

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

CLOSING DATE : 08 July 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 21/350 : **STATE VETERINARIAN: ANIMAL HEALTH (BEAUFORT WEST) REF NO: AGR 07/2023 R1**

SALARY : R849 702 per annum (Level 11)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in animal disease control. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook).

DUTIES : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.

ENQUIRIES : Dr NR Magadla Tel No: (021) 808 5250/5053 or (084) 488 7561
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/351 : **FARM AID: POMOLOGY REF NO: AGR 26/2024**

SALARY : R131 265 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: A valid Code B (or higher) driving license; Relevant experience in working with Fruit. Competencies: Fruit production knowledge and skills; Good communication skills; Good Teamwork abilities; Proactive problem identification and solving ability.

DUTIES : General field practice actions and farm work, which includes irrigation of crops, harvesting and pruning; Infrastructure maintenance.

ENQUIRIES : Ernst Moller Tel No: (021) 808 5456
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 : 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 : 08 July 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 21/352 : **MUSEUM OFFICER: SATELLITE MUSEUM (GEORGE) REF NO: CAS 36/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B=Degree (equivalent or higher qualification); A minimum of 3 years' experience in the museum/heritage sector environment. 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: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management(information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate(verbally or in writing) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information; from desperate sources.

DUTIES : Governance and administration of the museum as well as related activities; Facilitate, present, and implement public programmes and relations; Facilitate, present, and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

ENQUIRIES : Ms L Hutton Tel No: (021) 483 9703

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

POST 21/353 : **ADMINISTRATIVE OFFICER: REGIONAL MUSEUM EDEN/CENTRAL KAROO (MOSEL BAY) REF NO: CAS 37/2024**

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 public administration/financial management/stakeholder management with supervisory experience; A minimum of 2 years relevant experience. 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: Strategic planning; Human Resource Management and Labour Relations; Budget planning; Meeting procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Problem solving; Ability to write effective reports; Ability to work independently and as part of a team.

DUTIES : Operational Management; Human Resource management; Office Administration; Administrative Support and Coordination.

ENQUIRIES APPLICATIONS : Ms L Hutton Tel No: (021) 483 9703
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/354 : **ADMINISTRATION CLERK: LIBRARY MATERIAL PROCESSING REF NO. CAS 35/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification. Recommendation: Relevant experience in the production process or library service. Competencies: Knowledge and understanding of Library Information Management System. Skills in the following: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Verbal and written communication; Problem solving, report writing and supervisory; Ability to work independently and as part of a team.

DUTIES : Responsible for the following: Implementing quality assurance to ensure processing requirements are met; Providing and verifying statistical information; Verifying the information on the daily processing lists by searching the SLIMS database before books are despatched; Administration duties; Liaise with internal and external stakeholder in relation to solving of problems on despatch lists.

ENQUIRIES APPLICATIONS : Mr B Meyer Tel No: (021) 483 2309
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/355 : **LIBRARY MATERIAL PROCESSOR: LIBRARY SERVICES REF NO: CAS 34/2024**

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 10 (Junior certificate or equivalent qualification). Recommendation: Relevant experience; Additional studies; 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: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Numeracy; Written and verbal communication skills; Ability to work independently and as part of a team.

DUTIES : Paste date slips; Affix spine labels; Cover the books; Enter records on the SLIMS database; Dispatch the books using the library information management system; Dispatch the books to the various regions

ENQUIRIES APPLICATIONS : Mr. Bradley Meyer Tel No: (021) 483 2309
: 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) 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.

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 ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 08 July 2024

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OTHER POSTS

POST 21/356 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 04/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics, Business, or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business related field; 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. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.

DUTIES : Develop, implement, and monitor programmatic initiatives to: Provide opportunities via public and private sector (e.g., procurement as a tool for SMME development (e.g., and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction; Strengthen partnerships to provide business development support services(e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage expenditure, through

- responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628
- POST 21/357** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 05/2024**
- SALARY CENTRE** : R376 413 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting environment. Recommendation: 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. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act (DORA); Departmental instructions and delegations; Basic Accounting System (BAS); Compilation of financial statements. Skills in the following: Analytical thinking skills; Strategic thinking skills; Communication (written and verbal) skills; Computer literacy skills; Ability to analyse, conceptualise and implement policy; Conflict resolution skills; Monitoring, evaluation, and reporting skills; Presentation skills; Problem solving skills.
- DUTIES** : Control and management of miscellaneous and transfer payments; Preparation of Financial Statements and Reporting; Collection and Recording of Revenue and Petty Cash Control; Management of Journals; Perform People Management
- ENQUIRIES** : Amanullah Allie Tel No: (021) 483 9238

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

- POST 21/358** : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (RADIATION ONCOLOGY)**
- SALARY** : R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Inherent requirement of the job: Ability and willingness to work overtime. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Experience as an examiner at post-graduate level. Proven ability to function independently as a specialist oncologist, providing radiotherapy and chemotherapy services. Excellent knowledge and skills in routine and emergency oncology, including chemotherapy administration, specialized radiation techniques, protocol development and adherence and palliative oncology. Proven knowledge and skills pertaining to the operational management of a comprehensive tertiary-level clinical oncology service within an academic environment and a broader healthcare system, including staff management, quality assurance, operational data analysis, financial and asset management. Appropriate understanding of the systems, structures and values of the Western Cape Government Department of Health and Wellness, particularly relating to the strategic implementation of oncology services and strengthening of cancer referral pathways across the platform. Knowledge and skills appropriate for undergraduate and postgraduate teaching and training in radiotherapy and chemotherapy and to supervise under- and postgraduate student research.

