

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

**CLOSING DATE** : 29 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 24/29** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, REF NO. AGR 31/2024**

**SALARY** : R1 371 558. per annum (All-inclusive salary package) (level 14)

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

**REQUIREMENTS** : Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: PhD in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural environment; Good knowledge of agricultural systems and important role players; Proficient in two of the official languages of the Western Cape. A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

**DUTIES** : Ability to function on a conceptual level; Strategic Management Developing and ensuring implementation of plant science and animal science research, research support and information strategies taking provincial and departmental priorities into account, maintaining good relations with industry role players, clients and stakeholders, and provide strategic leadership to managers and other subordinates; Line Function Management Manage plant science, animal science, research support and information strategies, manage the adaption of agricultural research and technology to client needs, support technology transfer, manage support functions pertaining to research and development, and liaison with industry role players to align research strategy to client driven research needs, promote integrated governance; and Administrative management Financial Management Manage the budget and budgeting process within the framework of the PFMA, monitor and manage financial risks

pertaining to the functions of the Programme, and lobby internally and externally (nationally and internationally for additional research and development funding). Personnel Management Manage the human resources of the Programme against relevant policies and procedures, provide leadership to management team, ensure capacity development and career advancement of staff, ensure effective recruitment and retention processes, manage transformation initiatives, promote sound labour relations and performance management) Supply Chain Management Exercise control over the provisioning and asset management function, ensure effective and economic utilisation of technology and equipment and exercise responsibility for strategically important needs in relation to infrastructure and facilities.

**ENQUIRIES APPLICATIONS** : Dr I Trautman Tel No: (021 808 5012)  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**OTHER POSTS**

**CLOSING DATE NOTE** : 29 July 2024  
 : 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.

**POST 24/30** : **DEPUTY DIRECTOR: LAND CARE, REF NO. AGR 28/2024**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (All-inclusive salary package) (level 12)  
 : Department of Agriculture, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher); A minimum of 6 years management experience; 6 years relevant experience in natural resource management. A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities but who have reasonable access to transport, may also apply. Recommendation: An undergraduate qualification. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Project management; Stakeholder management; Land-use management; Public Finance Management Act; Human Resource Act and regulations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Numeracy; Report writing skills; Planning and organising; Project management; Analytical skills; Financial Management skills; Motivational skills; Presentation skills; Stakeholder co-ordination; Ability to work independently and as part of a team.

**DUTIES** : Facilitate the initiation, planning, reporting, and obtaining of funding for Land Care, EPWP, and earmarked allocations to optimise productivity and sustainability; Implement area-wide planning projects in the Province illustrating pro-active sustainable development practices and aligning to intergovernmental programmes; Engage stakeholders and promote integrated governmental relations and partnership building; Manage the operations and administration of the sub-programme Land Care for the Western Cape Province.

**ENQUIRIES APPLICATIONS** : Ashia Petersen at Tel No: (021) 808 5009  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/31** : **CHIEF ARTISAN: BUILDING MAINTENANCE, REF NO. AGR 29/2024**

**SALARY CENTRE** : R455 223 per annum (OSD as prescribed).  
 : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : An appropriate Trade Test Certificate; A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate 3-year B-Degree/Advance Diploma (equivalent or higher qualification) in Technical; Discipline; Relevant supervisory level experience. Competencies: Knowledge of project management and legal compliance. Skills in the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint); Communication skills (written and verbal); Strong leadership abilities and assertiveness; Technical report writing skills; Supervisory and management skills; Decision-making, problem solving and analysis skills; Planning and organising skills; Presentation skills; Financial management skills; Basic negotiation skills; Ability to work independently and as part of a team.

**DUTIES** : Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescribes; Perform Human Resource Management, administrative and related functions in the unit; Manage the workshop and storage of tools and equipment; Render assistance with the provisioning of clean drinking water; The moving of offices and furniture; Render standby duties and overtime.

**ENQUIRIES** : Mr V Govender at Tel No: (021) 808 5422

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

**POST 24/32** : **CHIEF ACCOUNTING CLERK: SALARY DEDUCTIONS, REF NO. AGR 27/2024**

**SALARY** : R308 154 per annum (level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject; A minimum of 3 years relevant experience. Recommendation: A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Report procedures; PERSAL and BAS; Relevant legislation, directions, and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and Division of Revenue Act (DORA). Skills needed: Written and verbal communication; Presentation skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Planning and organising; Problem solving and decision making within the field of work; Research; Analysing; Ability to interpret policies and directives; Ability to work independently and as part of a team.

**DUTIES** : Maintenance over operating systems (PERSAL) and Batch Control salary advice and third-party payments, Persal Forum; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Human Resources Management and Operational Planning Tax matters; Persal deductions and allowances; Debt Management.

**ENQUIRIES** : Ms S Adonis at Tel No: (021) 808 5104

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

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

*In line with the Employment Equity Plan of the Department of Health 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 24/33** : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (ANAESTHESIA)**  
Chief Directorate: Rural Health Services

