

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

CLOSING DATE : 17 June 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 18/44 : **SCIENTIFIC MANAGER: ANIMAL SCIENCE REF NO: AGR 25/2024**

SALARY : Grade A: R1 042 170 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate MSc degree in Animal Sciences 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 in Animal Science; A minimum of 6 years post qualification experience in animal science research; A valid code B driving licence. Recommendation: PhD in Animal Sciences. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies and models; research and development; computer-aided scientific applications; Legal compliance; Technical report writing; Creating a high performance environment; Professional judgement; Data analysis; Policy development and analysis; Scientific presentation; Mentoring. Skills in the following: Strategic capability and leadership; Decision making; Team leadership; Creativity; Financial leadership; Customer focus and responsiveness; Computer literacy; Communication; Networking; Conflict management; People management; Change management; Computer literacy.

DUTIES : Strategic Management – Provide strategic leadership to enhance the development and implementation of policies, systems and procedures; Line Function Management – Lead, coordinate and develop research and development in the animal sciences; Administrative Management – Financial and people management; Governance – Allocate, control and report on all resources.

ENQUIRIES : Dr IA Trautmann Tel No: (021) 808 5012
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/45 : **DEPUTY DIRECTOR: AGRICULTURAL INFORMATION SYSTEMS REF NO: AGR 46/2023 R1**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Post graduate Degree in Economics, Agricultural Economics, Development Planning or Planning; A minimum of 5 years management level experience in the development of government statutory documents as well as in government monitoring and reporting; A valid driving license (Code B or higher). Recommendation: Experience of working in a government environment. Competencies: Knowledge the following: Western Cape Agriculture sector; Policy development processes and key role players in the Western Cape; Government systems and processes; Strategic processes and players in the Western Cape. Skills needed: Analytical and policy analysis; networking; Strategic thinking; Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Budget Management.

DUTIES : Conduct strategic research relevance to the Western Cape Agriculture Sector; Develop and annually review the Department's strategic planning documents

(Departmental Strategic Plan (SP) and Annual Performance Plan (APP)).
Coordinate the Department's contribution to Provincial Strategic Processes;
Perform management, administrative and related functions.

ENQUIRIES : Dr DP Troskie Tel No: (021) 808 5190
APPLICATIONS : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/46 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY**
REF NO: AGR 22/2024

SALARY : Grade A: R721 476 - Grade C: R1 084 368 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc (Agric) 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 in Animal Science; A minimum of 3 years post qualification experience; A valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstrable experience in dairy research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Dr C De Brouwer Tel No: (021) 808 5220
APPLICATIONS : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/47 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY**
REF NO: AGR 23/2024

SALARY : Grade A: R721 476 per annum - Grade C: R1 084 368 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc Agric 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 in Animal Science; A minimum of 3 years post qualification experience; A valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Dr C De Brouwer Tel No : (021) 808 5220
APPLICATIONS : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/48 : **FACILITY MANAGER: ANIMAL SCIENCE REF NO: AGR 24/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Agriculture with animal science as a major subject; A minimum

of 5 years relevant post qualification experience in agricultural research support. 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: Livestock farming with different species, including but not limited to sheep, dairy, beef and ostriches; Research project infrastructure requirements, specifically for livestock research; General farming management, e.g. transport requirement, personnel requirements; Livestock farming requirements with reference to handling facilities, water reticulation, fencing. Skills in the following: Technical farm-related skills; Decision making; Team leadership; Computer literacy; Communication; Networking; Conflict management; People management; Change management.

DUTIES : Resource management – infrastructure, personnel, allocated funds – planning and organisation; Support research and technology development in animal sciences – research projects; Administration – financial, people, asset and provisioning management - oversight; Governance – Allocate, control and report on all resources.

ENQUIRIES : Dr CHM De Brouwer Tel No: (021) 808 5220
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/49 : **HOUSEHOLD SUPERVISOR: GENERAL SUPPORT SERVICES REF NO: AGR 21/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) or equivalent qualification (ABET Level 4); A minimum of 3 years relevant experience in an industrial food service kitchen. Recommendation: Relevant experience in food services; Ability to lift heavy loads; Ability to work shifts, weekends and public holidays. Competencies: Good understanding of occupational Health and Safety Act, the Hazard Analysis Critical; Control points (HACCP) and good safety points and computer literacy; Skills required: working under pressure and meet deadlines; Good interpersonal and communication skills and positive attitude towards service delivery.

DUTIES : Supervise Food Service Aids; Responsible for the ordering, receiving of goods; Responsible for record keeping of products; Preparation and implementation of the standard menu, production planning, portioning and distribution of all meals; Implement, maintain and supervise safety measures for the preparation of meals, the use of apparatus and equipment and general hygiene in the unit; Implement and main security measures to limit loss of stock, apparatus and equipment and general hygiene in the unit; Assist the Administrative Officer with general administration and Human Resources matters (i.e. recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES : Ms. LB Smith Tel No :(021) 808 5470
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. 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 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
 3. 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 : 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 CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 17 June 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 18/50 : **OFFICE MANAGER REF NO: CAS 33/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

DUTIES : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms C. Van Wyk Tel No: (021) 483 9507/8
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 18/51 : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: CAS 29/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Recommendation: Experience in Supply Chain Management processes; Working Knowledge of Enterprise Content Management/My Content. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Information systems (LOGIS); Reporting procedures. Skills needed: Written and verbal communication skills; Proven computer literacy;

