape Government
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management level experience. Recommendation: Post graduate degree and academic background and/or experience would be to your advantage. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Human Capital Development; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES

Strategic management, advice and guidance in respect of the following functional areas: Curriculum development and quality assurance; Functional, transversal and management and leadership training interventions; Continuous optimisation, growth and innovation of the Provincial Training Institute; Strategic Management; Change Management; People Management and Financial Management.

ENQUIRIES

Ms. Louise Esterhuysen Tel No: (021) 483 4869

POST 15/213

DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOTP 11/2024

SALARY
CENTRE
REQUIREMENTS

R1 162 200 per annum (Level 13)
Department of the Premier, Western Cape Government
An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant experience at a middle/senior managerial level. Recommendation: Post graduate degree in Industrial / Organisational Psychology. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES

Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top

management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over-or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856

POST 15/214 : **DIRECTOR: PERFORMANCE AND PRIORITY UNIT REF NO: DOTP 12/2024**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant experience at a middle/senior managerial level. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core. Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over-or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (021) 483 5856

OTHER POST

POST 15/215 : **ADMINISTRATIVE OFFICER: TRANSPORT REF NO: DOTP 26/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Government Motor Transport Regulation, guidelines and prescripts; Finance prescripts; National and Provincial Road Transport statutory and regulatory prescripts and guidelines; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Problem solving; Supervisory; Ability to work independently and as part of a team.

DUTIES : GG Transport control officer: GG vehicle fleet management; Processing and administering applications for use of GG vehicles and GMT general hire; Ensure that vehicles are maintained and serviced for roadworthiness; Administering and processing government motor transport claims; Administering traffic violation; GG transport reporting; Asset controller.

ENQUIRIES : Mr D H Rossouw Tel No: (021) 483 3984

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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 :

27 May 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS :

To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE :

27 May 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 15/216 :

SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 27/2024 (X2 POSTS AVAILABLE IN RETREAT AND PHILLIPI)

SALARY :

R452 667 - R524 250 per annum, (OSD as prescribed)

CENTRE :

Department of Social Development, Western Cape Government

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 :

Ms P Magadla Tel No: (021) 763 6209

POST 15/217 :

ASSISTANT DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 02/2024

SALARY :

R444 036 per annum (Level 09)

CENTRE :

Department of Social Development, Western Cape Government

REQUIREMENTS :

An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant administrative experience in a Human Resource environment. 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. Competencies: Knowledge of the following: Monitoring and

evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources; Principles and processes for providing customer and personnel services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards; Public management and administration; Relationship management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Legal Administration; Strategic planning; Planning and Organising.

DUTIES

: Operationalise the monitoring, assessment and reporting on the service delivery of the CSC to the department in terms of the CSC-service level agreement; Operationalise and facilitate the periodic internal review of the CSC-service level agreement to ensure that the department's service delivery requirements are met; Operationalise the departmental operational service delivery obligations as required by the CSC - service level agreement (SLA); Coordinate the departmental operational service delivery obligations as required in the CSC service level agreement; People Management.

ENQUIRIES

: Ms R Patel Tel No: (021) 483 9392