- SALARY** : Grade 1: R1 976 070 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : George Regional Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Specialist in Anaesthesiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Anaesthesiology. Inherent requirements of the job: Valid Code B drivers' licence. Be able to work commuted overtime in the Anaesthesia Department. Provide governance for the Anaesthesia Services for Garden Route and Central Karoo (Rural East). Competencies (knowledge/skills): Must have strong record of clinical expertise and clinical governance and experience in training and teaching at both undergraduate and postgraduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.
- DUTIES** : (key result areas/outputs): Manage overall performance of a 24/7 Anaesthesia service at the Regional Hospital, including the outreach program of the department to the district hospitals. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District (Rural East). Corporate governance of the Anaesthesiology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital. Critical care support to ICU patients admitted in George Regional Hospital. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating through the Anaesthesia Department.
- ENQUIRIES APPLICATIONS** : Dr T Koen, tel. no. (044) 802-4535  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : 26 July 2024
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
- POST 24/34** : **SENIOR REGISTRAR (MEDICAL)**  
(24-Month Contract) (Allergology)
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, University of Cape Town  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in a general or Sub-speciality. Registration with a professional council: Registration with the HPCSA as Medical Specialist in a general or sub-speciality. Inherent requirements of the job: FCPaed and/MMed (Paed) is a requirement, as well as registrability as a specialist with the HPCSA. Registrars will be required to register as post-graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. A valid driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Experience in general paediatrics at postgraduate level. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars. Experience as a Registrar in general paediatrics.
- DUTIES** : (key result areas/outputs): Clinical Service Delivery: Asthma or allergy clinical care and procedures in the ambulatory service and in-patient setting. After hours, calls as for senior registrars in the division of paediatric medicine and responsible to the director of the registrar programme. Teaching: Undergraduate students and junior staff. Case presentations, webinars and academic meetings. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's thesis. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital and allied institutions.

**ENQUIRIES** : Dr M Salie, tel.no. (021) 658-5383

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

**NOTE** : Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. "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** : 26 July 2024

**POST 24/35** : **MEDICAL OFFICER: GRADE 1 TO 3**  
Garden Route District

**SALARY** : 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** : George Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as 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 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 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 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 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 requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

**DUTIES** : (key result areas/outputs): 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 clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.

**ENQUIRIES** : Dr TS Ackerman, tel. no: (044) 814-1124

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

**NOTE** : No payment of any kind is required when applying for 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 change in registration status)

**CLOSING DATE** : 26 July 2024

<b><u>POST 24/36</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Beaufort West Hospital Minimum educational qualification: 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: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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: Trauma and Emergency. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends, and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective management and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TW Ntombana, tel.no. (023) 414-8200 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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: Trauma and Emergency
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/37</u></b>	:	<b><u>LECTURER NURSING GRADE 1 TO 2</u></b> Western Cape College of Nursing
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-D1) per annum Grade 2: R553 545 (PN-D2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boland/Overberg, Southern Cape Karoo and Metro Campus) Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife or Psychiatric Nurse where applicable. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

**DUTIES** : (key result areas/outputs): Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

**ENQUIRIES** : Dr Magerman, tel. no. (021) 684-1202 (Western Cape College of Nursing), Ms HM Wiese, tel. no. (044) 813-1841 (Southern Cape/Karoo Campus), Ms L Strauss, tel. no. (023) 814-0090 (Boland/Overberg Campus)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 26 July 2024

**POST 24/38** : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**  
Garden Route District

**SALARY** : R444 036 per annum  
**CENTRE** : Harry Comay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management and/or appropriate experience /exposure to Facility Management/Support Service Management in a Hospital setting. Appropriate management & supervisory experience. Appropriate PERSAL experience. Appropriate experience in Contract Management and performance management of Outsourcing Services. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages.

**DUTIES** : (key result areas/outputs): Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering,

Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects on Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Support to Supervisor.

- ENQUIRIES** : Dr Z North, tel.no. (044) 814-1126
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.
- CLOSING DATE** : 26 July 2024
- POST 24/39** : **PHYSIOTHERAPIST GRADE 1 TO 3**
- 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, Rondebosch
- REQUIREMENTS** :  
Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 2:** "Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 3.** Minimum of 20 years relevant experience after registration with the Health Professions Council Of South Africa (HPCSA) as a Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign-qualified employees of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Willing to work overtime when required. Competencies (knowledge/skills): Ability to adhere to all departmental requirements and protocols. Ability to provide paediatric physiotherapy service independently and as part of a team. Ability to provide an after-hours on-call service. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards requirements. Maintain HPCSA registration. Knowledge of prescription and issuing of Mobility Assistive Devices is advantageous. Good time management.
- DUTIES** : (key result areas/outputs): Manage clinical service delivery with inpatients and outpatients in designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Effective and efficient Resource Management e.g. Stock taking and ordering of consumables. Provide relief duty in absence of the colleagues and provide support to the supervisor. Provide an on-call overtime service as per roster.
- ENQUIRIES** : Mr S Rahim, tel.no. (021) 658-5033
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : The job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of



payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)

- CLOSING DATE** : 26 July 2024
- POST 24/40** : **SPEECH THERAPIST GRADE 1 TO 3**
- 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, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a practitioner in Speech Therapist OR Speech Therapist and Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist OR Speech Therapist and Audiologist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist 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 of relevant experience after registration with the HPCSA in Speech Therapy in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign 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 as a Speech Therapist or Speech Therapist and Audiologist in respect of SA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Ability to provide paediatric speech-language therapy service independently and as part of a team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel, and PowerPoint). Comply with National Core Standards requirements. Knowledge and skill in the assessment and intervention of paediatric speech, language, and communication, as well as patients with complex communication needs, such as neurogenic communication disorders or neurological conditions. Knowledge and skill in assessment and management of paediatric patients requiring augmentative and alternative communication. Knowledge and skill in the assessment and management of dysphagia in the paediatric population. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : (Key Result Areas/Outputs): To assess and manage speech, language, communication and feeding difficulties in the paediatric population. Manage and coordinate clinical service delivery with in-patients and out-patients in designated work areas. Comply with all departmental requirements and protocols. Participate on ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Effective and Efficient Resource Management e.g. stock taking and ordering of consumables. Complete monthly statistics and reports Improve professional competence by regular self-learning and reflection with the application of current evidence. Provide relief duty in absence of the colleagues and provide support to the supervisor. Management of personal performance and review thereof. Supervision of speech-language therapy students and community service therapists to support their learning in designated clinical areas.
- ENQUIRIES** : Ms L de Villiers, tel. no. (021) 658-5505 / Dr M Salie, tel. no. (021) 658-5430
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be subject to a practical test. 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** : 26 July 2024