- Organisational; Analytical thinking; Planning and organising; Interpreting regulations, Interpersonal relations.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Provides support to manager regarding meetings; Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly; Renders administrative support services; Supports the manager with the administration of the manager's budget.
- ENQUIRIES CENTRE APPLICATIONS** : Mr Shaun Julie Tel No: (021) 483 3134
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 18/52** : **ARCHIVIST: COLLECTION MANAGEMENT SERVICES REF NO: CAS 30/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Archival studies or with history as a main subject; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge and understanding of the following: Computer experience (Word, Excel, PowerPoint, Outlook); Automated storage and retrieval systems/Access to Memory; Sources of records and arrangement and description of records; Archives legislation and policies. Competencies: Knowledge of the following: Process and/or describe archival collection in all formats; Standards, practices and tools for bibliographic and archival control; Appropriate archival collection processing and description levels and practices for easy access and retrieval; Digital repositories, and knowledge of best practices to accessions, create, edit, describe, and preserve digital objects; Provincial Archives Act, policies and guidelines. Skills in the following: Good verbal and written communication; Proven computer literacy; Organising and research skills; Time management; Good interpersonal relations; Be able to meet strict deadlines; Ability to work well within a team and independently.
- DUTIES** : Collect arrange, describe and preserve non-public and public records; Compile finding aids in order to facilitate public access to holdings; Preserve non-public and public records.
- ENQUIRIES CENTRE APPLICATIONS** : Ms C Ngobo Tel No: (021) 483 0434
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 18/53** : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: CAS 31/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior 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: Financial management; Information systems (LOGIS and BAS); Reporting procedures; Supply Chain Management; Applicable financial legislation such as the PFMA and Treasury Regulations. Skills needed: Analytical thinking; Planning and organising; Multi-tasking; Computer Literacy (including Microsoft 365); Interpreting regulations; Interpersonal relations; Emotional Intelligence.
- DUTIES** : Provide correspondence support services to the office of the CFO; Ensure the effective flow of information and documentation; Manage the CFO's diary; Provide administrative support services; Provide logistical support services; Assist with meetings and provide secretariat services; Administration of the office budget; Draft and/or consolidate documents as required; Provide records management services to the office of the CFO; Maintain the required registers in the Office of the CFO; Studies the relevant Public Service and Departmental

prescripts/ policies and other applicable laws and regulations and ensure that the application thereof is understood properly.

ENQUIRIES : Ms Brenda Rutgers Tel No: (021) 483 9525
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 17 June 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 18/54 : **ASSISTANT DIRECTOR (TRIBUNAL SUPPORT): OFFICE OF THE CONSUMER PROTECTOR REF NO: DEDAT 03/2024**
(12 Month Contract)

SALARY CENTRE : R444 036 per annum (Level 09), plus 37% in lieu of benefits
Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year bachelor's degree (equivalent or higher qualification) in the legal field; A minimum of 3 years' experience working in a legal and/or regulatory environment. Recommendation: Admission as an attorney or Advocate; Working knowledge of legal processes; 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: Overall understanding of the legal environment related to consumer protection and/or the court process; Labour processes; Financial management including the Public Finance Management Act; Project management; Public service procedures; Applicable policies and procedures; Relationship management; ECM (My Content); Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Project Management; Accounting finance and audit; Information technology formal training; Legal administration; Strategic planning; Ability to work independently and as part of a team.

DUTIES : Administrative and operational services provided to the Western Cape Consumer Affairs Tribunal (WCCAT); Render a prosecution service to WCCAT; Project implementation and administration; Operational plan development and implementation of counterfeit goods operations; Financial management.

ENQUIRIES : Mr B Nopote Tel No: (021) 483 9411 or Buyileat.Nopote@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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 18/55 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 271 901 per annum

Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).

- CENTRE REQUIREMENTS** :
: Lentegour Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Available and willing to participate in after-hours duties if required. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
- DUTIES** :
: Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch/University of Cape Town).
- ENQUIRIES APPLICATIONS** :
: Mr W Caesar Tel No: (021) 370-1411
: 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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other vacant Psychiatrist posts within the Chief Director Metro Health Services, for a period of 3 months from the date of advert.
- CLOSING DATE** :
: 14 June 2024
- POST 18/56** :
: **PHARMACY SUPERVISOR: GRADE 1 (ONCOLOGY)**
- SALARY** :
: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** :
: Tygerberg Hospital, Parow Valley
: Minimum Educational Qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: A minimum of 3 years of appropriate experience after registration as a Pharmacist with the SAPC. Inherent Requirements of the job: A Valid driver's licence. Ability to cope under pressure and maintain a high standard of professionalism. Able to perform after-hour duties e.g. on-call pharmacist and weekend shifts. Competencies(knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974, Medicines and Related Substance Control Act 101 of 1965 as amended. Knowledge of the Public Service Finance Management Act. Knowledge of Pharmacy Finance and Supply Chain. Proof of continuous professional development.
- DUTIES** :
: Reporting to the manager to assist as needed in clinical meetings related to pharmacy e.g. Pharmacy and Therapeutic Committee. Participate and initiate

research projects. Human Resource Management: Delivery of professional advisory service, and training of pharmacy staff with emphasis on Oncology medication. Training of Pharmacist Interns and Pharmacist Assistants as a Registered Tutor. Able to perform after-hour duties e.g. On-call pharmacist and Weekend shifts. Provision of Pharmaceutical Care including prescription evaluation, dispensing of medication, mixing of cytotoxic medication and provision of information to ensure patient compliance and therapeutic success with the emphasis on Oncology medication. Assist with effective drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals, with an emphasis on Oncology medication. Assist with the monitoring and control of pharmaceutical expenditure, application of budgetary control measures and promotion of rational drug use with an emphasis on Oncology medication. Candidate must take leadership in the pharmacy to establish a value-driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance with respect to Good Pharmacy Practice and Ideal Hospital.

- ENQUIRIES** : Ms I Adams Tel No: (021) 938-4619
- 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** : 10 June 2024
- POST 18/57** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)**
- SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management or Public Management or Public Administration or Finance related e.g. Economics/Accounting. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Competencies (knowledge/skills): Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Problem-solving, lateral thinking and data analytic skills.
- DUTIES** : Analyse business management reports for accuracy and highlight trends. Assist with the Auditor General audit process and implement interventions to mitigate findings. Assist with monitoring of cost centre budget allocation. Develop robust information systems for the hospital for decision-making purposes. Ensure efficient and accurate billing of patients including correct classification of patients. Evaluate data integrity, including analysing information to assist managers with decision-making. Monitor debtor's accounts and manage debt collection processors including medical aid patients. Monitor hospital statistics and efficiency of hospital output. Monitor revenue collection to ensure collection targets are met. Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections within the finance component.
- ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3248
- 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** : 14 June 2024

POST 18/58 : **DEPUTY DIRECTOR: ADMINISTRATION (12-MONTH CONTRACT) (G2G USAID IMPLEMENTATION) (X2 POSTS)**
Chief Director: Metro Health Services

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

CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in health systems, procedures, data collection, information, and project management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform overtime when required. Willingness to travel to the District and National office (when required). Competencies (knowledge/skills): Good meeting, presentation skills and the ability to present data at senior management level and the ability to work in a team context. High-level computer competency in Microsoft Office and other software packages.