- Proven ability to conduct research. Proven dedication to patient care and to maintaining professional integrity. Computer literacy (MS Excel, PowerPoint, Outlook, TEAMS). Proven ability to function well within a team and to communicate effectively with all categories of staff as well as students.
- DUTIES** : Reporting to the HOD and deputizing for the HOD, in their absence. Operational management of the Divisional clinical service platform based on the multidisciplinary team model. Provide effective and efficient patient care at specialist level for own clinic(s), including, operational management, protocol development and adherence, and guidance/supervision of junior doctors. Provide clinical oversight and governance of divisional specialists, medical officers, and registrars. Undergraduate and postgraduate teaching and training. Undergraduate and postgraduate research supervision. Self-initiated research. Co-ordination of divisional community involvement.
- ENQUIRIES** : Dr H Burger Tel No: (021) 938 5992/ 4727 or Dr M Mukosi Tel No: (021) 938-4136
- 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** : 05 July 2024
- POST 21/359** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
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
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years appropriate experience as 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 Radiology. **Grade 3:** A minimum of 10 years appropriate experience as 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 Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Knowledge and understanding of relevant legislation, hospital procedures and policies. Good computer literacy skills in MS Office: Word and Excel.
- DUTIES** : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. To support the Metro West platform as required. Efficient use of resources, manage assets, consumables, and services effectively.
- ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be

considered for other vacant Radiologist posts within the Chief Directorate: Metro Health Services for a period of 3 months.
05 July 2024

CLOSING DATE

:

POST 21/360

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MEDICAL OFFICER: GRADE 1 TO 3 (ORTHOPAEDIC SURGERY AND TRAUMA)

SALARY

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Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

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Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. One year of relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform commuted overtime. Perform after-hour duties. Competencies (knowledge/skills): Management, Leadership and Administrative Skills. Ability to work under pressure and maintain a high standard of professionalism. Creative and Innovative. Strategic planning and organizing skills. Clinical expertise and clinical governance and research skills. Computer literacy (Outlook, Excel, Word, PowerPoint and Outlook). Additional experience or qualifications in health system management and/or health system improvement will be advantageous.

DUTIES

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Partake in in-patient and outpatient management of orthopaedic and general trauma patients. Managing the entire spectrum of traumatic paediatric conditions, including orthopaedic trauma and infections. Provide counselling and communication with Caregivers. Perform Administrative tasks relating to in- and out-patients. Providing formal and informal teaching to students. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment).

ENQUIRIES

:

Dr A Horn, Email address: anria.horn@uct.ac.za, Dr J Gammon Tel No: (021) 658-5788, Email address: Jessica.gammon@westerncape.gov.za.

APPLICATIONS

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

NOTE

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No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)

CLOSING DATE

:

05 July 2024

<u>POST 21/361</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs). (Plus, a non-pensionable rural allowance of 22% of basic salary per annum)
<u>CENTRE REQUIREMENTS</u>	:	Laingsburg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as the ability to work after hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in integrated multi-disciplinary teams across platforms. Demonstrate clinical leadership qualities, motivating and leading junior staff. Computer literacy in MS Office is mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A van Rooy Tel No: (023) 414 8200 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).
<u>CLOSING DATE</u>	:	05 July 2024
<u>POST 21/362</u>	:	<u>EMS SUB MANAGER GRADE 2 TO 4</u> Cape Winelands District
<u>SALARY</u>	:	Grade 2: R532 815 per annum Grade 3: R591 741 per annum Grade 4: R654 468 per annum
<u>CENTRE</u>	:	Emergency Medical Services

- REQUIREMENTS** : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as an Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 2:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 3:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 2:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). **Grade 3:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's licence. Valid professional driver's permit (PrDP). Current registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.
- DUTIES** : Effective management of emergency medical services for a Sub-District. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Effective support to District Manager and act in management capacity when required. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts.
- ENQUIRIES** : Mr. IS Naidoo Tel No: (023) 346 6022
- 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 expected to undergo a practical assessment.
- CLOSING DATE** : 05 July 2024
- POST 21/363** : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R520 560 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of Provincial infection prevention and control measures and practices. Ability to analyse health systems information, and skills and experience in the preparation of reports. Project Management skills and Computer literacy.
- 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** : Ms S Basardien Tel No: (021) 402-6485

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	All candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Clinical Programme Co-Ordinator posts in Infection Prevention Control within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	05 July 2024
<u>POST 21/364</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS WARDS) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.
<u>DUTIES</u>	:	Provide comprehensive specialised nursing care provided within a professional / legal framework. Participate with the Multidisciplinary team to provide Holistic Health Care. Provide good documentation, care, planning and Health Education. To support and participate in clinical practice development initiatives, educational activities and research. Management of Human and Financial Resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Orthopaedic Nursing.
<u>CLOSING DATE</u>	:	05 July 2024
<u>POST 21/365</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN B1) per annum Grade 2: R553 545 (PN B2) per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years

appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing.