**POST 24/41** : **RADIOGRAPHER: GRADE 1 TO 2 (DIAGNOSTIC) (2 POSTS)**

**SALARY** : R376 524 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration With a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

**DUTIES** : (key result areas/outputs): Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day-to-day activities.

**ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : 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** : 26 July 2024

**POST 24/42** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT COMPLIANCE (2 POSTS)**  
Directorate: Information Management

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Management and Data Governance. Inherent requirements of the job: Valid (Code B) driver's licence and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people skills together with communication, training and report writing skills.
- DUTIES** : (key result areas/outputs): Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.
- ENQUIRIES** : Ms L Shand, tel.no. (083) 2648-655
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 July 2024
- POST 24/43** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE MANAGEMENT)**  
West Coast District
- SALARY** : R376 413 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance/Revenue and Supply Chain Management. Appropriate supervisory experience. Inherent requirement of the post: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound knowledge of all financial systems: BAS, LOGIS. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organisational, managerial and leadership skills and good interpersonal relations skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (ePS), Clinicom, Account Receivables system, budget and expenditure control as well as Assets and Liabilities accounts.
- DUTIES** : (key result areas/outputs): Manage all SCM functions and ensure effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management within the sub-district. Responsible for Inventory Control, warehouse management. System Management and approver duties on EPS. Preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and preparation of relevant reports. Authorization of BAS / Logis payments. Supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Effective and efficient supervision of Financial Management and Transport Section. Manage all PM related functions within the SCM, Finance and Revenue and Patient Admin components.
- ENQUIRIES** : Mr. S Cupido, tel. no. (022) 921-2153
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. All Shortlisted candidates may be subjected to a practical test. The district is undergoing re-alignment of Subdistrict management structures in terms of the Micro Design Process. The successful candidate may be expected to also provide support to the Bergriver subdistrict as part of the Bergriver-Cederberg Subdistrict cluster.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/44</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Nyanga Community Day Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health service environment. Appropriate experience in the Logis system and in Budgetary processes. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge and understanding in LOGIS as well as knowledge of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Windows, Word and Excel).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide an effective Administration and Support Service to the Community Day Centre. Manage the allocated budget, assist with expenditure, administration and revenue management. Provide an effective Information Management System, data collation and reporting. Manage the Supply Chain Section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Provide support to Facility Manager of the Community Day Centre.
<b><u>ENQUIRIES</u></b>	:	Ms P Mgqaliso, tel. no. (021) 831-0882
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical assessment. The pool of applicants will be considered for other vacant Administrative Officer: Support posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/45</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u></b> Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repair of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<b><u>ENQUIRIES</u></b>	:	Mr L Semono, tel. no. (021) 830-3770
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post.
<b><u>CLOSING DATE</u></b>	:	26 July 2024

<b><u>POST 24/46</u></b>	:	<b><u>ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)</u></b> Directorate: Engineering and Technical Support Services, Metro East Hub, Lentegeur Hospital
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) and SANS 10142-1. Ability to fault-find and repairs down to component level.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Inspect, repair and fault finding of various alternative power sources (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulated on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in-service training to Handyman, Tradesmen Aid and Interns. Assist with the execution of all electrical projects.
<b><u>ENQUIRIES</u></b>	:	Mr OJ Buys, tel. no. (021) 370-1119
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/47</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b> Chief Directorate: Emergency And Clinical Services Support
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Observatory Forensic Pathology Institute, Forensic Toxicology
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies(knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to achieve good interpersonal and working relations with staff and clients. Good organizational and reporting skills. Ability to work under pressure. Above-average Computer and software literacy (MS Word, PowerPoint, Excel and Outlook)
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Typing reports. Report management and distribution. Document management. Administrative support. Supply chain management support.
<b><u>ENQUIRIES</u></b>	:	Ms B Davies, tel. no. (021) 406-6026/6412) or <a href="mailto:Bronwen.Davies@uct.ac.za">Bronwen.Davies@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test and security clearance prior to appointment.
<b><u>CLOSING DATE</u></b>	:	26 July 2024
<b><u>POST 24/48</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate/ recognisable experience or secretarial experience. Competencies (knowledge/skills): Ability to work under pressure and meet

- deadlines. Excellent typing skills, minute-taking skills and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access) (proof of training must be attached). Good planning, organizational and interpersonal skills.
- DUTIES** : (key result areas/outputs): Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
- ENQUIRIES** : Ms T Wulff, tel. no. (021) 404-2109
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test.
- CLOSING DATE** : 26 July 2024
- POST 24/49** : **TELKOM OPERATOR**
- SALARY** : R183 279 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirement of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required for operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order as well as reporting all telephone faults and switchboard errors to the Supervisor. Monitor, place and record all cellular, national and international calls made. Effectively sending of bulk SMS's. Co-ordinate the administration duties in the Paging office. Update speed dials and manage speed dial directory.
- ENQUIRIES** : Mr K Stevens, tel.no. (021) 404-3238
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : 26 July 2024
- POST 24/50** : **PORTER (2 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: The ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedures.
- DUTIES** : (key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.
- ENQUIRIES** : Mr E Cassiem, tel. no. (021) 404-3237

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 July 2024

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**CLOSING DATE** : 29 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 24/51** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION, REF NO. DEDAT 21/2024**

**SALARY CENTRE** : R444 036 per annum (level 9)  
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation Bachelor's degree, Experience in the following: Working for or with government as a stakeholder; Systems, data and reporting across a wide range of stakeholders; Presenting to senior and executive role players Stakeholder management; Communication techniques; Undertaking surveys and recommending process improvements. Competencies: Knowledge of the following: All 3 spheres of government, and their roles; Monitoring and Evaluation; Basic research and writing surveys; The concept of red tape and its reduction; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Planning Organising; Report writing, Problem-solving; Analytical thinking; Computer literacy (MS Office).