DUTIES : Attend the relevant Health priority /SCWG meetings; represent the substructure report thereon. Build public health skills and population-based thinking at substructure (SS), facility and community level as part of a population health management hub. Improved working relationships with internal and external stakeholders related to CIS (Clinical Implementation Support). Provide technical input to support SCWG (Service Coordinating Work Group) to optimize service priorities across the different groups. Strengthen Monitoring & Evaluation processes at the substructure and facility level. Support facilitate out roll of new projects and report thereon. Support implementation of priority projects e.g., DMOC (Differentiated Models of Care), COPC (Community Orientated Primary Care), targeted universal test and treatment for TB. Support service quality improvement initiatives related to the above projects including implementation of the CGE (Clinical Governance Evaluations) process and strengthening the implementation of DMOC (Differentiated Models of Care). Support the information management team in improving the local use of data at the substructure and facility level to strengthen programme management including the use of tools available through SPV. Support the team members with the implementation of priority projects on request.

ENQUIRIES : Ms. A Janse van Rensburg Tel No: (021) 815-8671
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. Shortlisted candidates will be subjected to a practical test and competency assessment.

CLOSING DATE : 10 June 2024

POST 18/59 : **CHIEF ARTISAN: GRADE A**
Chief Director: Metro Health Services

SALARY : R455 223 per annum
CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post-qualification experience as an Artisan/Artisan Foreman. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness and ability to perform standby duties after hours and over weekends/public holidays when the need arises. Competencies (knowledge/skills): Appropriate building management experience. Appropriate supervisory/managerial experience. Communication, organising and project management skills. Computer Literacy. Knowledge of the relevant legislative prescripts, policies and procedures.

DUTIES : Draft monthly reports and perform other relevant administrative tasks. Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Implement strategies to ensure continuous adherence to OHSWA and other legislative frameworks. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Strategic planning and management of hospital maintenance needs and infrastructure projects.

ENQUIRIES : Ms P Kana Tel No: (021) 826-5789
APPLICATIONS : 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. Shortlisted candidates may be required to undergo a practical test.
<u>CLOSING DATE</u>	:	14 June 2024
<u>POST 18/60</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G USAID IMPLEMENTATION) (X2 POSTS)</u> Chief Directorate: Metro Health Services (12-Month Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Office of the Chief Directorate: Metro Health Services Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in health systems, procedures, data collection, information, and project management. Appropriate experience in programme monitoring and evaluation in a healthcare setting. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel to the districts. Willingness to perform overtime when required. Competencies (knowledge/skills): Good meeting, presentation skills and the ability to present data at the senior management level and the ability to work in a team context. Computer literacy in MS Office.
<u>DUTIES</u>	:	Development, implementation and review of methodologies, standard operating procedures and tools for monitoring and evaluation for all health programmes related to substructure priorities and grant objectives. Regular review and updating of procedures, processes, and tools and liaise with Information Management on key data elements. Support substructure and facility staff in the use of available tools including SPV and compile feedback on challenges experienced by users with respect to data tools such as those in SPV. Facilitate the improvement of tools by providing feedback to relevant stakeholders and following up on steps to improve systems. Facilitate and/ or conduct data analyses to determine data quality; recommend, monitor and report on improvements to data collection processes. Work closely with the population hub management team to support health-strengthening activities. Respond to data and information needs work with the information management officers at facility and substructure level and support the quality improvement activities with a focus on the data needs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Janse van Rensburg Tel No: (021) 815-8671 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. Shortlisted candidates may be subjected to a practical test and a competency assessment.
<u>CLOSING DATE</u>	:	10 June 2024
<u>POST 18/61</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G USAID IMPLEMENTATION) (X6 POSTS)</u> Chief Directorate: Metro Health Services (12-Month Contract)
<u>SALARY CENTRE</u>	:	R444 036 per annum Khayelitsha Eastern Substructure Northern Tygerberg Substructure Southern Western Substructure Klipfontein Mitchell's Plain Substructure Office of the Chief Director: Metro Health Services X2 Posts (X1 Post Workstation at City of Cape Town; X1 Post workstation at Bellville Health Park)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in health systems, procedures, data collection, information, and project management. Appropriate experience in programme monitoring and evaluation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to perform overtime when required. Competencies (knowledge/skills): Good meeting, presentation skills and the ability to present data at senior management level and the ability to work in a team context. High-level computer competency in Microsoft Office and other software packages.
<u>DUTIES</u>	:	Provide technical Support for the implementation of COPC (Community Orientated Primary Care) and wellness services toward Universal Health Care, by providing support of quality improvement initiatives such as strengthening implementation of DMOC (Different Models of Care) and MECC

(Make every contact count). Provide support to enhance preventative strategies such as TUTT (TB Universal Test and Treat), HTS (HIV Testing Services), U=U as related to a COPC approach. Support the achievement of key milestones within set deadlines. Facilitate and support the operationalisation of COPC in Cape Town Metro sites by means of roll out of COPC toolkit and orientation of the toolkit for further implementation. Capture learnings from the facility teams from the COPC toolkit implementation and provide feedback to the task team and support the Metro COPC Task and Sub-structure teams. Conduct/review/update a situational analysis of wellness services across CT Metro and Wellness package of care currently delivered including data indicators that's been monitored. Support the development of a wellness services planning process facilitation operationalization of these services. Support the development of a COPC orientated Wellness Service guideline to support MHS sub-structure and City Health Areas. Assist in identifying areas of synergy and collaboration between COPC, Wellness services, DMOC & MECC and provide technical input. Document all planning and other processes implemented across the CT Metro. Prepare reports to submit to all relevant stakeholders: Substructure management, MHS CD and funders. Support, monitor and evaluate the roll-out of wellness services, COPC Toolkit across the Metro.