CLOSING DATE : 05 July 2024

POST 21/366 : **EMS STATION MANAGER GRADE 3 TO 6**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R376 596 per annum
 Grade 4: R455 079 per annum
 Grade 5: R532 815 per annum
 Grade 6: R591 741 per annum

CENTRE : Emergency Medical Services, Overberg District, Grabouw
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 6:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Inherent requirement of the job: Valid Code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner.

Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. **Grade 5:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Report writing skills. Computer literacy in the MS Office package.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr. IS Naidoo Tel No: (023) 346 6022

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. Candidate may be subjected to a practical assignment.

CLOSING DATE : 05 July 2024

POST 21/367 : **CLINICAL TECHNOLOGIST: GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

SALARY : Grade 1: R376 524 per annum

Grade 2: R439 755 per annum

Grade 3: R514 785 per annum

CENTRE : Red Cross War Memorial Children's Hospital, University of Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Neurophysiology. Registration With a Professional Council: Registration with the HPCSA as a Clinical Technologist in Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent team player. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Advanced Knowledge in Neurophysiology, including objective electrophysiological diagnostic assessment in EEG, NCS, LTM, Evoke potentials (BAER/VEP/ERG) and Sleep investigations.

DUTIES : Perform various quality diagnostic procedures e.g. awake EEG, sleep EEG, awake/sleep EEG, day telemetry and Nerve conduction studies, electroretinograms, visual evoked potentials and auditory brainstem evoked response on in patients and outpatients. Providing accurate interpretation and reporting of neurodiagnostic procedures. Operate equipment and to ensure the correct function thereof as well as to trouble shoot. Liaise and collaborate with the multi-disciplinary team, to support the delivery of best practice for patient care. Management of all resources which included Assisting with maintenance of equipment. Provide Professional education and training to staff. Contribute and involvement with relevant research within the department.

ENQUIRIES : Prof Jo Wilmshurst Tel No: (021) 658-5434; email jo.wilmshurst@uct.ac.za, Dr M Salie Tel No: (021) 658-5430; Email: Moegamad.Salie@westerncape.gov.za

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 05 July 2024
- POST 21/368** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SCM**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma/Degree. Experience: Appropriate and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate supervisory experience in the public sector. Inherent requirements of the job: Valid Driver's Licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Good knowledge of LOGIS, BAS, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Sound knowledge of all financial systems: BAS, LOGIS. Good computer literacy skills in (MS Office: Word and Excel).
- DUTIES** : Monitor, control and report expenditure and budget-related issues. Manage and co-ordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award, and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance & SCM. Render a support function to management in terms of SCM, and budget (expenditure & revenue control). Manage all Human Resource Management and related functions within the Finance, SCM and patient administration components.
- ENQUIRIES** : Mr D Pick Tel No: (021) 816 8558
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of candidates will be considered for other vacant Senior Admin Officer: Finance and Supply Chain posts within the Chief Directorate: Metro Health Services for a period of 3 months.
- CLOSING DATE** : 05 July 2024
- POST 21/369** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSETS MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R376 413 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain and Asset Management. Appropriate Supervisory experience. Appropriate experience in LOGIS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound theoretical knowledge of Supply Chain and Asset Management in warehouse and assets functions/modules on Logis. Sound knowledge of applicable policies (PFMA, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions). Computer literacy (Microsoft Office Excel and Word).
- DUTIES** : Logis System Controller. Manage and effectively co-ordinate the Supply Chain Management and Asset department. Accurate and timeous reporting as per Supply Chain Management guidelines including AFS and IFS. Execute compliance control related to Supply Chain and Asset Management. Effective and efficient management of the Human Resource Management processes in

the Supply Chain Management and Assets department. Handle audit queries regarding Supply Chain and Asset Management. Perform all administrative duties related to Supply Chain and Asset Management.

ENQUIRIES : Ms R van Renen Tel No: (021) 860-2617
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 : 05 July 2024

POST 21/370 : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R558 714 per annum

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

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

ENQUIRIES : Mr IS Naidoo Tel No: (023) 346 6022
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 : 05 July 2024

POST 21/371 : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R558 714 per annum

<u>CENTRE REQUIREMENTS</u>	: Riviersonderend, (EMS) Overberg : Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Inherent requirements of the job: Valid Code C1 driver's licence. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience in your current registration category with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Report writing skills. Computer literacy in the MS Office package.
<u>DUTIES</u>	: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of emergency vehicles and equipment in line with the Financial and Fleet directives. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required. Ensure effective report writing with regard to accident and incident reports, loss and theft control incidents and safety incidents.
<u>ENQUIRIES APPLICATIONS</u>	: Mr IS Naidoo Tel No: (023) 346 6022 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	: Shortlisted candidates will be expected to undergo a practical assessment. : 05 July 2024
<u>POST 21/372</u>	: <u>EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X4 POSTS)</u> Chief Directorate: Emergency And Clinical Services Support
<u>SALARY</u>	: Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<u>CENTRE REQUIREMENTS</u>	: College Of Emergency Care : Minimum educational qualifications: Grade 1: Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Grade 2: Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). Grade 2: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. Grade 3:

Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. **Grade 4:** Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 Years after registration with the HPCSA as Paramedic (CCA). **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code B/C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team.