**DUTIES** : Managing the Administration of the Case Management System of the Department; Identify blockages and inhibitors to economic growth and development; Support the advocacy and the creation of awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints.

**ENQUIRIES APPLICATIONS** : Ms A. Augustus at Email: [aeysa.augustus@westerncape.gov.za](mailto:aeysa.augustus@westerncape.gov.za)  
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/52** : **ASSISTANT DIRECTOR: TOURISM SECTOR, REF NO. DEDAT 22/2024**

**SALARY CENTRE** : R444 036 per annum (level 9)  
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Law or Public Administration; A minimum of 3 years administrative experience (Project management relating to tourism, economic development, public administration, or law the tourism industry; Regulatory environment); A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Tourist Guiding industry; Supervision of staff; Compiling information for newsletters; Project Management; Working with SMMEs. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014) and applicable policies and procedures; Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy

and numeracy; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Presentation skills; Leading and supervising; Working with people; Networking; Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy.

**DUTIES** : Regulate and administer tourist guide applications and renewals registrations (online system) to improve sector competitiveness and development; Monitor and investigate illegal tour guides; Maintain networks with key stakeholders and ensure vertical and horizontal alignment; People Management.

**ENQUIRIES** : Ms H Nelson at Tel No: (021) 483 9442

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

**POST 24/53** : **ASSISTANT DIRECTOR: STRATEGIC COORDINATION, REF NO. DEDAT 06/2023 R1**

**SALARY** : R444 035 per annum (level 9)

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience working in a strategic planning, coordination, and reporting environment. Recommendation: Proven working knowledge and experience in the following: Provincial and national government strategic planning strategies and frameworks; Strategic management processes, including Ethics, Change Management, and Service Delivery Improvement Planning. Competencies: Knowledge of the following: Policies, legislation, guidelines, standards procedures, and best practices in applicable areas, including Human Rights Mainstreaming, POPIA, and PAIA; Public Finance Management Act; All applicable DPME policies, frameworks, and guidelines applicable to strategic planning processes; Economics. Skills needed: Proven computer literacy (MS Office); Planning and organising; Facilitation/coordination; Problem solving; Communication (written, verbal, presentation, report writing); Ability to work independently and as part of a team; Policy analysis.

**DUTIES** : Coordination of the Department's strategic planning processes regarding the Annual Performance Plan (APP), Annual Operational Plan (AOP), and the In-year changes; Coordination of the reporting on the Department's strategic deliverables, including the Annual Report, the Service Delivery Improvement plan, POPIA, and PAIA; Facilitation of the Department of Public Service and Administration (DPSA) Operational Management Framework deliverables (e.g. Operations analysis and improvement Operations Strategy, Operations design, and Operations planning and control); Coordinate responses for Human Rights Mainstreaming and Ethics; Provision of administration services within the Sub-directorate Strategic Coordination.

**ENQUIRIES** : Ms M Carstens at Tel No: (021) 483 9223  
[/Martie.Carstens@westerncape.gov.za](mailto:/Martie.Carstens@westerncape.gov.za)

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

#### **DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 29 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 24/54** : **CHIEF ARCHITECT: HEALTH INFRASTRUCTURE (PRODUCTION LEVEL), REF NO. DOI 106/2024**



**SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum (All-inclusive salary package) (OSD as prescribed).  
 : Department of Infrastructure, Western Cape Government  
 : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; A valid driving licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

**DUTIES** : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Managing the execution of architectural strategy through the provision of appropriate structures, systems and resources; Setting architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural-related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES APPLICATIONS** : Mr E du Plooy at [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/55** : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH), REF NO. DOI 139/2023 R2**

**SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum (OSD as prescribed)  
 : Department of Infrastructure, Western Cape Government  
 : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal

**DUTIES**

communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

: Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources; Set architectural standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural-related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates 'key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES  
APPLICATIONS**

: Ms J Thomas at [Jodie.Thomas@westerncape.gov.za](mailto:Jodie.Thomas@westerncape.gov.za)  
: To apply submit your application online only: via  
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/56**

: **DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSETS, REF NO. DOI  
82/2023 R1**

**SALARY  
CENTRE  
REQUIREMENTS**

: R848 702 per annum (level 11) (All-inclusive salary package)  
: Department of Infrastructure, Western Cape Government.  
: An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A Minimum of 5 years appropriate experience in management accounting of which 3 years' experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MSOffice, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy; Analytical; Implementation and monitoring; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

**DUTIES**

: Monitor revenue and expenditure for Immoveable Assets incl. financial reporting on Conditional Grants and compliance with PFMA; Assist with the Immoveable asset budgeting in MTEF process- Property rates, leased in/ out assets,

projects lists, financial info for SP, APP and AR B5 reports; Assist in Adjustment budget process irregular and reprioritise budgets across projects; Assist with the prevention of unauthorised, irregular and fruitless/wasteful expenditure; Manage the Infrastructure Reporting Model (IRM); Assist in preparation of reports - End of Year (EoY) reports, C- AMP and U-AMP.

**ENQUIRIES** : Ms R van der Fort at Tel No: (021) 483 8738  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/57** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2), REF NO. DOI 107/2024**

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

**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract(GCC 2015); Standard Specifications(Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing, Sound engineering and professional judgment; Problem-solving and analysis; Decision-making, Teamwork, Creativity; Communication (written and verbal) and People Management.