ENQUIRIES : Ms A Janse van Rensburg Tel No: (021) 815-8671
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 the post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 10 June 2024

POST 18/62 : **PRINCIPAL FOOD SERVICES SUPERVISOR**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: General Education and Training Certificate (GETC) - Grade 9/ (Std. 7) and Food Certificate. Experience: Appropriate experience in a food service environment. Appropriate experience in a large-scale kitchen. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules and standards and to meet deadlines. Good interpersonal, communication, organisational and writing skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets of large-scale food preparation according to standardised recipes. Knowledge of pest and infection control. Computer literacy.

DUTIES : Strategically supervise the Food Service Unit. Control operational food services. Implement and check hygiene and occupational health and safety. Check the maintenance and control of apparatus and equipment. Implement the principles of Human resources. Implement financial management.

ENQUIRIES : Ms R Keyser Tel No: (021) 938-4135
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 : 14 June 2024

POST 18/63 : **ARTISAN ASSISTANT**
 Chief Directorate: Emergency and Clinical Service Support

SALARY : R183 279 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum Requirements: Grade 10 (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be strong and be able to carry batteries and inverters of up to 60kg. Physically fit to do manual labour. Valid Code 8 driver's licence. Competencies (knowledge/skills): Knowledge in the electrical field. Previous exposure to the EMS and health facilities environment. Knowledge of the Occupational Health and Safety Act,1993. Must be able to work with your hands and safely operate electrical power tools. Must be interested in electrical and radio frequency fields.

- DUTIES** : Assist the manager with minor building repairs, carpentry projects, installations, furniture repairs and technical work. Assist the senior radio technician with equipment installation in vehicles. Attend compulsory training. Clean areas on completion of work. Make all tools and materials available before commencing a job. Travel between EMS, health care and repeater facilities to inspect requests and assist with installations of radio equipment.
- ENQUIRIES APPLICATIONS** : Mr C Van Antwerpen Tel No: (021) 932 6071
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 expected to undergo a practical assessment.
- CLOSING DATE** : 14 June 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 17 June 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 18/64** : **DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 79/2024**
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 13), all-inclusive salary package
Department of Infrastructure, Western Cape Government
An appropriate 3-year B-degree/ Registered Built Sector Professional Qualification/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years middle-management experience related to this portfolio; A valid driving licence; Completion of the SMS (Senior Management Service) Pre-entry Programme upon appointment. Recommendation: Ability to interpret and enforce the application of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Working knowledge of the following: Government practices, policies and procedures; Human Resource Management practices; Community Facilitation; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Public Finance Management Act, Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry

Development Board (CIBD) Act, 38 of 2000; Broad Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP); Economic Reporting Framework; Western Cape Infrastructure Development Management System; Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Sound Budgeting skills; Facilitation and Presentation skills; Technical Proficiency; Applied strategic thinking skills.

DUTIES : Establish, develop and implement an Acquisition Management System inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management; Drive the implementation in respect of Strategic Sourcing for strategic commodities in the Department; Ensure fully functional Committee Structures in the acquisition processes throughout the SCM System; Establish, develop and implement the framework for Infrastructure Delivery and Procurement Management inclusive of mechanisms, tools, templates and institutional bodies and coordinate the function for the Provincial Government; Ensure efficient and effective oversight and management of all financial resources of the Chief Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of human resources to achieve the predetermined indicators and service delivery imperatives as well as sound labour practices.

ENQUIRIES : Ms. P Van Der Merwe Tel No: (021) 483 6915
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>.

OTHER POSTS

POST 18/65 : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R5**

SALARY : Grade A: R833 499 - R889 158 per annum
 Grade B: R939 024 - R1 011 597 per annum
 Grade C: R1 068 342 - R1 254 282 per annum
 (Salary will be determined based on post registration experience as per OSD prescript)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Engineering Degree [B Eng./BSc (Eng.)] or relevant qualification; A minimum of 3-years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management

and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

- ENQUIRIES APPLICATIONS** : Mr I Haupt Tel No: (021) 483 6453
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- 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** : 17 June 2024
- POST 18/66** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 144/2023 R1**
- SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
- : An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
- DUTIES** : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
- ENQUIRIES APPLICATIONS** : Ms C Skillicorn Tel No: (021) 483 4605
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- 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 : 17 June 2024

POST 18/67 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MATERIALS/PAVEMENTS REF NO: DOI 26/2024**

SALARY : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
Engineering Degree (B Eng./ BSC (Eng.)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving license. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; knowledge Research and development; Computer-aided engineering applications; legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development: Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 2427
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 : 17 June 2024

POST 18/68 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE REF NO: DOI 89/2023 R2**

SALARY : Grade A: R833 499 - R889 158 per annum
Grade B: R939 024 - R1 011 597 per annum
Grade C: R1 068 342 - R1 254 282 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People

<u>DUTIES</u>	: Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
<u>ENQUIRIES APPLICATIONS</u>	: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>NOTE</u>	: Ms R Kok Tel No: (021) 483 3056
<u>CLOSING DATE</u>	: To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 18/69</u>	: 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.
<u>SALARY</u>	: 17 June 2024
<u>CENTRE REQUIREMENTS</u>	: <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL) REF NO: DOI 67/2024</u>
<u>DUTIES</u>	: Grade A: R833 499 - R889 158 per annum, (OSD as prescribed) Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed) Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
<u>ENQUIRIES APPLICATIONS</u>	: Department of Infrastructure, Western Cape Government : Engineering Degree (B Eng./ BSC (Eng.)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving license. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; knowledge Research and development; Computer-aided engineering applications; legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<u>ENQUIRIES APPLICATIONS</u>	: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development: Continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Hendrickse Tel No: (021) 483 2427
<u>ENQUIRIES APPLICATIONS</u>	: 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 : 17 June 2024

POST 18/70 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 80/2024**

SALARY : Grade A: R721 476 - R774 267 per annum
Grade B: R821 142 - R876 018 per annum
Grade C: R925 146 - R1 084 368 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills needed: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices ; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; survey-related matters. Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES APPLICATIONS : Mr J Sui Sang How Tel No: (021) 483 3329
: 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.
17 June 2024

CLOSING DATE

POST 18/71

TOWN AND REGIONAL PLANNER: PROPERTY PLANNING AND INFORMATION REF NO: DOI 81/2024

SALARY

Grade A: R721 476 per annum – Grade C: R1 084 368 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS

Department of Infrastructure, Western Cape Government
An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Recommendation: Experience in the following: Forward planning related to the provision of public facilities; working with multi-disciplinary teams; Planning experience within the context of immovable asset portfolio management and legislation (e.g. GIAMA and WCLAA (Western Cape Land Administration Act).