DUTIES : Provide effective and efficient instruction on clinical training programs. Ensure Adherence of students to College Standard Operating Procedures. Perform front-line vehicle duties with student and other clinical duties. Provide assistance on other training programs.

ENQUIRIES : Mr R. Cermak Tel No: (021) 938 4116/4115
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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

CLOSING DATE : 05 July 2024

POST 21/373 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES/BILLING)**
West Coast District

SALARY : R216 417 per annum
CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Administration and the Accounting Field. Inherent requirement of the job: Willingness to work overtime and weekends when required, perform standby duties, and act as a reliever for the Admissions Department and Cashier when needed. Competencies (knowledge/skills): Excellent time management skills. Willingness to gain new knowledge and undergo training. Computer literacy (MS Word/Excel).

DUTIES : Control the correctness of the hospital patient bills, medical aids, road accident fund, and privately funded patients by the efficient and effective interpretation - Correct billing of all services rendered by State Departments, WCA, RAF, H2, H3, Medical Aid, and Private Doctor out-patient, and in-patients' invoices in the AR System. Ensure that the ICD 10 coding has been captured. Release Invoices. Printing of: Attendance invoice tracking report, Late attendances report, accumulative discharge report and Late Discharge report, to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Suspend inactive invoices with the code "SHOLD" through the "Suspensions" function in the AR system where services cannot be captured within 14 days. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.

ENQUIRIES : Mr RJ Meyer Tel No: (027) 213 2039
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.

CLOSING DATE : 05 July 2024

POST 21/374 : **NURSING ASSISTANT: GRADE 1 TO 3 (ORTHOPAEDIC WARD) (X3 POSTS)**

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 05 July 2024

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 08 July 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 21/375 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DOI 91/2024**

SALARY : R1 003 890 per annum (Level 12), all-inclusive salary package

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

DUTIES : Manage the planning, prioritization and reporting of all scheduled maintenance programme for user departments; Manage the planning, coordination and reporting of day-to-day maintenance projects; Ensure attainment of WCG' social and economic goals in the execution of all maintenance projects;

Manage multi-disciplinary project teams in the delivery of scheduled and maintenance projects; Ensure compliance to sound public management and administration; Optimise the utilization of available funds and resources allocated to George office.

ENQUIRIES : Mr R Monare Tel No: (021) 483 5310

POST 21/376 : **PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 19/2023 R2**

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 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: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety Act and regulations; National building regulations and all relevant built environment legislation; Financial management; Programme and project management; Built environment (civil/structural engineering design and analysis in the construction of office buildings and general facilities; Computer aided design of building structures and services; Design of different structural systems; Design of roads, water, storm water and sewer reticulation and systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Skills needed: Decision-making, leadership, problem solving and analysis, people management, technical report writing, planning and organising, conflict management; Proven computer literacy (MS Office; MS Project, Revit, AutoCAD and engineering application); Ability to work under pressure, meet deadlines and work in a team.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605

POST 21/377 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL REF NO: DOI 89/2024**

SALARY : Grade A: R833 499 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Science in Engineering or Bachelor of Engineering (or relevant qualification); A minimum of 3-years post registration experience Engineering (Electrical); Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Recommendation: None. Competencies: Knowledge of the following: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MS Office).

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional development to keep up with new technologies and procedures. 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, ensure thorough evaluation that planning and design by others are 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 utilization, 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 one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters

ENQUIRIES

:

Mr Kevin Kameri Tel No: (021) 483 5362

POST 21/378

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PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 92/2024

SALARY CENTRE REQUIREMENTS

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Grade A: R833 499 per annum, (OSD as prescribed)
Department of Infrastructure, Western Cape Government
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; Or have submitted with ECSA for professional registration as a Professional Engineer (proof of payment and letter of acknowledgment from ECSA to be submitted with application)and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: 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; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act);National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

DUTIES

:

Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation, etc. as per Education Infrastructure operational requirements; 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

:

Ms M Greeff at Mercia.Greeff@westerncape.gov.za

POST 21/379

:

CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE REF NO: DOI 87/2024

SALARY CENTRE

:
:

R552 081 per annum (Level 10)
Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : 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 6 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 Materials; Skills needed: Written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration, Occupational Health and Safety Act, and relevant regulations.
- DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing building by ensuring that customer complaints are investigated and followed-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
- ENQUIRIES** : Mr D Jooste Tel No: (021) 832 5780
- POST 21/380** : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (HEALTH) REF NO: DOI 24/2024 R1**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
 : Department of Infrastructure, Western Cape Government
 : A National/Diploma (T/N/S stream) or equivalent qualification (Building/ Civil and structural streams); or An N3 and passed trade test in the building environment; or Registration as an Engineering Technician; and A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Extensive practical experience in the construction industry including maintenance work; Proven Project Management experience in a built environment. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
- DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
- ENQUIRIES** : Mr Terence Fester Tel No: (021) 483-3882/ Cell 0824977542
- POST 21/381** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 26/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Department of Infrastructure, Western Cape Government
 : Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in finance, supply chain management, accounting, or auditing. Recommendation: Accounting experience; Working knowledge of Standard Charts of Accounts; 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 relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment

and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals

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

POST 21/382 : **ASSISTANT DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: DOI 98/2024**