**DUTIES** : Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide, assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES** : Ms L Buys at Tel No: (021) 483 6413  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/58** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE, REF No. DOI 103/2024**

**SALARY** : Grade A: R721 476 per annum (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government.  
**REQUIREMENTS** : An appropriate B degree in Architecture or relevant qualification; A minimum of 3 years post registration architectural experience; Compulsory registration with SACAP South African Council for the Architectural Profession) as a professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional

environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

**DUTIES** : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.

**ENQUIRIES APPLICATIONS** : Mr E du Plooy at (021) 483 8261 or [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/59** : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES, REF NO. DOI 94/2023 R1**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (level 9)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting, financial management or similar environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Advanced MS Excel experience. Competencies: Proven knowledge of the following: Revenue and debt management; Public Financial Management Act and applicable legislation; Skills needed: Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and organising; Teamwork; Analytical; Problem solving; Ability to work under pressure.

**DUTIES** : Revenue and receivables management: Manage the development and maintenance of policies and standard operating procedures; Disclosures in the financial statements and reporting according to GRAP 2; Manage the information of the disclosure of debtors in the financial statements; Analyse system reports: Access and interpret financial reports; Operational management of the sub-component.

**ENQUIRIES APPLICATIONS** : Ms R Ceasar at Tel No: (021) 483 4305  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/60** : **ASSISTANT DIRECTOR: ACCOUNTS, REF NO. DOI 108/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (level 9)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma (equivalent or higher) in Financial Accounting or related; A minimum of 3 years' experience in a financial accounting Auditing environment; A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant experience in Advanced MS Excel. Competencies: Knowledge of the following SCOA; Modified Cash Standard MCS. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work under pressure; Financial and Analytical; Problem solving and decision making; Leadership.

**DUTIES** : Accounting and reporting on assets and liabilities; Cash management; Banking; Operational management of Subcomponent.

**ENQUIRIES APPLICATIONS** : Ms S Farao Tel No: (021) 483 5514  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/61** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: TECHNICAL SERVICES (GEORGE), REF NO. DOI 88/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in Safety Management; A minimum of 3 years' experience in the built environment; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislations pertaining to Occupational Health and Safety Act; Conditions of employment; Compensation for Occupational Injuries and Diseases Act; Environment Conservation Act; Building construction activities; Bills of quantity specifications; Plans and working drawings and project management; Western Cape Maintenance framework; Office accommodation; Skills needed: Proven computer literacy; Written and verbal communication; Ability to: Work under pressure; Independently and in a team.

**DUTIES** : Managing of health and safety aspects during contract administration on all projects implemented by the directorate; Managing health and safety plans for maintenance and construction projects; Prevent any contractor from executing construction works which is not in accordance with approved health and safety plans; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Draft and type submissions, default letters to contractors for non-compliance to the Occupational Health and Safety Act; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractors equipment on sites and file reports; Prepare health and safety specifications for construction works; Conduct technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance to the Occupational Health and Safety Act and building regulations.

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

**POST 24/62** : **SENIOR STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS, REF NO. DOI 102/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
: Department of Infrastructure, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent) with Mathematics or Accounting as passed subjects; A minimum of 6 years' relevant experience in a Financial Accounting environment. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge of the following: Applicable legislative and regulatory framework PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Organisational and Government structures and Oversight Bodies; Anti-corruption strategies and anti-corruption and fraud measures; Departmental policies and standard operating procedures; Government Accounting Standards (GRAP & GAAP); Reporting Frameworks(SCOA); Planning, budgeting and reporting tools and techniques; Public Service reporting procedures; Human Resource Management and Development, Skills in the following: Proven computer literacy (MS Office); Written and verbal communication; Problem-solving and decision making; Interpersonal skills; Planning and organising; Ability to work under pressure.

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

**ENQUIRIES APPLICATIONS** : Mr R Michaels at Tel No: (021) 483 3318  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/63** : **SUPPLY CHAIN MANAGEMENT BUSINESS ANALYST: SYSTEM SUPPORT, REF NO. DOI 101/2024**

<b><u>SALARY</u></b>	:	R308 154 per annum (level 7)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in a Supply Chain Management/Finance/Audit environment. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Competencies: Knowledge of the following: Public Administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Stakeholder engagement; Information management; Monitoring and evaluation methods, tools and techniques; Political Sciences and Public Policy. Skills needed: proven computer literacy; Communication (written and verbal); Planning and organising; Problem-solving and decision-making; Team membership; Public speaking and travelling within the Western Cape
<b><u>DUTIES</u></b>	:	Provide technical support to decision-making processes relating to Supply chain management (SCM); Undertake and oversee technical analysis necessary for the development, maintenance and implementation of the department's SCM policies and practices; Analyse proposed SCM policies and practices in order to provide management information for decision making; Monitor programmes on SCM policies and practices; Conduct quantitative analysis of information affecting SCM activities; Analyse applicable policies, mandates and legislation; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, improve planning, enhance service delivery, support transparency, support integration/collaboration across department's government spheres.
<b><u>ENQUIRIES</u></b>	:	Ansie Jansen van Rensburg at Tel No: (021) 483 7018
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/64</u></b>	:	<b><u>ACCOUNTING CLERK: SALARIES, REF NO. DOI 104/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subject. Competencies: Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MSWord; Interpersonal; Problem-solving; Decision making; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Expenditure Payments; General tasks; Reporting and Extra tasks.
<b><u>ENQUIRIES</u></b>	:	Mr R Michaels at Tel No: (021) 483 3318
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/65</u></b>	:	<b><u>ADMINISTRATION CLERK: HS CONTRACT ADMINISTRATION, REF NO. DOI 99/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience. Competencies: A good understanding of the following: Basic office administration; Basic knowledge of Housing Code; Basic knowledge of the Housing Amendment Act (Act 4 of 2001); Knowledge of the filing system and record keeping. Skills needed: Good Listening; Written and verbal communication; Organisational; Problem Solving; Ability to work under pressure; Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	Assist in contract administration relating to Human Settlement development projects; Provide support to Senior Admin Officer and Assistant Director: Contract Administration; Assist with auxiliary and general support function; Assist with Human Resources related matters.
<b><u>ENQUIRIES</u></b>	:	Ms N Bobelo at Tel No: (021) 483 8407

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

**POST 24/66** : **PROJECT SUPPORT CLERK: QUANTITY SURVEYING SERVICES, REF NO. DOI 100/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant experience; Knowledge and experience in BizProject, e-Works, BAS, My Content and SITS. Competencies: A good understanding of the following: Procurement procedures and applicable legislation. Skills needed: Proven computer literacy (MSWord, MS Excel, MS Outlook, MS PowerPoint); Good written and verbal communication; Recordkeeping; Ability to work under pressure; Ability to work independently and in a team.