DUTIES

Ensure the application of planning principles in land development; Procurement and contract management of professional service providers, including the preparation of technical specifications, procurement documentation and contract document; Human capital development (mentor, supervise, manage performance and facilitate skills and knowledge transfer and development); Office administration, budget planning and management, adherence to financial, SCM (Supply Chain Management) and human resource administration prescripts and reporting on all aspects of work; Research and development, including continuous professional development, identifying and undertaking areas of work requiring research, liaison with relevant bodies/councils on planning related matters.

ENQUIRIES APPLICATIONS

Mr W Amsterdam Tel No: (021) 483 8259

NOTE

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

17 June 2024

POST 18/72

CONTROL ENGINEERING TECHNICIAN, MATERIALS SOURCING REF NO: DOI 82/2024

SALARY

Grade A: R522 741 per annum, (OSD)

CENTRE REQUIREMENTS

Department of Infrastructure, Western Cape Government
An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA) Or has submitted with ECSA for Professional registration as a Professional Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Technician will then be applicable within 6 months from appointment; A Valid Driving license (code B). Competencies: Knowledge of the following: TGravel wearing course material specifications and behaviour; Prospecting for gravel wearing course materials; Geology, Materials testing; Compilation of mine plans; Legal requirements for the establishment of gravel borrow pits (NEMA, LUPA, Road Ordinance); Land expropriation procedures; Borrow pit mining requirements; Materials Management Information System; Project Management; Research and Development; People skills and management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making; Liaison with other government departments.

DUTIES : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 3107
: 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 Tel No : (086) 137 0214. 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 : 17 June 2024

POST 18/73 : **ASSISTANT DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 71/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B- Degree (equivalent or higher qualification) in Built environment/Business; A minimum of 3 years' experience of Immovable Asset Management and IAR- related; A valid Driver's License. Recommendation: Project management experience in an Immovable Asset Management environment; U-AMP and C-AMP experience will be an advantage. Competencies: Knowledge of the following: Government Immovable Asset Management; Western Cape Land Administration Act; Relationship and Customer management; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team; Problem-solving and Decision-making.

DUTIES : Manage and execute the achievement; Undertake and oversee information management (collect, analyse, process and report on information) related to the U-AMPs and compilation of the C-AMP including coordinating strategic inputs; Report on Immovable Asset; Develop and monitor policies SOPs pertaining to the Immovable Asset Register; Research and determine ownership of problematic cases, such as un-surveyed and unregistered properties; Managing compliance aspects related to relevant legislation governing immovable assets; Office administration, budget planning and management; adherence to financial, SCM and human resource administration prescripts and reporting on all aspects of work.

ENQUIRIES APPLICATIONS : Mr G Meyer Tel No: (021) 483 2601
: 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 : 17 June 2024

POST 18/74 : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: DOI 72/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 3 years

relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Relevant accounting experience and working knowledge of SCOA; 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: Accounting; SCOA; PFMA; Logistical Information System (LOGIS); Asset Management; Skills needed: Written and verbal communication; Proven computer literacy in MS Office package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Problem-solving and Decision-making.

DUTIES : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Human Resource Management.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949
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 : 17 June 2024

POST 18/75 : **ENGINEERING TECHNOLOGIST: ELECTRICAL, (PRODUCTION LEVEL)**
REF NO: DOI 66/2024

SALARY : Grade A: R429 930 per annum - Grade C: R654 252 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Professional Technologist or have submitted with ECSA for Professional registration as a Professional Engineering Technologist; A valid code B driving license. Recommendation: Appropriate experience in one or more of the following engineering disciplines; Pavement, geometric or roads design; Public Sector experience/exposure; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team

leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management.

DUTIES : Manage technological advisory services; Plan technological support to Engineers and associate professionals in the field; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Ms J Thomas Tel No: (021) 483 2004
 : 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 (086) 137 0214. 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 : 17 June 2024

POST 18/76 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOI 78/2024**

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); A minimum of 1-year relevant experience within the finance or risk management; A valid Driver's license. Competencies: Knowledge of the following: Loss Control processes and procedures; Management of Losses and Claims as per PFMA, NTR, PTI; Skills in the following: Proven computer literacy (MS Office); Written and verbal communication; Problem solving and decision making; Monitor and prevent prescription.

DUTIES : Claims against the State (Public Liability Claims) and claims by the State (RCD Claims Recoverable); Thefts (Losses or damages through criminal acts or omissions); Assist to investigate collisions (AD's and ADM's and compiling BAS payments and journals for damages and losses and, theft and losses; Register of cases on the WCG loss control system and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the state attorney via legal services; Assist with drafting of write-of submission, Submissions to higher authority and memorandums to management.