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 3years experience of Immoveable Asset Management and IAR-related. Recommendation: A valid code B (or higher) driving license. Competencies: Knowledge of the relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills. Knowledge of the following: Government Immoveable Asset Management; Municipal Valuation rolls; Conveyancing procedures; Read and interpret SG Diagrams; Read and interpret Title deeds, restrictive conditions and clauses; Vesting of State Properties; Management of extensive immoveable asset register database; 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 : Update and maintain the immoveable asset register based on completeness tests, legislative requirements and changes pertaining to immoveable assets; Undertake ownership function such as vesting, endorsements, consolidations, sub-divisions, verifications, inspections and sanitizing of the existing immoveable asset portfolio; Report on Immoveable Assets; Develop and monitor policies SOPs pertaining to the Immoveable Asset Register; Research and determine ownership of problematic cases, such as un-surveyed and unregistered properties.

ENQUIRIES : Mr B Tshendu Tel No: (021) 483 4306

POST 21/383 : **STRATEGIC SOURCING SPECIALIST: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 75/2024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years' experience in Supply Chain Management. Recommendation: Working knowledge of the following: Supply Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; Understanding of legislative framework governing the Public Service; Work procedures in terms of the working environment; Supervisory experience. Competencies: Knowledge of legislative and regulatory requirements. Skills in the following: Written and verbal communication; Proven computer literacy (MS Word, MS Excel, and systems); Planning and organising; Applied strategic thinking; Teamwork; 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 : Mr E Sawall Tel No: (021) 483 5053

POST 21/384 : **SENIOR STATE ACCOUNTANT: DEBTS REF NO: DOI 88/2023 R1**

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 equivalent qualification) in Financial Accounting or related; A minimum of 1-year supervisory experience in a Financial Accounting/Management

		environment; A valid code B (or higher) driving licence. Recommendation: Proven computer literacy (Ms Excel). competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation. Skills in the following: Communication (verbal and written) skills in the following: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure; change management; supervisory; time management, planning and organising and analytical and problem solving.
<u>DUTIES</u>	:	Revenue and Receivables Management: Manage the development and maintenance of Policies and Standard Operating Procedures; relevant accounting system; collection of fees; receipting system; reconciliations; preparation of bad debt write-off and monitoring and analysis of debtors. Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; preparation of debtor status reports; preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.
<u>ENQUIRIES</u>	:	Ms R Ceasar Tel No: (021) 483 4305
<u>POST 21/385</u>	:	<u>HUMAN RIGHTS OFFICER: CORPORATE SERVICE MANAGEMENT REF NO: DOI 90/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 1-year relevant experience; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Application of relevant legislation; National and provincial policies on human rights, gender, disabilities, youth and children; Transversal HIV/AIDS policy; Human rights policies and practices; Transformation processes; Employment equity processes; Affirmative action process; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational strategies; Working knowledge of systems (e.g. ECM); Skills needed: Communication(written and verbal); Proven computer literacy in MS Office; Good planning; Interpersonal; Record keeping.
<u>DUTIES</u>	:	The responsibility for department integration of Human Rights issues (gender, disability, youth and children) while also driving external programmes as per Human Rights Strategic Framework; The implementation of departmental policies and programmes with a focus on Human Rights (gender, disability, youth and children) in the Department; The provision of guidance, advice and support on human rights policies and practices to all stakeholders (management, functional units, co-workers, NGO's, civil organisations); The co-ordination of specific gender, disability and youth training for all staff to ensure that the Human Rights are integrated into all aspects of the work; The establishment of partnerships and facilitation of inter-sectoral collaboration between the Department, NGO's and civil organisations with a focus on gender, disability, youth and children and related to Infrastructure; Acting as link to the Provincial Directorate Human Rights and this Department
<u>ENQUIRIES</u>	:	Mr D Kilian Tel No: (021) 483 9597
<u>POST 21/386</u>	:	<u>CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE (GEORGE) REF NO: DOI 38/2024 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	A National Diploma (T/N/S streams) or equivalent; or N3certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate building experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following:

		Building contracts and contract administration; Occupational health and safety act and regulations. 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.
<u>DUTIES</u>	:	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>	:	Ms Refiloe Monare Tel No: (021) 483 5310
<u>POST 21/387</u>	:	<u>PERSONAL ASSISTANT: PROVINCIAL PUBLIC WORKS REF NO: DOI 84/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07)
	:	Department of Infrastructure, 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 3years experience in rendering a support service to management/senior management. Competencies: knowledge of the following: Relevant legislation, policies, prescripts, and procedures; Office Administration; Database Management; Information and Records Management; procurement processes; Financial administration; Functioning, systems, and processes of government; General information support systems such as GoFin/BAS and ECM/SharePoint. Skills needed: Written and verbal communication skills; Proven computer literacy; Organisational; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial or receptionist support service to the manager; Renders administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly
<u>ENQUIRIES</u>	:	Dr G Kode Tel No: (021) 483 2593
<u>POST 21/388</u>	:	<u>REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE -REGION 2, REF NO: DOI 86/2023 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Maintenance and management of multiple teams on road construction and/or maintenance projects; Civil construction activities; Operating minor construction machines; Willingness to travel as required. A valid Code EC driving license is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety; Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.
<u>DUTIES</u>	:	Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the

road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 21/389 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER)- BELLVILLE REF NO: DOI 34/2023 R1**