**DUTIES** : Provide office administration support; Processing payments and other claims; Typing letters, submissions and providing reports; Assist with project and contract management; Compiling and processing of claims and payments; Assist with copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Manage and prepare spreadsheets for statistics to produce reports on projects; Liaising with furniture contractors, storeroom control, distribution and tracking of documents; Coordination of training and liaison with service providers; Data capturing; Arrange dates for site visits and conduct inspection with project leaders.

**ENQUIRIES** : Mr S Oliver at Tel No: (021) 483 4816  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 29 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 24/67** : **AUDIT ADMINISTRATOR: TRAFFIC LAW ADMINISTRATION: METRO REF NO. WCMD 30/2024 (2 POSTS AVAILABLE)**

**SALARY** : R376 413 per annum (level 8)  
**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 eNaTIS and administrative experience; A valid Code B or higher driving licence 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 eNaTIS Security Policy; National Traffic Information System (eNaTIS). Skills in the following: Numeracy; Literacy; Computer Literacy; Communication; Language; Project Management; Planning; Organising; Research; Analytical thinking; Problem-solving; Decision-making; Accounting; Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analysis and processing of information.

**DUTIES** : Plan audit activities in line with Annual Performance Plan targets; Audit eNaTIS transactions performed at Registering Authorities; Compile and issue audit reports; Administrative duties in respect of audits performed.

- ENQUIRIES APPLICATIONS** : Mr CC Majiedt at Tel No: (021) 483 2073  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/68** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (SOMERSET WEST), REF NO. WCMD 28/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment Competencies: Knowledge of the following: Organisational and management practices policies and operational functioning of the Chief Directorate; Sound knowledge of financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Render administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
- ENQUIRIES APPLICATIONS** : Mr J Mostert at Tel No: (065) 571 3198  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/69** : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (CALEDON), REF NO. WCMD 29/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (level 7)  
 : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Organisational and management practices policies and operational functioning of the Chief Directorate; Sound knowledge of financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post list, expenditure commitment reports; Strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
- DUTIES** : Render administrative support services; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.
- ENQUIRIES APPLICATIONS** : Mr TD Qunta at Tel No: (028) 212 2875  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/70** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (MOSSEL BAY), REF NO. WCMD 31/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 5).  
 : Western Cape Mobility Department, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data,



operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Planning and organising; Proven computer literacy; Good verbal and written communication.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.

**ENQUIRIES** : Ms R Sarikakis at Tel No: (044) 693 4545

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

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

**CLOSING DATE** : 29 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 24/71** : **DEPUTY DIRECTOR: PRO-ACTIVE FORENSIC, REF NO. DOTP 37/2024**

**SALARY** : R849 702 per annum (All-inclusive salary package) (Level 11)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : A 3-year B-Degree (or higher qualification) in the field of Forensics/ Commerce/ Law/Auditing; A minimum of 6 years' experience in pro-active or reactive forensics or a minimum of 3 years management experience in conducting forensic investigations in a forensic environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B.Com/Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial, and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes. Skills in the following: Communication (written and verbal) skills; Well-developed research and legal writing; Well-developed analytical and problem solving; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with legislature, law enforcement and judiciary personnel; Problem-solving, negotiation skills; Ability to work under pressure; Goal orientated and driven.

**DUTIES** : Plan and monitor the execution of proactive strategies for the prevention of fraud, theft and corruption; Ensure appropriate strategies are in place to address fraud risk assessments and data analytics deliverables; Identify, determine and measure factors impacting on the successful implementation of anti-fraud and corruption strategies; Advise departmental stakeholders on alignment of departmental fraud prevention strategies to the Provincial strategy and assist with the drafting and approval of departmental Fraud Prevention Plans and Fraud Prevention Implementation Plans; Manage and develop processes aimed at improving sources of fraud Monitor submission of timesheets and productivity of team members against budget, determine validity of overruns and motivate any deviations to the Director and develop interventions where necessary.

**ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593

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

<b><u>POST 24/72</u></b>	:	<b><u>DEPUTY DIRECTOR: WORKFORCE PLANNING, REF NO. DOTP 38/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (All-inclusive salary package) (Level 11)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A 3-year Bachelor's degree (equivalent or higher qualification) in Industrial Psychology, Human Resource Management (HRM). A minimum of 3-years relevant experience in the field. At least 5 years of experience in middle management. Recommendation: A Degree in Industrial Psychology or Industrial Psychology as a major Experience in Strategic Human Resource Planning and/or Industrial Psychology. Comprehensive understanding of the DPSA Directive on HR Planning and the WCG People Management Strategy. Knowledge of global, regional, and local political, economic, and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal, and institutional arrangements governing the South African public sector. Competencies: Knowledge of the following: Global, regional, and local political, economic, and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal, and institutional arrangements governing the South African Public Sector. A comprehensive understanding of People Management (Human Resource Management) legislation and policies within a strategic context is essential. Workforce Planning (HR Planning). Skills in the following: Analysing (incl. Analytics). Creating and Innovating. Formulating Strategies & Concepts. Advanced Writing and Reporting skills. Deciding & Initiating Action skills. Delivering Results & Meeting Customer Expectations. Entrepreneurial and Commercial Thinking. Presenting and Communicating Information (Inc. Basic Consultancy Skills). Leading and Supervising skills. Learning & researching. Applying Expertise & Technology (incl. Intermediate Computer literacy in MS Office, namely MSWord, Excel, PowerPoint, Outlook).
<b><u>DUTIES</u></b>	:	Manage and provide a comprehensive strategic workforce planning service to ensure Workforce Plans are in place to address the current and future people capability needs of the eleven provincial departments. Manage the annually report on the implementation of the workforce planning interventions of the eleven provincial departments. Manage and provide an Annual People Management (PM) Planner support service to senior managers of the eleven provincial departments to assess their ongoing people capability needs. Manage and coordinate annually assess WC Provincial Departmental Workforce Plans and Reports for compliance and quality. Manage the "Office of the Premier" (OTP) role in respect of Workforce Planning in the Western Cape Province. Management responsibilities.
<b><u>ENQUIRIES</u></b>	:	Ms K Scholtz at Tel No: 021 483 6143
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/73</u></b>	:	<b><u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A, REF NO. DOTP 34/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (All-inclusive salary package) (Level 11)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	qualification) in the field of Forensics/ Commerce/ Law/ Auditing; A minimum of 6 years functional (forensic investigations) experience or a minimum of 3 years management experience in conducting forensic investigations in a forensic services/ commercial crime environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B. Com/Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP).Competencies: Knowledge of the following: National, provincial, and departmental legislation, policies, and procedures; Fact-finding procedures applicable to techniques and investigative forensic auditors/investigators; forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes. and processes. Skills in the following: Communication (written and verbal) skills; Well-developed research and legal writing; Well-developed analytical and problem solving; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a cooperative relationship with legislature, law enforcement and judiciary personnel; Problem-solving negotiation skills; Ability to work under pressure; Goal orientated and driven.

**DUTIES** : Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and Project Management: Allocate and monitor investigations in order to maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.

**ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/74** : **ASSISTANT DIRECTOR: JOB DESIGN, REF NO. DOTP 28/2024**

**SALARY** : R444 036 per annum (level 9)  
**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 administrative experience in organisation development or related; A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Knowledge of the appropriate job evaluation System; Research methods/statistics (action research, quantitative and qualitative) and Working knowledge of organisation development theory, practice and techniques with regard to organisation design, process development and improvement and behaviour. Competencies: Knowledge of the following: Benchmarking; Disciplinary and grievance procedures Organisational performance as they relate to the field of organisation development; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Project management. Skills needed: Numeracy; Project management; Computer literacy; Accounting Finance and Audit and Communication (written and verbal).

**DUTIES** : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Plan, execute and monitor project(s); Supervise Organisation Development Practitioners.

**ENQUIRIES** : Ms M McClusky at Tel No: (021)4669518  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/75** : **CHIEF HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION, REF NO. DOTP 33/2024**

**SALARY** : R308 154 per annum (level 7)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: Working knowledge of the following: Appointments and Compensation; PERSAL certification; Experience in acting allowances and complex calculations including OSD. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Compensation for Occupation Injuries and Diseases Act and Labour Relations Act; Registry duties, practices as well as the ability to capture data, operate computer; PERSAL systems. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written, verbal and presentation); Strong leadership; Planning and organizing; Ability to Analyse, conceptualize and implement policies and procedures; Conflict resolutions.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of people management administration practices: Render all administrative

service related to appointments and payroll matters i.e. appointment nominated candidates on PERSAL, Appointment and Payments of temporary workers and promotions, Transfers within or into the WCG, secondments and acting appointments Verification of qualification; Handle people management administrative related enquiries; Perform supervisory tasks: Motivate, train and guide staff; Administer requests for Acting with Remuneration in accordance with Acting policy.

**ENQUIRIES** : Ms W Ponoyi-Dlabane at Tel No: (021) 483 0832  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/76** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT (2 POSTS AVAILABLE), REF NO. DOTP 32/2024**

**SALARY** : R216 417 per annum (level 5)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in asset management; warehouse management; inventory management environments. A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Relevant systems (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Written and verbal Communication; Client and goal-oriented; Ability to work independently and as part of a team.

**DUTIES** : Assist with asset disposal; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care).

**ENQUIRIES** : Ms I Oliphant at Tel No: (021) 483 3395  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/77** : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS, REF NO. DOTP 36/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

**DUTIES** : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

**ENQUIRIES** : Mr L Gqoboka at Tel No: (021) 483 4707  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 29 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 24/78** : **SOCIAL WORK MANAGER: REGIONAL OFFICE (WEST COAST), REF NO. DSD 48/2024**

**SALARY** : Grade 1: R920 082 – R1 052 016 per annum  
Grade 2: R1 094 508 – R1 289 274 per annum (as prescribed by OSD)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: 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 (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

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

**ENQUIRIES APPLICATIONS** : Ms A van Reenen at Tel No: (021) 483 0567  
: 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 24/79** : **ASSISTANT DIRECTOR (FUNDING): COMMUNITY AND PARTNERSHIP DEVELOPMENT, REF NO. DSD 51/2024**