ENQUIRIES APPLICATIONS : Mr LD Aktins Tel No: (021) 483 3743
 : 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 : 17 June 2024

POST 18/77 : **STRATEGIC SOURCING SPECIALIST: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 75/2024**

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

- REQUIREMENTS** : An appropriate 3-year B-Degree NQF 7 (equivalent or higher) in Supply Chain Management or related; A minimum of 3 years' experience in Supply Chain Management. Competencies: Knowledge of the following: Supply Chain duties and practices; Legislative framework governing the Public Service; Work procedures. Skills in the following: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Flexibility and Interpersonal relations language.
- DUTIES** : Develop strategic sourcing strategy; Analyse of procurement requests; Review and approve requisition forms in line with departmental procurement plan; Ensure implementation of sourcing strategy and related activities; Evaluate relevant form of specialised procurement activities and Develop specialised procurement activities.
- ENQUIRIES APPLICATIONS** : Mr. E Sawall Tel No: (021) 483 5053
: 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** : 17 June 2024
- POST 18/78** : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024**
- 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/ equivalent or higher); Relevant experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid Driver's licence. Competencies: Knowledge of the following: Accounting; SCOA; PFMA, LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.
- DUTIES** : Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.
- ENQUIRIES APPLICATIONS** : Mr C Matthyse Tel No: (021) 483 4949
: 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.
17 June 2024

CLOSING DATE

POST 18/79

STATE ACCOUNTANT: DISPOSAL MANAGEMENT REF NO: DOI 77/2024

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/ equivalent or higher); Relevant experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid Driver's licence. Competencies: Knowledge of the following: Accounting; SCOA; PFMA, LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES

Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES

APPLICATIONS

Mr. C Matthyse Tel No: (021) 483 4949
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

17 June 2024

POST 18/80

CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE REF NO: DOI 83/2024

SALARY

CENTRE

REQUIREMENTS

R376 413 per annum (Level 08)
Department of Infrastructure, Western Cape Government
A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Competencies: Knowledge and experience of the following: Preparation of tender documentation and specifications, Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication in two of the three official languages of the Western Cape Province; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES

Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications;

		Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr D Jooste Tel No: (021) 832 5780
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	17 June 2024
<u>POST 18/81</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 R2</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry; Procurement; Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr M Subailey Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	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 (086) 137 0214. 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.
17 June 2024

CLOSING DATE

POST 18/82

ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: DOI 141/2023 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 Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as an Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher).
Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES

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

ENQUIRIES APPLICATIONS

Mr M Hendrickse Tel No: (021) 483 3107
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 (086)137 0214. 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

17 June 2024

POST 18/83 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DOI 68/2024**

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) in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 2 years relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Accounting experience; Working knowledge of SCOA; 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: Accounting; SCOA; Public Financial Management Act; Asset Management; Logistical Information System (LOGIS). Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Organising and planning; Ability to function under pressure and as a team member; Decision making skills.

DUTIES : Supervise and render asset management functions; Facilitate and perform annual stocktaking and verification of moveable assets including Yellow Fleet assets and Government Motor Transport Vehicles; Maintain asset register; Facilitate and perform the asset disposal process; Reporting; Compile accrual and commitment listing (monthly); Perform supervisory duties.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949
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 : 17 June 2024

POST 18/84 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 85/2024 (X2 POSTS)**

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 relevant experience in a Supply Chain Management environment. Recommendation: Working knowledge of Supply Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; 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: Job knowledge; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Legislative and regulatory requirements; Skills needed: Proven computer literacy; Communication (written and verbal); Report writing; Problem solving; Analytical; Planning and organising; Applied Strategic Thinking; Interpersonal relations; Flexibility; Ability to work independently and as part of a team.

DUTIES : Provide contract administration services; Monitor contract compliance; Monitor supplier performance according to the contract and service level agreement; Supervisory function.

ENQUIRIES : Mr. E Sawall Tel No: (021) 483 5053
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

:

17 June 2024

POST 18/85

:

TRANSPORT OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: DOI 69/2024

SALARY

:

R308 154 per annum (Level 07)

CENTRE

:

Department of Infrastructure, Western Cape Government

REQUIREMENTS

:

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience in Logistics, Fleet or Transport Management. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS and relevant Transport Circulars and subsidized policies; Skills in the following: Written and verbal communications; Proven computer literacy; Good human relations; Reliable.

DUTIES

:

Provision of the Transport system: To ensure the proper functioning of GG vehicles within the department, Liaising with Government Garage and Authorized Dealers; Control of Departmental Pool Vehicles: Ensure correctness of trip authorities and accompanying documentation; Coordinate Transport Matters: Assist with development of departmental policy and procedures relating to transport and fleet management matters and the execution thereof; Manage performance of those responsible for functions of the unit: Determine work schedules and assignments for all activities and work, Monitor and quality assure work.

ENQUIRIES

:

Mr W Amsterdam Tel No: (021) 483 8259

APPLICATIONS

:

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

NOTE

:

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CLOSING DATE

:

17 June 2024

POST 18/86

:

AREA FOREMAN: ROUTINE MAINTENANCE REGION 2 (OUDTSHOORN). REF NO: DOI 70/2024

SALARY

:

R255 540 per annum (Level 06)

CENTRE

:

Department of Infrastructure, Western Cape Government

REQUIREMENTS

:

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code C or higher) driving licence with PDP. Recommendation: Experience in the following: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and building of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.

DUTIES

:

To inspect work done, supervise and train road worker supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location; Plan, organise, control and co-ordinate road maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinated and apply proper Labour Relations actions when and if necessary.

ENQUIRIES

:

Mr M Stegmann Tel No: (044) 272 6071

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CLOSING DATE : 17 June 2024

POST 18/87 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 25/2023 R2**

SALARY : Grade A: R230 898 - R256 263 per annum
Grade B: R270 915 - R300 675 per annum
Grade C: R314 751 - R386 775 per annum
(Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.

ENQUIRIES APPLICATIONS : Mr J Jones Tel No: (021) 863 2020
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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CLOSING DATE : 17 June 2024

POST 18/88 : **ARTISAN (PRODUCTION LEVEL) CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO: DOI 29/2023 R2**

SALARY : Grade A: R230 898 - R256 263 per annum
Grade B: R270 915 - R300 675 per annum
Grade C: R314 751 - R386 775 per annum
(Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

ENQUIRIES APPLICATIONS : Mr E Louw Tel No: (021) 959 7700
: 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 : 17 June 2024

POST 18/89 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: DOI 74/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant working experience. Working knowledge of financial and procurement procedures. Competencies: Accounting knowledge; Written and verbal communication skills; Proven computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); Concern for other; Diversity citizen; Self-management.

DUTIES : Perform the following support services: Utilize LOGIS effectively for provisioning functions; Support services functions; Warehouse Management; Inventory Management; Electronic Purchasing system.