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 (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing, Team leadership; Problem solving and analysis; The following skills: Decision making; Teamwork; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures

ENQUIRIES : Mr E Louw Tel No: (021) 959 7700

POST 21/390 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOI 97/2024 (X3 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management / warehouse management / inventory management environment. A valid CodeB (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Concern for others; Self-management; Diversity citizen; Knowledge of accounting.

DUTIES : Order and Receive assets; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register; Report on movement of assets; Check if transactions comply with legislative requirements with regards to transaction control sheet.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4636

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 08 July 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 21/391** : **DIRECTOR: DISASTER OPERATIONS REF NO: LG 22/2024**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Disaster Management or related qualification; A minimum of 5 years relevant middle/senior-management experience; A minimum of 3 years relevant disaster management experience. Recommendation: A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Sound knowledge of emergency and disaster management concepts, programmes and practices; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships; Report writing, data acquisition and analysis; Knowledge Management; Service Deliver Innovation.
- DUTIES** : To oversee the co-ordination, monitoring and support of the following: Disaster preparedness and response functions as specified in the Disaster Management Act; Disaster institutional capacity (IGR); Disaster recovery functions as specified in the Disaster Management Act; coordinates and contributes to the implementation of government's disaster management policies, programs and projects; Human Resource Management; Sound Labour relations within the directorate; Financial Management; Participate in the strategic management and performance management processes; Strategic capability and leadership Disaster Management Intergovernmental relations; Disaster Preparedness and response; Disaster Recovery.
- ENQUIRIES** : Mr C Deiner Tel No: (021) 937 6301
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 21/392** : **DIRECTOR: DISASTER RISK REDUCTION REF NO: LG 23/2024**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification in Disaster or Emergency Management/ Public Management/ Environmental Science/ Public Health/ Human Sciences or related field as recognised by SAQA; A minimum of 5 years relevant middle-management/senior management level experience.; A minimum of 3 years relevant disaster management experience. Recommendation: Extensive experience in one or more of the following fields will serve as a recommendation: Emergency Response; Crisis Communication; Incident Command System; Risk Assessment and Mitigation; Planning and Preparedness; Recovery and Rehabilitation; Interagency Coordination;

Training and Education Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems which aids the management of knowledge and information; Procurement and tendering processes; Policy development; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Accounting Finance and Auditing; Stakeholder engagement; Build and maintain working partnerships; Economic, financial analysis; Report writing, data acquisition and analysis; Legal administration.

DUTIES : To oversee the coordination, monitoring and support of the following: Disaster risk identification, early warning and intervention programmes in the province; Disaster risk reduction (prevention and mitigation) programmes; Disaster risk reduction measures; Develop and maintain a disaster risk profile and maintain an ICT programme; Implement mechanisms for disaster early warnings; Develop and maintain prevention and mitigation programmes; Develop, coordinate and maintain integrated education, training, awareness and research programmes; Develop and implement risk reduction projects; Render a project management service; Integrate disaster management plans with development plans; Integrate disaster management with spatial development plans; Actively participate and drive strategic management and performance management within the directorate; Change Management; People Management; Financial Management of the directorate.

ENQUIRIES : Mr C Deiner Tel No: (021) 937 6301
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 21/393 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE REF NO: LG 19/2024**

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 Local Government, Western Cape Government
 Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification in Civil Engineering; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

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

and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr M Brand Tel No: (021) 483 2856
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 : 08 July 2024

POST 21/394 : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING (HUMAN RESOURCE MANAGEMENT) REF NO: LG 20/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Human Resource Management; A minimum of 3 years management level experience. Recommendation: Experience as a Local Government Human Resources Management Practitioner or general HR Practitioner; 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: Municipal Staff Regulations for staff below S54 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation; Policy analysis and development; Project management; Leadership; Report writing; Ability to interpret and apply policies.

DUTIES : Administer the provincial statutory responsibilities with regard to Municipal Staff Regulations (MSR) and related legislation: Have the capacity to analyse organisational structures, aligned to MS Rand provide comments; Monitor whether municipalities comply with the provisions of the MSR Regulations and related legislation; Support municipalities with implementation of MSR Regulations; Deal with complaints, queries and requests from municipalities, ministerial and departments; To manage internal human resources and perform management; To provide the financial management and strategic inputs of the Sub-directorate.