**SALARY** : R444 036 per annum (level 9)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B Degree/ Advance Diploma (equivalent or higher qualification) in Finance; A minimum of 3 years relevant administrative experience in a financial environment. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (written and verbal); Proven computer literacy; Report writing

		and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
<b><u>DUTIES</u></b>	:	Manage the implementation of the uniform policy for programme funding; Develop SOPs in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions; Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management
<b><u>ENQUIRIES</u></b>	:	Mr T Majela at Tel No: (021) 483 2524
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/80</u></b>	:	<b><u>ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT, REF NO. DSD 43/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (level 9)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a knowledge management working environment. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service legislation, including POPI Act, PAIA, PAJA; Management and people management principles; Financial management; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management. Skills in the following: Written, verbal and liaison communication; Computer literacy; Planning and organising; Problem-solving; Facilitation and presentation; Analytical; Operational planning and innovation.
<b><u>DUTIES</u></b>	:	Identify, implement, and maintain knowledge and information services; Convert tacit and implicit knowledge into institutional knowledge; Publish and disseminate management information generated within the department; Manage the process of obtaining access to management and other information generated within the department; People management.
<b><u>ENQUIRIES</u></b>	:	Mr K Marthinus at Tel No: (021) 483 8833
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/81</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING (CRIME PREVENTION AND SUPPORT), REF NO.DSD 45/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (level 9)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B- Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Skills needed: Project

		management; Global, regional and local political, economic and social affairs impacting on the; Communication (written and verbal).
<b><u>DUTIES</u></b>	:	Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration /collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labour relations within the Division.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Rykief at Tel No: (021) 483 9939
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/82</u></b>	:	<b><u>MANAGER EDUCATION: EDUCATION REF NO. DSD 46/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (level 9)
	:	Department of Social Development, Western Cape Government (Various Posts Available in Kraaifontein Roar and Vredelus In Elsies River),
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedures; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.
<b><u>DUTIES</u></b>	:	Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Baugaard at Tel No: (021) 826 5972
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/83</u></b>	:	<b><u>COMMUNICATION OFFICER: COMMUNICATION (BPM), REF NO. DSD 52/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven

		computer literacy in MS Office; The following skills: Communication (written and verbal); Problem-solving; thinking; Project Organising; Analytical management; Research; Ability to interpret and apply relevant policies and procedures.
<b><u>DUTIES</u></b>	:	Develop, monitor, and enhance the department's corporate identity and brand; awareness campaigns; Develop and implement communication campaigns and products; Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Provide a media liaison service; Develop proactive media events in collaboration with the Media Liaison Officer in the MEC's office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Lewis at Tel No: (021) 483 5445
	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/84</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (MONITORING): OLDER PERSONS, REF NO. DSD 42/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
<b><u>DUTIES</u></b>	:	Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Fortuin at Tel No: (021) 483 3992
	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/85</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (MONITORING): VICTIM EMPOWERMENT, REF NO. DSD 44/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (level 8)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.
<b><u>DUTIES</u></b>	:	Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Botha at Tel No: (021) 483 4303
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/86</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 49/2024</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R308 247 – R362 439 per annum Grade 2: R376 417 – R436 014 per annum Grade 3: R452 667 – R532 113 per annum Grade 4: R554 919 – R 687 918 per annum (OSD as prescribed).
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government (Various Posts Available in Metro South Region)
<b><u>REQUIREMENTS</u></b>	:	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; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for



Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Mr K Brink at Tel No: (021) 834 7000  
**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 24/87** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 56/2024**

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

**CENTRE** : Department of Social Development, Western Cape Government  
 (Various Posts in Metro East Region)

**REQUIREMENT** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social 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 (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES APPLICATIONS** : Mr Q Arendse at Tel No: (021) 763 6206  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/88** : **REGISTRY CLERK: RECORDS MANAGEMENT, REF NO. DSD 47/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (level 5)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem-solving.

**DUTIES** : Provide register counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and disposal.

**ENQUIRIES APPLICATIONS** : Ms C Swartz at Tel No: (021) 483 602  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/89** : **ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES, REF NO. DSD 50/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (level 5)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision-making; Proven computer literacy; Verbal and written communication; Interpersonal; Flexibility; Planning and organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

**ENQUIRIES APPLICATIONS** : Ms L Sylvester-Rose at Tel No: (021) 483 4015  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/90** : **CUSTOMER CARE ASSISTANT: REF NO. DSD 53/2024**  
(Various Posts Available in Metro East Region)

**SALARY CENTRE** : R216 417 per annum (level 5)  
: Department of Social Development, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); Relevant customer care experience. Recommendation: None. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<b><u>DUTIES</u></b>	:	Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.
<b><u>ENQUIRIES</u></b>	:	Ms C Chandler at Tel No: (021) 812 0940.
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/91</u></b>	:	<b><u>CUSTOMER CARE ASSISTANT: WITZENBERG-CUSTOMER CARE, REF NO. DSD 55/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (level 5)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); Relevant customer care experience. Recommendation: None. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organizing and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<b><u>DUTIES</u></b>	:	Professoriate; accordingly, by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.
<b><u>ENQUIRIES</u></b>	:	Ms E Van Dyk at Tel No: (023) 814 2818.
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 24/92</u></b>	:	<b><u>STAFF NURSE: PROFESSIONAL SERVICES REF. NO DSD 54/2024</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R209 112 - R237 441 per annum Grade 2: R248613 - R283 347 per annum Grade 3: R290 805 - R362 187 per annum (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government (Various Posts Available in Clanwilliam, Kraaifontein Roar, Vredelus and Sivuyile Residential)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. <b>Grade 2:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness

**DUTIES** : Development and implementation of basic patient care plans: Ensure maintenance hygiene; Sustain nutritional of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses

**ENQUIRIES APPLICATIONS** : Ms Siebritz at Tel No: (021) 482 1902  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 24/93** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO DSD 31/2024 R1**

**SALARY CENTRE** : Grade 1: R193 125 - R218 673 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government (Various Posts Available in Clan William, Bonnytoun, Horizon, Outeniekwa, De. Novo And Roar),

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as an auxiliary or above Child and Youth Care practitioner. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

**DUTIES** : Serve as a team leader for child and youth care workers during shifts; Oversee following: Admission and the related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

**ENQUIRIES APPLICATIONS** : Ms B Nicholas at Tel No: (044) 803 7508  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>