ENQUIRIES APPLICATIONS : Mr W Amsterdam Tel No: (021) 483 8259
: 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 : 17 June 2024

POST 18/90 : **OPERATOR: ROAD MARKER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2-OUTDSHOORN) REF NO: DOI 73/2024**

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience in the following: Working, handling and maintenance of the line marking machine and various other vehicles. The building, maintenance and repair of roads; Willingness to work away from headquarters on a regular basis. Sharing caravans for accommodation while sleeping out. Competencies: Knowledge of the following: Safety standards and road safety; Experience in all the different standards of road marking; Standards w.r.t different types of road mark points, glass beads and the application thereof; Skills needed: Report writing; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a

- team; Self-motivated; Ability to work independently without constant supervision and High concentration ability for long periods of time.
- DUTIES** : Outline of new or faded invisible road marks; Spray of lines with the aid of road mark machine and aids; Undertake the pre-inspection of routes and post-surveying of completed lengths sprayed i.t.o of costing and quality assurance; Supervise subordinates with hand painting of road marks as well as ad-hoc road maintenance activities; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act.
- ENQUIRIES APPLICATIONS** : Mr M Stegmann Tel No: (044) 272 6071
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co> 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** : 17 June 2024
- POST 18/91** : **TRADE WORKER: CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 70/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) drivers license. Competencies: Good verbal & written communication skills; Good people skills; Client orientated; Planning and Organising.
- DUTIES** : Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the Front End Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
- ENQUIRIES APPLICATIONS** : Ms M van Wyngaardt Tel No: (021) 959 7700
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00 am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of the post in the email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : 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. 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 : 17 June 2024

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 : 17 June 2024

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OTHER POSTS

POST 18/92 : **ASSISTANT DIRECTOR: TRAINING COORDINATION REF NO: LG 12/2024**

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 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: Post graduate Diploma in Human Resource Development; Experience in training coordination within municipalities; Willingness to travel when required. Competencies: Knowledge of the following: Skills development legislation; Strategic planning; Project management; Skills in the following: Computer literacy in MS Office packages (Word, Excel, PowerPoint); Written and verbal communication; Presentation; Facilitation skills; Time management and Interpersonal skills; Ability to work independently and as part of a team.
DUTIES : Plan and coordinate initiatives for the department; Coordinate multi-stakeholder participation in implementing Provincial and National capacity building initiatives; Evaluate all training interventions; To liaise with relevant stakeholders on training and development interventions for the department; Information management and reporting.

ENQUIRIES : Ms Z Mtyoko Tel No: (021) 483 3565

POST 18/93 : **ASSISTANT DIRECTOR: CDW ADMINISTRATION REF NO: LG 13/2024**

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. Recommendation: Experience in the following: Financial management; Monitoring systems; 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: Public sector; DLG KPAs; Monitoring and reporting procedures; Community development; Project

		management. Skills in the following: Computer literacy; Written and communication skills; Management skills; Conflict management; Interpersonal skills; Organising and planning skills.
<u>DUTIES</u>	:	Identify the most common issues requiring support; Collate and coordinate relevant information on government services and programmes in conjunction with Cape Gateway that respond to the community issues identified in the reports; Develop appropriate communications materials to disseminate the information on available programmes; Design and develop resource base for CDWs by locating required information to enable them to do their work effectively; Active involvement in strategic planning processes of the Department; Identify gaps in legislation/policies regarding to dealing with cases and seek solutions thereto; Ensure adherence to all financial Acts and relevant prescripts and that the Directorate is not committed to any liability for which money has not been appropriated.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 18/94</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 14/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Built Environment including Town/Urban Planning or Development studies or Public Management or relevant qualification; A minimum of 3 years experience in integrated development planning or development planning or local government planning. Competencies: Knowledge of the following: Integrated Development Planning legislation and guiding manuals; Municipal integrated development planning, people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including intersphere and cross-sector planning; Constitutional, institutional, and development circumstances of municipalities; Project management; Public Service procedures and regulations; Human resource management; Labour relations legislation; Skills development act; Financial management regulations. Skills in the following: Problem-solving; Computer literacy in MS Office packages (Word, Excel, PowerPoint); Written and verbal communication; Ability to work independently and as part of a team. Recommendation: Working knowledge of the following: Integrated Development Planning policy, legislation and guiding manuals; Financial Management.
<u>DUTIES</u>	:	Assessing the quality of Integrated Development Plans (IDPs); Monitor and report on annual integrated development planning, review and implementation; Assist in national and provincial budget planning alignment with municipal IDPs; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning training and capacity building to municipalities and related stakeholders; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government.
<u>ENQUIRIES</u>	:	Mr. I Mckenzie Tel No: (021) 483 3683
<u>POST 18/95</u>	:	<u>ASSISTANT DIRECTOR: LEGISLATION DEVELOPMENT REF NO: LG 15/2024</u> (Contract ending 31 March 2027)
<u>SALARY</u>	:	R444 036 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate B-Degree (equivalent or higher qualification) in Public Administration or Law; A minimum of 3 years relevant experience in Public Law. Competencies: Knowledge of the following: Local government legislation; The Constitution and local government dispensation legislation; Drafting of legislation; Programme and project management; Political environment; Financial management; Skills needed: Communication (written and verbal); Analytical thinking; Interpersonal; Conflict management; Leadership; Research.
<u>DUTIES</u>	:	Development, rationalisation and review of local government legislation; Research areas of potential legislation regarding local government; Assess

applicability of existing legislation; Set legislation priorities; Prepare policy on which legislation is to be based; Draft legislation; Provide local authorities with pro-active advice, guidance and support in respect of the interpretation of legislation and compliance with legislative requirements; Manage allocated financial resources for legislation development.