ENQUIRIES : Dr S. Greyling Tel No: (021) 483 6126
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 : 08 July 2024

POST 21/395 : **DEPUTY DIRECTOR: INFRASTRUCTURE GOVERNANCE AND SERVICE DELIVERY REF NO: LG 18/2024 (X3 POSTS)**

SALARY : R849 702 per annum (Level 11)
CENTRE : Department of Local Government, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Civil Environment; A minimum of 3years management level experience. Recommendation: Provincial or Local government experience. Registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician or Technologist. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Engineering and professional judgement; Disciplinary codes and procedures; Networking; Financial systems; Ability to create a high performance culture.
- DUTIES** : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Monitor, evaluate and support Municipalities in Infrastructure Governance and Service Delivery; Participate in IGR platforms, TIME, SIME, IDP, LGMTEC and JDMA; Plan the component budget and manage expenditure; DLG grant management; Logistical support for Quarterly Municipal Infrastructure Planning Forum as well as Bi-Annual Municipal Infrastructure Forum; Action minute taking and follow-up.
- ENQUIRIES APPLICATIONS** : Mr M. Brand Tel No: (021) 483 2856
: 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** : 08 July 2024
- POST 21/396** : **ASSISTANT DIRECTOR: INFRASTRUCTURE GOVERNANCE AND SERVICE DELIVERY REF NO: LG 16/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Department of Local Government, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil or Electrical Engineering; A minimum of 3 years relevant Civil or Electrical Engineering experience. Competencies: Knowledge of the following: Job related knowledge; Programme and Project Management; Engineering design and analysis knowledge; Legal compliance; Monitoring systems Skills in the following: Computer literacy; Written and communication skills; Analytical skills; Self-management; Customer focus and responsiveness; Planning and Organising; Conflict Management; Change Management; Problem Solving and Analysis; Innovation; Ability to work independently; Self-disciplined and motivated; Adaptable and receptive to new ideas and suggestions; Ability to use various systems.
- DUTIES** : Support the investigation of service delivery complaints from the public; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Participate in IGR platforms; Assist with the development of the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Human resource management; Perform an oversight role over the capital expenditure; Monitor the progress on grant expenditure by municipalities.
- ENQUIRIES APPLICATIONS** : Marius Brand Tel No: (021) 483 2856
: 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.
08 July 2024

CLOSING DATE

POST 21/397

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LG 17/2024

SALARY

CENTRE

REQUIREMENTS

R444 036 per annum (Level 09)
Department of Local Government, Western Cape Government
An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience in a supply chain management working environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities with restricted driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supply Chain Management legislation and policies; Working knowledge of the LOGIS System; Working knowledge of the Electronic Procurement Solution; Working knowledge of the Automated Procurement Planning Toolkit. Skills in the following: Computer literacy in MS OfficePackage (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Interpersonal relations; Flexibility; Accuracy; Planning and organising; Numeracy skills; Problem Solving; People management and empowerment; Ability to work independently and as part of a team.

DUTIES

Coordinate/oversee the administration of the demand, acquisition and logistics processes Maintenance and management of Departmental assets, which includes IFS/AFS/monthly reporting; Render an effective contract management service; Compile and review Specifications and Terms of Reference as required; Ensure the timeous issue of order numbers and the subsequent payment of service providers. Provide support and facilitate the logistical arrangements pertaining to the relevant bid committees, quotation committee as well as the disposal committee; Develop, review, implement and monitor SCM policies in line with relevant legislation.

ENQUIRIES

APPLICATIONS

Mr A Seale Tel No: (021) 483 9132
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

08 July 2024

POLICE OVERSIGHT AND COMMUNITY SAFETY DEPARTMENT

APPLICATIONS

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

CLOSING DATE

08 July 2024

NOTE

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OTHER POSTS

POST 21/398 : **DEPUTY DIRECTOR: SECURITY SUPPORT SERVICES REF NO: POCS 06/2023 R1**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
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 management level experience in a safety and security environment. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Safety and security related legislation, standards and regulations (understanding and interpretation); Treasury Regulation, Treasury Instructions and departmental delegations; Safety and security management and risk management processes; Application of legislation, policies and prescripts, strategic planning processes; Public management and administration; Relationship management; Skills needed: Planning and organising; Problem solving and decision-making; Written and verbal communication; Computer literacy (MSOffice); Project management; Information technology; Strategic planning management; Interpersonal; Analytical; Observation; People management; Continuous improvement.

DUTIES : Provide management support on policy and strategic matters; Management of the financial and human resources of the program; Develop, review, and maintain a strategic process in line with the MTSF; Develop and maintain a security information system for utilisation by the organisation; Support the program manager in the implementation of adhoc projects.

ENQUIRIES : Ms G Lutz Tel No: (021) 483 2954

POST 21/399 : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: POCS 02/2023 R1**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1-year relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation Working knowledge of the following: Risk Management ISO31000, Business Continuity Management ISO 22301, Information Security ISO 27001, and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards, and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes, and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

ENQUIRIES : Ms K Schumann Tel No: (021) 483 4061

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 08 July 2024

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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 21/400 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND REPAIR AND MAINTENANCE COORDINATION REF NO: WCMD 27/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in a technical field, e.g. NTC 3; A minimum of 6 years relevant experience in the Motor Industry Trade or Fleet Management environment with management experience; A valid code C (or higher) driving license. Recommendation: Qualified Motor Mechanic or Panel beater; Experience in the following: Government and/or other motor transport fleet agencies; RMI/SAMBRA (or equivalent) grading systems; Audatex/Abuntex system performing cost analyses. Competencies: Knowledge of the following: BBB-EE Act; Fleet Management Systems; Technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Office administration; Client Liaison Management. Skills needed: Good planning and organising; Problem solving; Negotiation; Conflict resolution; Communication (Written and verbal); Computer literacy. Ability to meet stringent deadlines (i.e. vehicle downtime management).