ENQUIRIES : Ms. N Williamson at Nicole.Williamson@westerncape.gov.za

POST 18/96 : **COMMUNITY DEVELOPMENT WORKER (MATZIKAMA) REF NO: LG 09/2024**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; 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: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Ms C Matthews Tel No: (021) 483 9492

POST 18/97 : **COMMUNITY DEVELOPMENT WORKER (DRAKENSTEIN) REF NO: LG 10/2024**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; 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: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate them to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 18/98 : **COMMUNITY DEVELOPMENT WORKER (KHAYELITSHA) REF NO: LG 11/2024**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government

- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; 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: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
- DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

PROVINCIAL TREASURY

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OTHER POST

- POST 18/99** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 18/2024**
(2 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B degree (or equivalent NQF 7 qualification) in Economic/Finance/Business Administration/Public Policy/ Public Administration; A minimum of 3 years relevant work experience in economic / policy research/ data and statistical analysis and/or strategic planning, budgeting and budget policy and strategy monitoring, implementation, and review processes. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in economic research modelling, taxation and or policy development; A keen interest in working in an applied economic policy environment Competencies: Knowledge of public sector strategic policy, planning and budgeting. Excellent verbal communication and presentation skills; Research, analytics, writing, monitoring, evaluation and reporting skills; Strategic thinking, deciding and initiating, persuading and influencing; Working with People (strong interpersonal and relationship management skills; Relating and Networking) and ability to work independently.
- DUTIES** : Provide inputs into the Budget overview and Medium-Term Budget policy statement; Conduct policy and economic research and analysis to make recommendations for budget policy and allocations; Monitor and assess provincial budget preparation and quarterly performance and annual reports;

Provide strategic support and insights to provincial entities on effective budget policy planning and implementation and performance related matters.
Mr ML Booysen Tel No: (021) 483 3386

ENQUIRIES

:

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

:

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CLOSING DATE

:

17 June 2024

NOTE

:

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OTHER POSTS

POST 18/100

:

SOCIAL WORK MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (KENSINGTON) REF NO: DSD 28/2024

SALARY

:

Grade 1: R920 082 – R1 052 016 per annum, (as prescribed by OSD)
Grade 2: R1 094 502 – R1 289 274 per annum, (as prescribed by OSD)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

An appropriate 4-years Degree qualification in Social Work that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills in the following: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES

:

Provide a Social Welfare service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, through the relevant substance treatment programmes. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a substance treatment service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that appropriate research are undertaken; Perform and/or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the substance treatment field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES

:

Ms L Goosen Tel No: (021) 483 939

POST 18/101

:

ASSISTANT DIRECTOR: ICT COORDINATION REF NO: DSD 111/2023 R1

SALARY

:

R444 036 per annum (Level 09)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the information systems field; 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: Public Service legislation, including POPI, PAIA, PAJA; Relevant policies and prescripts relating to information systems, ICT and data governance; Information systems, ICT and data governance; Management and people management principles; Project management; Skills needed: Computer literacy; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical; Operational planning; Innovation; Diagnostic; Conceptual.
<u>DUTIES</u>	:	Provide support in the development of departmental policies to govern information systems; Coordinate and oversee user management services; Coordinate and oversee system support; Manage and oversee the governance of systems, including the change control board; Plan, manage and coordinate the disaster recovery plan for the department in of respect systems; Plan, manage and coordinate the development and implementation of departmental systems; People management.
<u>ENQUIRIES</u>	:	Mr GD Miller at Gavin.Miller@westerncape.gov.za
<u>POST 18/102</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: POLICY ALIGNMENT REF NO: DSD 32/2024</u>
<u>SALARY</u>	:	Grade 1: R429 573 – R487 650 per annum, (OSD as prescribed) Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management practices; Labour relations; Financial management; Policy analysis and development; Knowledge of global, regional and local political, economic and social affairs impacting on the PGWC; Skills in the following: Written and verbal communication; Interpret and apply relevant policies and procedures; People management planning; Problem solving; Facilitation; Presentation; Policy formulation; Policy analysis; Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Financial and administration; Project management; Ability to analyse, conceptualise and implement policy; Research.
<u>DUTIES</u>	:	Provide policy alignment services within the Department: Analyse and review existing social welfare and community development policies to ensure the alignment of policies within the Department: Monitor, interpret and review legislation, policies and procedures; Facilitate the implementation of transversal social welfare and community development policies and legislation; Manage the policy register; Provide advice and support on transversal matters that impact on policy development: Develop proposals to amend/maintain the relevant policies and procedures to ensure they align with the transversal policy imperatives; Provide input into the development of new social welfare and community development policies: Assess line-specific and other draft policies using assessment templates, the policy register and other available legislation; People Management: Participate in the recruitment and management of staff to ensure the achievement of the component's Business Plan.
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za
<u>POST 18/103</u>	:	<u>EDUCATION OFFICER: EDUCATION REF NO: DSD 29/2024 (X15 POSTS AVAILABLE IN BONNYTOUN, CLANWILLIAM, HORIZON, KRAAIFONTEIN, LINDELANI, OUTENIEKWA AND VREDELUS)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year post-school qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/Educator; 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: Applicable policies and procedures; Public service procedures; Labour Relations; Financial

- Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
- DUTIES** : Implement educational programmes at secure child and youth care facilities in accordance with curriculum requirements and departmental legislation; Implement facility policies and procedures to enhance safe care, custody and development of residents; Perform administrative functions; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields.
- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236
- POST 18/104** : **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: DSD 30/2024**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R193 125 - R218 673 per annum, OSD as prescribed
: Department of Social Development, Western Cape Government
: 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 licence. Recommendation: Relevant experience with regards to the compilation of the Workplace Skills Plan. Competencies: Knowledge of the following: Training and development; Labour legislation; HRD related policies; various professional bodies and applicable registration processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulation, Employment Equity Act and Skills Development Act. Skills in the following: Communication (written and verbal); Computer Literacy; Project management; Formal training; Strategic Planning; Problem solving and analytical thinking and Ability to analyse, conceptualise and implement policy.
- DUTIES** : Implement and report on the Professional Development Portfolio; Develop, implement and maintain the roll-out of capacity building initiatives for the department; Implement transformation programmes and people empowerment interventions; Implement and monitor continuous professional development and statutory registration of health and social service practitioners; People management.
- ENQUIRIES** : Ms R Patel Tel No: (021) 483 9392
- POST 18/105** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 31/2024 (VARIOUS POSTS AVAILABLE IN CLANWILLIAM, BONNYTOUN, HORIZON, OUTENIEKWA, DE NOVO AND ROAR**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R193 125 - R218 673 per annum, OSD as prescribed
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 10 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- DUTIES** : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES

: Ms B Nicholas Tel No :(044) 803 7508