DUTIES : Oversee the daily operations of fleet repairs and maintenance with regards to quotes management, authorizations, invoice management and in-process scanning of R&M documentation; Review R&M requests for mechanical repairs, crash repairs, annual and kilometre servicing, maintenance, tire replacement, vehicle glass, auto electrical, tow ins and approve, reject or recommend requests to manager for approval; Plan and oversee daily, quarterly, bi-annual and annual inspection of the GMT fleet; Oversee the repair process of vehicles booked in at GMT or at merchants/dealerships and coordinate requests for quotes(RFQ), audatex reports and auctioneers valuation; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with Vehicle Related Suppliers (i.e. Vehicle Dealerships, Panel Beater firms, etc.) for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Review GMT work distribution to Vehicle Related Suppliers; Review recommendations from Technical Assistants where vehicle quotes for repairs exceed the value of the vehicle or reached their economic life cycle and approve the use of parts or withdrawal from service; Review and recommend TV6/28 vehicle condition; Assessments to dispose of vehicles via online auctions; Establish and maintain appropriate systems of internal control and financial management to ensure compliance with governance prescripts; Provide training and guidance to R&M Technical Assistants, Drivers, and Technical Aids to drive with accountability to achieve organisational service standards; Detecting and preventing vehicle maintenance and repair fraud as well as institute recoverable cost claims against Client Institutions for non-compliance of fleet maintenance and repair prescripts.

ENQUIRIES : Mr R. Fourie Tel No: (021) 467 4747

POST 21/401 : **ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant NaTIS and administrative experience; A valid code B or higher driving license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial NaTIS Security Policy; National Traffic Information System (NaTIS); Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Presentation; Legal Administration.

DUTIES : Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions.

ENQUIRIES : Mr BD Ellie Tel No: (021) 483 2828

POST 21/402 : **PERSONAL ASSISTANT: TRANSPORT ADMINISTRATION AND LICENSING REF NO: WCMD 25/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, 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 minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Basic financial administration; Understand the functioning, systems, and processes of government; General information support systems such as BAS and MYTRACK. Skills in the following: Language; Computer Literacy; Sound Organisational; Good People; Written Communication; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

DUTIES : Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provide support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr RW Barreiro Tel No: (021) 483 2061

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 08 July 2024

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OTHER POSTS

POST 21/403 : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 34/2024**

SALARY : Grade 1: R429 573 - R487 650 per annum, (OSD as prescribed)

Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code (B or higher) Driving license. Recommendation: Proven track record of working in the victim empowerment sector. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes;

Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Trauma intervention with adults; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving; Financial management; Monitoring and evaluation; Contract Management; Proven computer literacy and Communication (Written and verbal).

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative/Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management/Relationship Management (International/Local/Regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms L Goosen Tel No: (021) 483 9394

POST 21/404 : **STATE ACCOUNTANT: BUDGET MONITORING AND REPORTING REF NO: DSD 37/2024 (X2 POSTS)**

SALARY : Grade 1: R429 573 - R487 650 per annum, (OSD as prescribed)
Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Financial and budgetary management processes; Monitoring and reviewing reports; Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures; Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.

DUTIES : Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR administration; Revenue.

ENQUIRIES : Ms J Abercombie Tel No: (021) 483 3927

POST 21/405 : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG REGION) REF NO: DSD 36/2024**

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

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

NOTE : People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

POST 21/406 : **SOCIAL WORKER: SOCIAL WORK SERVICES (WEST COAST REGION)**
REF NO: DSD 38/2024

SALARY : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

		resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES NOTE</u>	:	Ms I Koen Tel No: (021) 840 3500
	:	People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>POST 21/407</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO NORTH REGION) REF NO: DSD 40/2024</u>
<u>SALARY</u>	:	Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed) Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed) Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed) Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES NOTE</u>	:	Ms L Louwat Tel No: (023) 348 5300
	:	People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

POST 21/408 : **REGISTRY CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 35/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem-solving.

DUTIES : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing(electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Open and maintain franking machine register; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

ENQUIRIES : Ms E Heydenrych Tel No: (023) 342 6809

POST 21/409 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: DSD 39/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent) with accounting or mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA,PSA, PSR, PPPFA, Financial manual); Basic financial operating systems; Skills needed: Written and verbal communication; Computer literacy; Planning and organising; Interpersonal relations; Flexibility; Aptitude for figures; Ability to perform routine tasks.

DUTIES : Render financial accounting transactions; Perform bookkeeping support services; Perform expenditure administration and support services; Perform administration and support services.

ENQUIRIES : Mr J Joubert Tel No: (021) 483 6022

POST 21/410 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN WEST COAST REGION) REF NO: DSD 33/2024**

SALARY : Grade 1: R182 913 – R207 024 per annum, (as prescribed by OSD)
Grade 2: R215 442 – R245 847 per annum, (as prescribed by OSD)
Grade 3: R255 933 - R321 741 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES

: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES

: Dr J du Toit Tel No: (022) 713 2272